
Board/Committee/Commission Membership

Policy Number: CA94/2017

Approval Date: April 11, 2017

Supersedes Policy: Board/Committee/Commission Membership CA31/2017

SECTION A

1.0 Policy Purpose

- 1.1 Morinville acknowledges the value of boards/committees/commissions to aid the process of effective, responsible and efficient government. The creation, amendment, dissolution, administration of and appointment to boards/committees/commissions shall be conducted in a fair and equitable manner and in accordance with applicable legislation and Morinville bylaws, policies, procedures and practices that may be in force.

2.0 Definitions


- 2.1 **“Act”** means the *Municipal Government Act*, any regulations thereunder, and any amendments or successor legislation thereto.
- 2.2 **“Council”** means the Council of Morinville in the Province of Alberta.
- 2.3 **“Council Board/Committee/Commission”** means a board, committee, commission or other body established by Council under the *Act*.

3.0 Policy Statements

- 3.1 Establishment of Council Boards/Committees/Commissions
- 3.1.1 Council may establish a board/committee/commission for any purpose it considers that public input is required.



Mayor



CAO

- i. Establishment of board/committee/commission mandate, composition and appointment terms will adhere to requirements as per the *Municipal Government Act (MGA)* and Morinville bylaws or policies as applicable.
- ii. Board/committee/commission composition may include:
 - a. Council Members.
 - b. Public Members at Large.
 - c. Members of Administration to act as a liaison and provide administrative advice and support.

3.2 Member Eligibility

- 3.2.1 Membership criteria will be identified in the applicable board/committee/commission Terms of Reference.
- 3.2.2 Membership may be contingent on standard and specific requirements as per the applicable board/committee/commission Terms of Reference.

3.3 Member Selection and Appointment


- 3.3.1 Application Review Panel: Applications for membership will be subject to vetting processes conducted by an Application Review Panel. The Panel will:
 - i. Consider all applications received and conduct interviews to assess alignment with eligibility criteria. The vetting process may also include checking of references.
 - ii. Provide recommendations for Council's consideration on the selection of candidates for member appointment.
 - iii. The Panel may consist of members of Council, Administration and Public Members at Large.
- 3.3.2 Final member selection will be determined by Council. Unless otherwise required by legislation, Council reserves the right to not fill a board/committee/commission vacancy and keep the application and selection process open until a suitable candidate is found.
- 3.3.3 Notification of Selection and Appointment: Applicants will be notified of the final membership selection outcome following appointment by Council.

3.4 Member Accountability and Conduct Standards

- 3.4.1 Members will adhere to and perform duties in accordance with:



Mayor



CAO

- i. Roles, responsibilities, accountabilities and other requirements identified in the Terms of Reference for the applicable board/committee/commission.
 - ii. Applicable Morinville bylaws, policies, procedures and practices that may be in force.
- 3.4.2 Confidentiality: During the course of membership on a Morinville committee members may be entrusted with privileged and confidential information. Any privileged or confidential information obtained during the course of committee membership shall be held in the strictest confidence at all times; this obligation shall survive cessation of committee membership.
- 3.4.3 Conflict of Interest: Board/committee/commission members must avoid conflicts of interest where:
- i. A member is a director, member, or employee of an organization seeking benefit from Morinville upon which the board/committee/commission will make a recommendation.
 - ii. The member has a direct or indirect pecuniary interest in the outcome of the board/committee/commission deliberations.
- 3.4.4 Conduct Standards:
- i. Respect the rights, dignity and worth of all other persons.
 - ii. Perform duties with honesty and integrity, in a manner that is helpful, respectful and courteous.
 - iii. Commit the time to attend meetings and to be diligent in preparation for and participation in discussions.

3.5 Member Remuneration


- 3.5.1 Member eligibility for remuneration will be determined as per Morinville's Volunteer Board / Committee Member Honorarium and Per Diem Policy.

3.6 Cessation of Membership

- 3.6.1 Membership may cease due to:
- i. Term length as determined by the Terms of Reference of the applicable board/committee/commission.
 - ii. Completion of mandate and/or dissolution of the board/committee/commission.
 - iii. Non-compliance with member accountabilities as per Section 3.4 of this Policy (Member Accountability and Conduct Standards).



Mayor



CAO

4.0 Expiry Date

4.1 For the purpose of ensuring that this policy is revised for ongoing relevancy and necessity, a review will occur prior to December 31, 2019. The policy shall be brought forth and accepted in its present or amended form or rescinded.

4.2 This policy shall remain in effect if the review date passes prior to formal review.

SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act

Procedural Bylaw

Volunteer Board / Committee Member Honorarium and Per Diem Policy

2.0 Persons Affected

Potential, current and past board/committee/commission members.

3.0 Review/Revision History and Author

CA31/2017



Lisa Holmes
Mayor



Andrew Isbister
Chief Administrative Officer
