

## POLICY #107C

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<b>Policy Title:</b>	<b>Elected Official Appointments</b>
<b>Policy Number:</b>	<b>107C</b>
<b>Approval:</b>	<b>Town Council</b>
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<b>Supersedes Policy No.:</b>	<b>Council Committee and Appointment Policy</b>

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### Policy Statement:

Members of Olds Town Council are appointed to Boards, Commissions or Committees.

### Purpose:

To provide for the appointment of Elected Officials to Boards, Commissions or Committees.

### Definitions:

1. "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.
2. "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.
3. "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.
4. "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:**

Elected Official Appointments

5. Official appointments will be made annually at the Town Council Organizational Meeting and/or as required throughout the year.
6. Each Councillor is to submit an expression of interest pertaining to annual appointments to Boards and Commissions to the Mayor by the end of September. This process will be the same during an election year.
7. Appointment of Elected Official Members to Boards, Commissions, or Committees, is coordinated by the Mayor.
8. Should there be interest from more than one Elected Official Member to any particular Board, Commission, or Committee, appointment to said BCC will be voted upon at the Organizational Meeting. A vote shall be taken by secret ballot.
9. All members of Council shall attend training and orientation session(s) as soon as possible following their election to Council, in order to fulfill their commitment to Boards, Commissions, and Committees.
10. Within reasonable means, alternates appointed should attend training and the Annual General Meeting of a Board, Commission, or Committee.
11. Members of Olds Town Council must be made aware in an open meeting that a member is applying for a position on any external board and committees (I.E. FCM, AB Municipalities, or Government of Alberta).

Elected Official Role

12. Elected Officials appointed to Boards, Commissions, or local Committees containing members of the public, if possible:
  - An elected official who is assigned a local committee chair role shall work with said committee to train a public member to take over the role of chair on the BCC as soon as possible; *and*
  - Shall avoid making motions on subjects likely to be presented to Council for further review.
13. Elected Officials appointed ensure that the activities of the committee do not exceed the authority of the committee granted by Council as defined by bylaw or terms of reference.
14. An Elected Official on a Committee shall not be considered as an advocate for the interests of the committee and shall not be expected to present issues or recommendations to the receiving body on behalf of the Committee.
15. Elected Official members have a fiduciary duty separate of the Town and the body

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to which they were appointed and must be cognizant of the "hat" they are wearing and where their duty of loyalty and fidelity lies. Elected Officials must act in the best interests of the town when sitting at the Council table, and conversely, must act in the best interests of the Board, Commission or Committee appointed to.