



# Public Appointments to Boards and Committees

Legislative Services  
Policy B30

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<b>Policy:</b>	B30 – Public Appointments to Boards and Committees
<b>Policy Department(s):</b>	Legislative Services
<b>Adoption Date:</b>	February 24, 2020
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## Policy Purpose

To establish eligibility criteria and guidelines for public appointments to County Boards and Committees and to ensure a consistent and open process allowing all residents and other eligible persons interested with the opportunity to participate.

## Policy Statement

The County of Grande Prairie values public engagement. Involving public in committees strengthens the sense of community and encourages public involvement.

## Definitions

“Boards and Committees” means any committee, board, commission or other body established by Council.

“Organizational Meeting” means the Meeting held annually not later than 2 weeks after the 3rd Monday in October at which appointments are made to County Boards and Committees.

“Public” means a member of the public who is a resident of the County of Grande Prairie, a resident of a participating municipality in the case of joint boards or committees, or otherwise eligible to sit on a County board or committee.

“Resident” means a member of the public whose current and primary residence is within the County of Grande Prairie or within a participating municipality in the case of joint boards or committees.

## Policy Guidelines

### Eligibility

1. To be eligible to apply, Board and Committee members shall:
  - 1.1. Be 18 years of age at the time of appointment;



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- 1.2. Be a current resident and/or ratepayer of the County unless the terms of reference or bylaw for the applicable committee allow otherwise;
- 1.3. Not be an employee of the County;
- 1.4. Not be in arrears to the County;
- 1.5. Not be in litigation with the County;
- 1.6. Not have any current or outstanding compliance order issued by the County against them;
- 1.7. Not have been found by a court to be mentally incompetent or of unsound mind;
- 1.8. Not have been convicted of an indictable offence or a criminal offence involving fraud;
- 1.9. Be removed from the Board or Committee if the member becomes an employee of the County or ceases to be a County of Grande Prairie resident, unless the terms of reference or bylaw of the applicable committee allow otherwise; and
- 1.10. Be eligible if appointed by a municipality whereby there is an intermunicipal agreement for a reciprocal use of board or committee members.

## Appointments

2. This policy applies to all public appointments to County Boards and Committees as outlined in Schedule A “Boards and Committees with Public Members”.
3. Public appointments to eligible Boards and Committees shall be on the basis of public advertisement inviting applications from residents or other eligible persons for the appointments. Applications are to be submitted to Council for consideration and appointment.
4. Public advertisement will take place prior to the annual Organizational Meeting and Council shall approve all public appointments to Boards and Committees at the annual Organizational Meeting. If a vacancy occurs prior to the end of a term, advertisement and appointment of a new member may take place before the annual Organizational Meeting.
5. When a Committee or Board’s terms of reference or bylaw allows for members that are not a resident or ratepayer of the County, preference will be given to County residents.

## Responsibilities

6. Individuals appointed to a Committee must:
  - 6.1. As part of the condition of accepting an appointment agree to abide by the mandate, objectives and terms of reference of the Committee or Board; and
  - 6.2. Comply and conduct themselves in accordance with the County’s Procedural Bylaw and the Board Member Code of Conduct (Schedule B).

## Breaches of Board Member Code of Conduct

7. Any allegations or breach of the Board Member Code of Conduct shall be made in writing, dated, set out the grounds for the allegation and be signed by the person making it and shall contain all of the facts available at the time it is made.



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8. Written allegation of breach of the Board Member Code of Conduct shall be delivered or directed to the Chief Administrative Officer in a confidential manner.
9. A complaint under this section may be made by:
  - 9.1. Council Members;
  - 9.2. Board and/or Committee Members;
  - 9.3. The Chief Administrative Officer;
  - 9.4. Municipal Employee; or
  - 9.5. The Public
10. The Chief Administrative Officer shall forward all complaints to the applicable Board or Committee “in confidence” including the Board or Committee Member(s) about whom the complaint is made.
11. The Board or Committee Member who is subject of the complaint is to provide a written response to the complaint, to be provided to the Chief Administrative Officer.
12. The Chief Administrative Officer or designate shall investigate the matter and present the findings to the Board or Committee, excluding the Board or Committee Member concerned, in a closed meeting.
13. The Board or Committee may determine:
  - 13.1. That there has been no contravention of the Board Member Code of Conduct;
  - 13.2. That a contravention occurred although the member took all reasonable measures to prevent it;
  - 13.3. That a contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith; or
  - 13.4. That the member has contravened the Board Member Code of Conduct.
14. The findings and determination of the Board or Committee shall be presented to Council by the Chair, in a closed meeting. If Council determines that the Board or Committee Member(s) concerned has breached a provision of the Board Member Code of Conduct, it may in decide the sanctions to be imposed including, but not limited to, suspension or termination of appointment to the Board or Committee.
15. The Board or Committee Member shall be advised in writing of the decision.

