



APPOINTMENT OF VOLUNTEERS TO COMMISSIONS, BOARDS AND COMMITTEES POLICY

Policy Number:	11/117.01 2023PO
Policy Review:	Every 5 Years or upon Legislative Change
Policy Owner (Dept.):	Office of the CAO
Reference(s):	

1. PURPOSE OF POLICY

- 1.1. To guide Council and Administration regarding the process for recruitment and review of applications submitted by citizens who wish to be considered for volunteer positions on Commissions, Boards, and Committees (CBC) established by Lacombe City Council.

2. POLICY STATEMENT

- 2.1. To establish a process for recruitment and review of applications submitted by citizens who wish to be considered for volunteer positions on CBC established by Lacombe City Council.

3. APPLICABILITY

- 3.1. This policy applies to all applications submitted by citizen members who apply to serve on CBC charged with matters of interest to the City of Lacombe.
- 3.2. From time-to-time Council may establish Ad hoc CBC or Task Forces to contribute to specific projects. Applications for these groups are subject to this Policy.
- 3.3. This Policy comes into effect upon approval of Council.

4. NON-COMPLIANCE

- 4.1. If the procedures for the appointment of volunteers to CBC is not followed the city risks not being able to fill vacancies/openings on a particular CBC.

5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **CAO** – The City of Lacombe’s Chief Administrative Officer, or their designate
- 5.2. **CBC** – refers to a Commission, Board or Committee.
- 5.3. **Ad hoc** – concerned with a particular end or purpose. Example: The mayor appointed an ad hoc committee to study the project.
- 5.4. **Task Force** – a temporary grouping under one leader for the purpose of accomplishing a definite objective.

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- 5.5. **Vacant/Vacancy** - unfilled position(s)/seat(s) on a CBC for new applicants for a specific term based on the corresponding CBC Bylaw, Policy, or Term of Reference.
- 5.6. **Open/Opening** - expiring term for a CBC incumbent that can be filled by new applicant or current member requesting reappointment for another term. If an existing term has been vacated before the end of the term, Council will appoint a member to complete the remainder of the original term.

6. ROLES AND RESPONSIBILITIES

- 6.1. Council
 - 6.1.1. Approve Policy
 - 6.1.2. Ratify or decline appointment of applicants
- 6.2. Mayor
 - 6.2.1. To carry out a preliminary review and approval of applications
- 6.3. Chief Administrative Officer
 - 6.3.1. Ensures this Policy meets legislative standards
 - 6.3.2. Oversees the overall application and approval process
 - 6.3.3. Ensure staff compliance with this Policy
- 6.4. Commissions, Boards, and Committees
 - 6.4.1. To support compliance with the terms of this Directive
- 6.5. Citizens
 - 6.5.1. Submit an application and/or resume as per the advertisement instructions and deadline

7. POLICY DETAILS

- 7.1. Council will actively delegate defined work and an associated scope of authority to CBC, as provided for in the Municipal Government Act, to provide service to the community. This model promotes citizen engagement, volunteerism, and builds awareness of local government. These elements promote community mobilization which is the cornerstone of a robust and resilient community.
- 7.2. Citizens must submit applications which may include a resume, a statement of interest, and a summary of skills or knowledge related to the mandate of the receiving CBC.
- 7.3. The Mayor will conduct a preliminary review of the applications to evaluate skills, knowledge, and relevant experience to recommend placement on a specific CBC.

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- 7.3.1. For the Lacombe Police Commission (LPC), the CAO provides the applicants' information to the Chair for evaluation and ranking of candidates using a skills matrix. Then the Chair forwards the information to the CAO for selection of candidates by the Mayor. Refer to the City Bylaw establishment of the Municipal Police Commission for further information.
- 7.3.2. For the Municipal Planning Commission (MPC), the CAO provides applicants' information to the Mayor for the selection of candidates and forwards the selected candidates' information to the Commission for endorsement. Refer to the City's Subdivision and Development Authorities Bylaw for further information.
- 7.3.3. For the Lacombe and District Recreation, Parks, and Culture Board (LDRPC), the CAO provides applicants' information to the Mayor for selection of candidates and forwards the selected candidates' information to the Board for endorsement. Refer to the City Bylaw establishing the Lacombe and District Recreation, Parks, and Culture Board for further information.

7.4. Procedures

- 7.4.1. The CAO will notify the CBC and the respective incumbent of their term expiring and any option for reappointment as information or endorsement if applicable.
- 7.4.2. CBC will notify the CAO of all vacant or open positions.
- 7.4.3. The CAO will publicly advertise all vacant or open positions.
- 7.4.4. Applications submitted for positions will be forwarded to the Mayor for review and approval.
- 7.4.5. The Mayor will provide their selected applicants for approval back to the CAO within a two-week period from the date submitted. If applicants are not selected and approved at the end of the two-week period, the CAO will bring all the applications forward to Council for review and selection at the next Regular Council meeting for ratification.
- 7.4.6. Applications approved by the Mayor will be forwarded to the receiving CBC for information, or endorsement if applicable.
- 7.4.7. Applications endorsed by the receiving CBC, and/or endorsed by the Mayor as applicable will be presented to City Council for ratification with associated applications and/or resumes posted for Council In Camera.
- 7.4.8. The CAO creates and provides notification letters to the CBC, and the ratified applicant of the appointment outlining the position and the term dates.
- 7.4.9. All ratified applicants are provided with an Oath of Office to take and sign at their first CBC meeting. Oath of Office are a formality that brings to light the sanctity of the CBC and the duty of confidentiality upon the appointee as an oath. (See also MGA Section 200)
- 7.4.10. The CAO is to file the signed Oath of Office for record keeping.

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8. END OF POLICY

Original Signed

Signature of Mayor

Original Signed

Signature of CAO

Approved August 28, 2023

Date

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POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description

Review History

Date of Policy Owner's Review	Description/Action Taken or Required
July 2023	Reviewed Administrative Directive 11/201.01 2022AD - Appointment Of Volunteers To Commissions, Boards, and Committees, which is to be rescinded and replaced by this Council Policy.