

Mackenzie County

Title	Appointments to Boards/Committees	Policy No:	ADM058
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Legislation References	<ol style="list-style-type: none">1. Municipal Government Act (Section 195 – 200)2. Mackenzie County Procedural Bylaw3. Mackenzie County Honorariums and Related Expense Reimbursement Bylaw
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Purpose

The purpose of this policy is to provide for the selection, appointment, and remuneration of public members-at-large who serve on various committees and boards that Mackenzie County chooses to have public input and participation.

Policy Statement

Pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 and any amendments thereto it shall be the policy of Mackenzie County to appoint eligible citizens to the various municipal Boards/Committees established by Council, either in an advisory capacity or as the result of statutory requirements, at the annual Mackenzie County Council Organizational Meeting.

Council Boards/Committees shall operate in accordance with the Municipal Government Act and Mackenzie County's Procedural Bylaw.

Eligibility

To be eligible for appointment as a Public Member-at-Large of a County Board or Committee, applicants must be:

1. Of the full age of 18 years;
2. Canadian citizens or landed immigrants;
3. Residents of Mackenzie County for six consecutive months immediately prior to application submission; or
4. Not otherwise ineligible to apply.

Procedures

1. The Director of Legislative and Support Services shall maintain a current record of all appointments made to the various municipal Boards/Committees which includes expire dates for same.

2. Application Forms completed by eligible citizens applying to become a member of a municipal Board/Committee will be accepted throughout the year by the Director of Legislative and Support Services or designate and will be retained on file for six (6) months for consideration when vacancies occur.
3. By September of each calendar year, a Public Notice outlining the number of Board/Committee appointments required for the upcoming year will be published in the local newspaper and displayed at all municipal offices.
4. New and returning applicants shall be required to submit an application form.
5. Each year, at the annual Mackenzie County Organizational Meeting, Council shall consider the applications and make the necessary appointments, by majority vote, to the various Boards/Committees.
6. The Director of Legislative & Support Services shall advise all applicants, as soon as practicable, in writing, of the appointments made by Council.
7. Should a vacancy occur due to a resignation, the vacancy may be filled from applications received to date for that particular Board/Committee or the vacancy may be advertised.
8. Staff Representatives shall advise all appointed members-at-large as soon as practicable with the following:
 - a. upcoming meeting schedules;
 - b. meeting minutes from the previous year;
 - c. copy of the applicable Terms of Reference;
 - d. list of fellow board members.
9. Public Members-at-Large are expected to exercise confidentiality and discretion in matters related to their respective appointments, and must sign an Oath and Acknowledgement of Terms of Appointment Form.
10. Public Members-at-Large must advise, in writing, if they are no longer eligible to serve (such as no longer being a Mackenzie County resident) or cannot complete their appointed term for any reason.
11. If unable to attend more than three consecutive meetings without Council's consent, a Public Member-at-Large is deemed to have resigned from their position.
12. Public Members-at-Large must successfully complete a training program if required under the Municipal Government Act.

13.Appointed Public Members-at-Large are eligible for remuneration and expense reimbursement according to Mackenzie County’s Honorariums and Related Expense Reimbursement Bylaw (unless otherwise stated).

14.The Director of Legislative and Support Services is responsible for the development, implementation, monitoring, and evaluating of this policy.

	Date	Resolution Number
Approved	2017-06-13	17-06-408
Amended		
Amended		