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**Committee and Advisory Board Members Policy**

POLICY NUMBER: 031-BD-98

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Approval Date: December 12, 2006

Revise Date: September 28, 2010

Motion Number: CM20100928.1013

Repeal Date:

Supersedes:

Review Date: September 13, 2010

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**1.0 Policy Intent**

Council Committees and Advisory Boards contribute great value to the City of Cold Lake, and Council recognizes the importance of selecting the best possible individuals to serve on these bodies.

**2.0 Purpose**

The purpose of the Committee and Advisory Board Members Policy is to set out guidelines and procedures for the selection and appointment of Council Committee and Advisory Board members, and for the consideration of requests for the appointment of Council members to non-Council boards or committees.

**3.0 Policy Statement**

- 3.1. Every appointment to a Council committee or advisory board shall be by resolution of Council
- 3.2. Every such appointment is at the pleasure of Council, whether or not the appointment is for a specified time period
- 3.3. The term of office for all members of Council committees or advisory boards shall be two (2) year term. Council may reappoint any member of a Council committee or advisory board to additional terms should Council deem such reappointment to be in the best interest of the City and the Council committee or advisory board.
- 3.4. Preference for membership on a Council committee or advisory board shall be given to applicants who are residents of the City of Cold Lake
- 3.5. Council may appoint a Selection Committee consisting of one Councillor, the Chair (or designate) of the committee(s) or board(s) in question, and the Department Director of the associated department (or a designate appointed by the CAO), which shall:
  - 3.5.1. approve member and chair profiles, interview questions, testing criteria (if any), and a short list of applicants
  - 3.5.2. review and/or interview applicants

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- 3.5.3. recommend appointees to Council for appointments and re-appointments, including appointments required to fill vacant positions
- 3.6. The Mayor will consider all requests from organizations desiring appointment of Council representatives on non-Council boards or committees, and will forward to Council those requests which meet one or both of the following criteria:
  - 3.6.1. The City financially contributes to the organization or its events
  - 3.6.2. The City maintains a membership in the organization
- 3.7. The Mayor may forward any request to Council, even if it does not meet these criteria, if, in his/her opinion, it will be in the best interests of Council to be represented on that board or committee

#### **4.0 Managerial Guidelines**

- 4.1. The Chief Administrative Officer (or designate) shall:
  - 4.1.1. coordinate appointments to Council committees and advisory boards
  - 4.1.2. maintain all records pertaining to appointments
  - 4.1.3. obtain a letter from each current member eligible for reappointment, stating whether or not that member wishes to be re-appointed
  - 4.1.4. consult with the current board or committee to identify the skills, knowledge, experience, and other characteristics of any specific position(s) required during the coming term of appointment
  - 4.1.5. provide application information to individuals who wish to apply for appointment as new members
  - 4.1.6. ensure ads for committee and board openings are inserted on the City page in the Cold Lake Sun
  - 4.1.7. receive all applications and sort according to required skills, knowledge, experience, and other characteristics, and provide short list to Selection Committee
  - 4.1.8. arrange appropriate meetings for the Selection Committee, providing all necessary documents, profiles, and interview questions and testing criteria (if required)
  - 4.1.9. ensure that the Selection Committee is aware of issues or concerns in respect to member appointments/re-appointments
  - 4.1.10. schedule applicant interviews and/or testing (if required)
  - 4.1.11. prepare a report for Council outlining the Selection Committee's appointment recommendations
  - 4.1.12. prepare letters for the Mayor to send to all applicants concerning the status of their application
  - 4.1.13. advise the board or committee chair of appointments and re-appointments made by Council

#### **5.0 References**

Municipal Government Act, RSA 2000 c M-26, S 146; 154 (2), (3)

**6.0 Persons Affected**

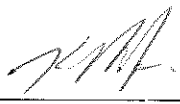
Members of City Council, Staff, Advisory Boards, and Council Committees

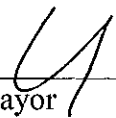
**7.0 Revision/Review History**

- 031-BD-98, Approved May 12, 1998, Motion # 98-128
- 031-BD-98, Amended December 12, 2006 , Motion # 2006-208
- 031-BD-98, Amended September 28, 2010, Motion # CM20100928.1013

October 6, 2010  
Date

October 6, 2010  
Date

  
Chief Administrative Officer

  
Mayor