



LAC LA BICHE COUNTY POLICY

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| TITLE: COMMITTEE MEMBER SELECTION | POLICY NO: CS-11-011 |
| RESOLUTION: 16.842 | EFFECTIVE DATE: AUGUST 28, 2012 |
| LEAD ROLE: ASSISTANT CAO | NEXT REVIEW DATE: OCTOBER 1, 2021 |
| SPECIAL NOTES/CROSS REFERENCE: | AMENDMENT DATE: OCTOBER 11, 2016 |

POLICY STATEMENT:

Lac La Biche County Council believes that it is appropriate to establish a process for selecting members-at-large and organizational representatives to serve on County boards and committees. This process shall be fair, consistent, and respectful to the privacy of the applicants, such that the most suitable and qualified candidates are selected.

PURPOSE:

The policy sets out Council's preferred process for appointing members-at-large and organizational representatives to County committees. Any provision of this policy may be waived by County Council in the spirit of recruiting and filling vacancies on committees.

DEFINITIONS:

"Members-at-Large" are selected by County Council to serve as voting members on County boards and committees, in accordance with the board or committee bylaw.

"Organizational Representatives" are individuals who represent community organizations and serve as voting members on County boards and committees, in accordance with the board or committee bylaw.

ELIGIBILITY:

1. Unless otherwise stated in the board or committee bylaw, all members-at-large and organizational representatives shall be of the full age of 18 years.
2. Members-at-large and organizational representatives are not necessarily required to be residents of Lac La Biche County, however residency requirements may be specified in the bylaw or terms of reference for the applicable committee.
3. County employees shall not normally be considered for appointment as voting members on County committees. However, Council may waive this provision to authorize County employees to serve as voting Members on a case-by-case basis or as outlined in the bylaw or terms of reference of the applicable committee.

RECRUITMENT:

4. Member-at-Large Recruitment:
 - i. Administration will commence the recruitment campaign for upcoming Member-at-Large vacancies on County Boards and Committees. The recruitment campaign for any vacancy shall be for no less than two weeks.
 - ii. The recruitment efforts shall be conducted in a manner that generates the greatest response from the public and should include, but is not limited to: the County website, County newsletters, County utility bills, County facilities, local print media and local radio media.
 - iii. All advertising efforts shall indicate the nature of the board or committee, the number of vacancies, the term of appointment, the eligible remuneration, and the appropriate Administrative contact information.
 - iv. In addition to public advertising, Administration shall invite, in writing, those departing members-at-large that are eligible for reappointment, to reapply to serve on County boards and committees. Applicants that are reapplying to serve on a County board or committee shall submit all applicable documents in accordance with this policy.
 - v. All applicants will be required to submit a cover letter and completed application form as outlined in attached Schedule "A".
 - vi. Applications will be accepted throughout the year and will be retained by Administration for one (1) year. If vacancies occur throughout the year, they may be filled from the applications on file, or by advertising.
 - vii. Administration will make every attempt to avoid presenting individual applications for Council's consideration, and rather may wait to receive additional applications to ensure that all interested applicants are considered for appointment.
 - viii. In the case of the Agricultural Service Board, the Library Board and the FCSS Advisory Board, any applications received will first go to the respective Board to make a recommendation to Council.
5. Organizational Representative Recruitment:
 - i. As required by the board or committee bylaw, Administration will invite, in writing, the identified community organization to select a representative from its membership, administration or volunteer sector to serve as an organizational representative on the County board or committee.
 - ii. The request for membership shall indicate the nature of the board or committee, the number of vacancies, the term of appointment, the eligible remuneration, the appropriate Administrative contact information, and that a written response to the request is required.

- iii. Upon receipt of a response from the community organization, Administration will bring forward the appointment(s) for Council’s consideration.

SELECTION

- 6. When applications are forwarded to Council, the content of the application and any discussion of candidate qualifications are protected from disclosure in accordance with the Freedom of Information and Protection of Privacy Act. County Council may proceed in-camera to discuss the application(s) received. Appointment of member(s)-at-large shall be in accordance with the Council’s procedural bylaw, whereby appointments are only official once a resolution by Council is passed at a public meeting.
- 7. In considering applicants, Council will focus on each individual’s past history as outlined in their cover letter and application. Familiarity with the work of the board or committee, experience serving on boards or committees and education will be considered by Council.
- 8. All appointments of members-at-large and organizational representatives are at the discretion of Council, and shall be in accordance with the board or committee bylaw.
- 9. Members-at-Large will be selected by a majority vote of Council, as outlined in the County’s Meeting Procedure bylaw.
- 10. Administration will advise all applicants, in writing, of Council’s decision.

RESIGNATION OR TERMINATION

- 11. Committee Members wishing to resign their position shall submit their written resignation to the Chief Administrative Officer or designate. In accordance with the County’s Procedural Bylaw, upon submission of the written resignation the resignation is deemed accepted by County Council.
- 12. Council may terminate an appointment by majority vote in a public meeting.

“Original Signed”

Chief Administrative Officer

October 25, 2016

Date

“Original Signed”

Mayor

November 1, 2016

Date

Lac La Biche County Committee Member Application Form



PERSONAL INFORMATION (Please print or type)

Title
(Mr./Ms./etc.)

Full Name

Address

Town/City

Province

Postal Code

Phone
(daytime)

Phone
(evening)

Email

Are you a resident of Lac La Biche County? Yes No If yes, how long?

By completing and submitting this form you are consenting to the confidential review of your application by County Council. If appointed, your name would appear in the record of the meeting as well as a committee member listing, which are public documents.

I accept the release of my name to the general public: Yes No

Complete application forms and cover letters can be submitted to Lac La Biche County by either:

Email: legislativeservices@laclabichecounty.com

Mail: Legislative Services
Lac La Biche County
PO Box 1679
Lac La Biche, AB T0A 2C0

Fax: 780-623-2039

Deliver to: Lac La Biche County Centre, 13422 HWY 881

NOTE: Your personal information is being collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Assistant Chief Administrative Officer for Lac La Biche County at 780-623-1747.

INTERESTS AND QUALIFICATIONS

Please answer each of the following questions, in relation to the committee and describing your relevant education, expertise, work or real life experience.

Please indicate which board(s) or committee(s) you are applying for. What interests you to apply for this position?

Do you have any previous board experience? Please elaborate.

How will Lac La Biche County benefit from your participation on the board/committee?

What special skills or knowledge would you bring to the Board?

Are there any professional or personal constraints to your time that could interfere with serving on the board/committee?

Describe your understanding of the purpose and function of the board/committee and how it operates.

What is it that would make for a satisfying board/committee experience for you? What are you hoping to get out of the experience of being on this board/committee?

Do you foresee any limitations to you being on this board/committee in terms of personal interests that could conflict? If so, please explain.

This board/committee provides a small honorarium and mileage compensation for your service. As such, it is essentially a volunteer appointment. What motivates you as a volunteer?

Any other information you would like to add?