



113C
Public At Large Appointments

Supporting Procedure: 113P

Prepared By: Office of the CAO

Effective Date: Sept. 14, 2020

Council Resolution No.: 20-332

References: Human Resources Canada
Elected Official Member Appointment Policy
Rewrite of Administrative Policy 302

POLICY STATEMENT

The Town of Olds values the work of volunteers to any authority, 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 authority, board, commission or committee (ABC's) and how those volunteers will be recognized for their contribution.

SCOPE AND GUIDELINES

This policy applies to all Town of Olds residents who are eligible to be appointed to an ABC.

DEFINITIONS

"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.

'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

"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)

'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.

RESPONSIBILITIES

The Chief Administrative Officer is responsible to ensure the recruitment of volunteers to Town managed ABC's are performed within the terms of this policy.

STANDARDS

Public-at-Large Members are appointed to authority, boards, commissions or a committee that are granted the authority by Council to make decisions on behalf of Council to which elected officials and citizens are appointed to at the Town of Olds annual Organizational Meeting or occasionally, as required.

Authority, Board, Commission or Committee Administration

- a) A current record of all appointments to town managed authority, board, commission or committees, including term end dates and mailing address of each member is maintained by the Town Legislative Clerk.
- b) To be eligible for appointment as a public-at-large member to a Town managed ABC'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 two year term.
- d) Those volunteers seeking reappointment will be considered with all other applications received. (must re-apply).

Volunteers will be invited to the Town hosted annual Volunteer Appreciation Night and a suitable gift and Certificate of Appreciation from Town of Olds will be issued to volunteer members or members-at-large for recognition of their service on Olds Fire Departments, Council Advisory Boards, and committees. Each individual will only be entitled to receive one gift per committee which they have volunteered for.

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 board, committee or task force 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 of 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.