

**Council Appointments to Boards  
and Committees Policy**

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**1.002**

**Section: 1.0 Council**

**Authority: Council**

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**Statement**

The Council of the Municipal District of Bonnyville (M.D.) appoints numerous people to various committees and boards. Council needs to establish – and the people appointed need to know – the authority being delegated and the expectations of those appointed.

**Purpose**

The purpose of this policy is to provide guidelines for the appointment, authority and attendance of people appointed by Council to committees and boards.

**Definitions**

For the purposes of this policy:

- (1) “Director/Member” means a person that is entrusted, along with the other appointees to the committee/board, with providing for the overall direction/decision making of the committee/board. This person participates fully in the operation of the committee/board and has voting rights on decisions made by the committee/board.
- (2) “Liaison/Member” means a person who is to act as a communication link between the Council and the committee/board. This person does not have voting rights on the committee/board. However, this person may provide input or make recommendations into the operation of the committee/board.
- (3) “Observer/Member” means a person that is to observe on behalf of Council the operation of a committee/board. This person does not have any voting rights on the committee/board and does not participate in the operation of the committee/board.

**Procedure**

- (1) All appointments shall be by resolution of Council unless legislations states it may be done otherwise.
- (2) All appointments shall indicate the capacity of the member appointment, i.e., Director, Liaison or Observer.
- (3) All appointments shall indicate whether the M.D. or the receiving organization pays any honoraria or if honoraria are paid at all.
- (4) All appointments shall be for a period of one year unless otherwise stated in the appointment resolution.
- (5) No appointee shall be allowed to miss more than three consecutive meetings of the board and or committee without permission of that board and or committee.

- (6) If an appointee misses three consecutive meetings, a notice shall be issued in writing by the Chief Administrative Officer that the member has disqualified themselves from that office of appointment.
- (7) When a member has become disqualified and official notice issued, the council may proceed to refill the vacated position.
- (8) All members at large appointed to a M.D. board or committee shall be a resident of the M.D. and shall be in good standing with the municipality.
- (9) No member appointed to a board or committee may be appointed to another board, committee or similar body of the organization without the prior approval of the council.

### Policy Review

Within five (5) years from date adopted / amended / reviewed.

### For administrative use only:

<b>Previous Policy Number:</b> (prior to July 24, 2019)	10.11.01
<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	