

Lac La Biche County *Policy*

TITLE: COMMITTEE MEMBER SELECTION

POLICY NO: GOV-11-011

RESOLUTION: 24.304

EFFECTIVE DATE: August 28, 2012

DEPARTMENT RESPONSIBLE: Legislative Services

NEXT REVIEW DATE: July 1, 2027

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.

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.

PRINCIPLES:

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. This policy does not apply to the appointment of Lac La Biche County Council Members.

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.
4. Applicants that may be eligible to serve another term shall be invited in writing to reapply as part of the public recruitment campaign

RECRUITMENT:

5. The Chief Administrative Officer shall establish recruitment efforts that will generate the greatest possible interest as part of the committee member recruitment process

- (i) All committee vacancies shall undergo a public recruitment campaign.
- (ii) Administration will be responsible for the committee member recruitment campaign efforts.

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 closed session to discuss the application(s) received. Appointment of member(s)-at-large shall be in accordance with the Council Procedure 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 Committee Member Application Form. 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.

9. Members-at-Large will be selected by a majority vote of Council, as outlined in the Council Procedure Bylaw.

RESIGNATION OR TERMINATION

10. Committee Members wishing to resign their position shall submit their written resignation to the Chief Administrative Officer or designate. In accordance with the Council Procedure Bylaw, upon submission of the written resignation the resignation is deemed accepted by County Council.

11. Council may terminate an appointment by majority vote in a public meeting.

"Original Signed"
Mayor

July 8, 2024
Date

"Original Signed"
Chief Administrative Officer

July 3, 2024
Date



SPECIAL NOTES/CROSS REFERENCE: GOV-11-011-Committee Member Selection Procedure, CS-11-011

AMENDMENT DATE: March 26, 2024, July 2, 2024

Procedure

TITLE: COMMITTEE MEMBER SELECTION

PROCEDURE NO: GOV-11-011

EFFECTIVE DATE: August 28, 2012

DEPARTMENT RESPONSIBLE: Legislative Services

NEXT REVIEW DATE: July 1, 2027

GENERAL GUIDELINES:

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.

DEFINITIONS:

See definitions listed in the Committee Member Selection Policy

PROCEDURE:

1. Member-at-Large Recruitment:

- i. Administration will commence a recruitment campaign for upcoming Member-at-Large vacancies on County Boards and Committees. The recruitment campaign shall be for no less than two weeks. If vacancies occur throughout the year, Administration will continue advertising for Members-at-Large on an as needed basis.
- ii. The recruitment efforts shall be conducted in a manner that generates the greatest response from the public and may include, but is not limited to: the County website, County newsletters, County utility bills, County facilities, local print media, local radio media and social media platforms.
- iii. All advertising efforts shall indicate the nature of the board or committee, the number of vacancies, the term of appointment, the eligible remuneration (if any), and the appropriate Administrative contact information.
- iv. In addition to public advertising, Administration shall invite, in writing, those terms ending members-at-large that may be eligible to be appointed for another term, to reapply to serve on County boards and committees. Applicants that are applying for a reappointment to serve on a County board or committee, shall submit a Committee Member Application in accordance with this procedure.
- v. All applicants will be required to submit a Committee Member Application 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. Acknowledging that vacancies may remain throughout the year and that applications are received on a continual basis, Administration will bring forward for Council's consideration member-at-large appointments as applications are submitted. Notwithstanding, 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. Members-at-Large will be selected by Council, as outlined in the County’s Meeting Procedure bylaw.

ix. Administration will advise all applicants, in writing, of Council’s decision.

2. Organizational Representative Selection:

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, if required.

iv. Administration will advise the community organization, and selected organizational representative, of Council’s decision.

3. Onboarding of New Committee Members:

i. County committees shall be supported by the applicable County department /Administration representative for each respective Committee. The department/representative shall be responsible for the onboarding and ongoing support of committee members.

ii. Onboarding activities may include:

- a. An overview of the applicable legislation;
- b. Information on the role and mandate of the committee;
- c. A review of County policies procedures as it relates to committee work and role of the committee member;
- d. A review of committee specific procedures;
- e. Any other information the Administrative Representative deems relevant.

"Original Signed"

Chief Administrative Officer

July 3, 2024

Date

SPECIAL NOTES/CROSS REFERENCE: Committee Member Selection Policy GOV-11-011; CS-11-011

AMENDMENT DATE: August 25, 2020, March 26, 2024, July 2, 2024

SCHEDULE “A”



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?
Are you an employee of Lac La Biche County or a paid/on-call firefighter? 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, County Representatives, and Representatives from the respective Board and/or Committee which you are applying. 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

Completed application forms 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: McArthur Place, Second Floor, 10307-100 Street

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/committee?

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.

What motivates you as a volunteer?

Any other information you would like to add?

Signature

Date

Personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose managing the Committee Member Selection and Appointments for Lac La Biche County. If you have any questions or concerns, please contact the FOIP Coordinator at 780-623-1747