

POLICY #113C

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Policy Title:	Public at Large Appointments
Policy Number:	113C
Approval:	Town Council Motion # 24-388
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Approved Date:	September 14, 2020, Motion 20-332
Supersedes Policy No.:	Rewrite of Administrative Policy 302

Policy Statement:

The Town of Olds values the work of volunteers to any Board, Commission or Committee that the Town of Olds manages and as such will provide a consistent and fair approach to the appointment and recognition of volunteer members.

Purpose:

This policy is to establish a process in which the Town of Olds recruits volunteers for public at large appointments to various Town managed, Board, Commission or Committee (BCC's) and how those volunteers will be recognized for their contribution.

Definitions

"Ad Hoc or Advisory", means a Committee with a specific task or objective, and dissolved after the completion of the task or achievement of the objective. This committee has a beginning and an end.

"Board, Commission or Committee" or "(BCC)" means a committee to which members of the public and elected officials are appointed to at the Town of Olds annual Organizational Meeting, and/or as required throughout the year. The BCC's have been granted the authority to bring committee recommendations to Council for decision.

"Conflict of Interest" is a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to make decisions for the benefit of a third party.

"Elected Official Committee" means an Ad Hoc, Advisory or Standing Committee, or any other body established by Council. An Elected Official Committee does not include an Assessment Review Board established under section 454 or a Subdivision and Development Appeal Board established under section 627.

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'Legally entitled to work in Canada' is defined by Human Resources and Skill Canada as a Canadian citizen; permanent resident; refugees in Canada to whom that status has been legally granted.

'Pecuniary Interest' means something which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse, or a business in which employs you or in which you have an interest.

"Standing Committee" means a Committee, formed to do its assigned work on an ongoing basis. This committee does not have an end date, and it is formed to discuss items specific to municipal functions. (I.e. Standing Committee on Transportation)

Standards:

1. The Chief Administrative Officer is responsible for ensuring the recruitment of volunteers to Town managed BCC's are performed within the terms of this policy.
2. This policy applies to all Town of Olds residents (or County residents) who are eligible to be appointed to any BCC, that has been created by Council bylaw.
3. Public at Large Members are appointed to Boards, Commissions, or a Committee. A BCC does not have the authority to make decisions on behalf of the council, unless explicitly granted such authority as specified in the committee bylaw.

Boards, Commissions or Committees Administration

- a) A current record of all appointments to town managed Board, Commission or Committees, including term end dates and mailing address of each member is maintained by the Town Legislative Coordinator.
- b) To be eligible for appointment as a public at large member to a Town managed BCC's , applicants must be:
 - of the full age of 16 years to 18 years of age with consent in writing from a parent or guardian; or over the age of 18 years; and
 - Canadian citizens or those legally entitled to work in Canada as defined by Human Resources Canada or a temporary visa holder or a refugee waiting for their claim for refugee status to be determined;
 - Not be an employee of the Town;
 - Not be in arrears or otherwise owing the Town;
 - Not be in litigation with the Town; and
 - Not have been convicted of an indictable offence or a criminal offence involving fraud.
- c) All appointments shall be for a two-year term except as required by statute or if the appointment is to fill a vacancy, then the appointment shall be for the remainder of the two-year term. If the remainder of the two-year term is less than six months the recommendation may reflect the remainder of the two-year term, plus a subsequent

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two-year term.

- d) Those volunteers seeking reappointment will be considered with all other applications received. (must re-apply).
- e) Public at large members may request or be required to attend governance training.
- f) Terms may be staggered to ensure they do not all expire simultaneously.
- g) Town Appointees to a BCC will be invited to the Town hosted annual Volunteer Appreciation Night

Membership

- a) Public at large members are required to notify the town in writing if their place of residence changes.
- b) If a public at large member misses three consecutive meetings without the Chair having received notice of the members justifiable absence or, if a member misses three regular meetings the Chair of the Authority, Board, Commission or Committee can request their resignation.
- c) Public at large members shall not disclose any confidential or personal information that they have access to through the performance of their duties.
- d) At the end of their appointment, public at large members are to return all documents and other materials acquired through the performance of their duties to the Town of Olds.
- e) Public at large members shall not discuss or vote on any matter which they have a pecuniary interest or any other conflict of interest.
- f) In the performance of their duties, public at large members should act with the appropriate courtesy and respect and shall conduct themselves with decorum.

Resignation

If a 'public at large member' wishes to withdraw, resign, or quit a committee they are appointed to by Council motion, they must do so in writing to the Legislative Coordinator.