## **Length of Appointments**

16. Unless otherwise provided for by bylaw or terms of reference, all appointments shall be for a three-year term, commencing on the date of appointment at the Organizational Meeting.
17. If a vacancy occurs and an appointment is made mid-term, the term will be for the duration of the original three-year term for the vacant position.



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18. Members may be re-appointed, upon application, for a consecutive term as determined by Council and/or subject to the limits contained within applicable legislation, bylaw or terms of reference.

## Deemed Resignation

19. Members who miss three consecutive meetings without explanation and authorization will be deemed to have resigned from that Committee or Board.

## Attachments

Schedule 'A' – Board and Committees with Public Members

Schedule 'B' – Board Member Code of Conduct

## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26
<b>Related Plans, Bylaws, Policies, Etc.</b>	B1 - Policy Development
<b>Other</b>	Application Form for Public Member to Boards and Committees

## Revision History

<b>Review Date</b>	<b>Description</b>
January 24, 2022	Reviewed and Amended CM20220124.011
February 24, 2020	Adoption Date CM20200224.036



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## Schedule A – Boards and Committees with Public Members

Board or Committee	# of Public Members
Agricultural Service Board (ASB)	3
Family and Community Support Services (FCSS)	N/A
Municipal Planning Commission (MPC)	N/A
County Library Board	5
County – Sexsmith – La Glace – Teepee Creek Recreation Board	4
County – Clairmont – Bezanson Recreation Board	5
County – Beaverlodge – Elmworth – HualLEN Recreation Board	4
County – Wembley – Dimsdale – Saskatoon Lake Recreation Board	4
County – Hythe – Demmitt – Valhalla Recreation Board	4
County – Grande Prairie Recreation Board	4
Intermunicipal Subdivision and Development Appeal Board	5
Joint Local and Composite Assessment Review Board	5
Weed Notice Appeal Board	5



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## Schedule B – Board Member Code of Conduct

This Code of Conduct applies to all Board and Committee Members appointed to a County of Grande Prairie Board or Committee. Board Members are expected to act honestly and in good faith, and in a professional and ethical manner. Board and Committee members are accountable for their conduct.

1. Members of County Boards and Committees will:
  - a. Familiarize themselves with their own bylaw and other documents governing their activities;
  - b. Participate in training sessions;
  - c. Review relevant materials for effective participation in meetings and attend scheduled meetings;
  - d. Contribute constructively and professionally to meet the Board or Committee's objectives;
  - e. Avoid conflicts of interest and adhere to applicable conflict of interest and code of ethics provisions; and
  - f. Advise the Chair of violations of ethical rules or potential conflicts of interest;
  - g. Perform their duties in a conscientious and diligent manner with integrity, accountability and transparency;
  - h. Act honestly and, in good faith, serve the welfare and interests of the County as a whole;
  - i. Perform their duties in office in a manner that promotes public confidence;
  - j. Conduct themselves in a respectful and professional manner and make every effort to participate diligently in meetings;
  - k. Treat fellow Board Members, Councillors, County staff, residents, visitors and all other parties which they interact with in the process of carrying out their duties with respect, professionalism, courtesy and dignity and without abuse, bullying or intimidation;
  - l. Act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest;
  - m. Uphold the County's vision and values as outlined in the Strategic Plan.
2. Members of County Boards and Committees shall not:
  - a. Involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - b. Use, or attempt to use, their authority to influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the County with the intent of interfering in the employee's duties;
  - c. Use indecent, abusive, or insulting words or expression towards another Board Member, any employee of the County or any member of the public;
  - d. Use the influence of the Board Member's position for any purpose other than for the exercise of the Board Member's official duties.



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I, \_\_\_\_\_ hereby acknowledge that I have read and understood the Board Member Code of Conduct and agree to follow the terms above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date