



107C
Elected Official Appointments

Prepared By: Office of the CAO

Effective Date: June 8, 2020

Council Motion No.: 20-213

Reference: Municipal Government Act
Council Code of Conduct Bylaw
Procedural Bylaw
Records Management Retention Schedule Bylaw

POLICY STATEMENT

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

PURPOSE

To provide for the appointment of elected officials to Authorities, Boards, Commissions or Committees.

DEFINITIONS

“Ad Hoc” means a Council 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.

“Authority, Board, Commission or Committee” or “(ABC)” means a committee that is granted the authority by Council to make decisions on behalf of Council to which elected officials are appointed to at the Town of Olds annual Organizational Meeting.

“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.

“Council Committee” means an Ad Hoc or Standing Committee, or any other body established by Council. Council Committee does not include an assessment review board established under section 454 or a Subdivision and Development Appeal Board established under section 627.

“Pecuniary Interest” means something of 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 Council 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)

SCOPE

This policy applies to all members of the Town of Olds Council.

RESPONSIBILITIES

Council is responsible for elected official appointments to Authorities, Boards, Commissions or Committees. All members of Council shall adhere to the Council Code of Conduct Bylaw when representing the Town of Olds.

STANDARDS

1. Council Appointments

- 1.1. Council appointments will be made annually at the Organizational Meeting.
- 1.2. Each Councillor is to submit an expression of interest pertaining to annual appointments to Authorities, Boards and Commissions to the Mayor by the end of September. This process will be the same during an election year.
- 1.3. Appointment of Council Members to Authorities, Boards, Commissions, or Committees, is coordinated by the Mayor.
- 1.4. Should there be interest from more than one Council Member to any particular Authority, Board, Commission, or Committee, appointment to said ABC will be voted upon at the Organizational Meeting.
- 1.5. A request for decision for council appointments will be prepared for presentation at the Organizational Meeting, held in accordance with the Municipal Government Act.
- 1.6. The Mayor acts as an ex-officio member of all Council Committees solely appointed by the Council of the Town of Olds as provided by the Municipal Government Act.
- 1.7. Within reasonable means, alternates appointed should attend training and the Annual General Meeting of an Authority, Board, Commission, or Committee.

Council Role

- 1.8. Council members appointed to Authorities, Boards, Commissions, or Committees containing members of the public shall not take positions on the executive of the Board or committee, and shall not make motions on subjects likely to be presented to Council for further review.
- 1.9. Council members 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.
- 1.10. A member of Council 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.
- 1.11. Council members have fiduciary duties to both the Town and the body to which they were appointed and must be cognizant of the "hat" they are wearing and where their duty of loyalty and fidelity lies. Council members must act in the best interest of the town when sitting at the council table, and conversely, must act in the best interests of the Authority, Board, Commission or Committee appointed to.

Council Approval Date: August 22, 2011 [Motion 11-255](#)
Policy at the time was called *Council Committee and Appointment Policy 11-214*
Amended October 24, 2011 [Motion 11-330](#)
Amended: October 9, 2018 [Motion 18-389](#)