

POLICY #113C

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Policy Title:	Public at Large Appointments
Policy Number:	113C
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Policy Statement

The Town of Olds values the contribution of community volunteers and is committed to a fair, transparent, and consistent process for appointing public at large members to Town-managed Boards, Committees, and Commissions (BCCs).

Purpose

To establish the governance framework for recruiting, appointing, and recognizing community members to ensure high-quality community representation and legislative integrity.

Definitions

1. **BCC:** Means a board, committee, or commission as defined in the Town of Olds *Council & Council Committee Meeting Procedural Bylaw*.
2. **Public at Large Member:** A resident of the Town of Olds or the immediate surrounding area (as defined by specific committee mandates) who is not an elected official or Town employee.
3. **Pecuniary Interest:** As defined in the *Municipal Government Act* and the Procedural Bylaw

Standards

1. **Eligibility:** Applicants must meet the residency and age requirements specified in the corresponding Town Bylaws or Policies, or legislation.
2. **Alignment with Procedural Bylaw:** All appointments and meeting conduct shall be governed by the Council & Council Committee Meeting Procedural Bylaw.

3. **Volunteer Recognition:** The Town shall recognize the contributions of BCC members through the annual volunteer week held in April.

Member Obligations & Conduct

1. Term & Renewal Rules (Before service starts)

- Term of Office: Individual Committee Bylaws or provincial statutes take precedence over the general 2-year default term length and re-appointment rules.
- Reappointment: Appointment to a BCC is for a specific term and does not guarantee automatic renewal. Members wishing to be considered for reappointment must submit a new Community Member Application Form during the recruitment period to ensure Council has current information and to allow for a fair evaluation of all interested candidates.

2. Onboarding Requirements (Day 1)

- Confidentiality & Forms: Prior to attending their first meeting, all appointed public members are required to sign a Public Appointee Agreement alongside any required committee-specific forms.

3. Active Conduct & Meeting Expectations (During service)

- Professionalism: Members are expected to act with decorum, courtesy, and respect at all times in the performance of their duties.
- Conflict of Interest: Members are prohibited from discussing or voting on any matter in which they have a pecuniary or personal conflict of interest.
- Attendance: Members must notify the Chair of any justifiable absences. If a member misses three consecutive meetings or three regular meetings without notice, the Chair may request their resignation or report the absence to Council.

4. Ongoing Administration & Offboarding (End of service)

- Administrative Updates: Members must provide written notification to the Town of any change in residential address, phone number, or email.
- Resignation: Public members wishing to resign or withdraw from a committee to which they were appointed by Council motion must do so in writing to the Legislative Clerk.

5. Records Management, Confidentiality & Privacy

- Town Ownership & Access (ATIA): All records, communications, and documents created, received, or maintained by committee members regarding Town business are records of the Town of Olds subject to the *Records and Information Management Bylaw* and the *Access to Information Act* (ATIA). Members must promptly provide

requested records to the Town's Designated Officer or Access to Information Clerk for processing access requests.

- Protection of Privacy (POPA): Personal and confidential information must be collected, used, disclosed, and protected strictly in accordance with the *Protection of Privacy Act* (POPA) and the Town's Privacy Management Program. Confidential or personal information obtained through committee activities shall not be disclosed, reproduced, or used for unauthorized purposes.
- Offboarding & Disposal: Upon the end or termination of an appointee's term, members must immediately return or securely delete all Town-related electronic and hard-copy records