

# Council Policy



Policy Name: Selection Committee Policy  
Policy No.: LEG-010  
Effective Date: October 11 2011

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## **STATEMENT:**

The Regional Municipality of Wood Buffalo (the Municipality) will establish and maintain an orderly system for the appointment of members to Council appointed boards.

## **PURPOSE AND OBJECTIVE:**

The purpose of the Selection Committee Policy is to provide an open, transparent and consistent process to facilitate the appointment of individuals to various boards.

## **PROCEDURE:**

### **01 Definitions**

- 01.01 “applicant” means any resident of the Municipality who has applied for membership on any board.
- 01.02 “board” means a board, committee, authority, commission, panel, agency, association, corporation, society or other body to which Council appoints one or more individuals.
- 01.03 “board administrator” means the individual delegated responsibility for liaising with Legislative Services. For clarity, the board administrator is not required to be a municipal employee.
- 01.04 “Council” means the Council of the Municipality.
- 01.05 “governing legislation” means an agreement, bylaw, articles of association, federal and provincial legislation, or any other directives that establish a specific board.
- 01.06 “interview” means an informal meeting with an applicant and member(s) of the Selection Committee to discuss the requirements, including role, responsibility, time commitment and other matters that apply to the specific board, and to assess the qualifications of the applicant. Administration may be in attendance to provide guidance and support.
- 01.07 “majority” means at least half of the number of members present, subject to there being a quorum in attendance.
- 01.08 “member” means a resident of the Municipality who is appointed by Council to sit on any board.
- 01.09 “quorum” means three (3) members.

01.10 "Selection Committee" means a committee, established in accordance with Council's Procedure Bylaw, comprised of the Mayor and four (4) Councillors whose responsibilities will be to review applications and make recommendations to Council regarding the appointment of residents to boards.

## **02 Responsibilities**

02.01 Council to:

- (a) appoint members to boards in accordance with governing legislation;
- (b) review the membership of boards and may, for any reason it considers proper or where provided for in the governing legislation, revoke the appointment of a member of a board and appoint a successor to fill the vacancy; and
- (c) amend the governing legislation, where authorized, from time-to-time as deemed appropriate.

02.02 Board Administrator to:

- (a) provide meeting schedules and board attendance records of all members to Legislative Services to ensure full compliance with the governing legislation;
- (b) immediately notify Legislative Services of any vacancy resulting from a resignation or termination and provide a copy of the written notification received from the member;
- (c) as required or requested and in consultation with the board, develop and provide to Legislative Services a description of the roles and duties of members which identifies the qualifications, experience and skills required to enhance the composition of the board.

02.03 Selection Committee to:

- (a) review all applications received and any other information that may be pertinent to the selection process;
- (b) short-list and interview, as deemed necessary, applicants who have applied for a position on one or more boards; and
- (c) make recommendations to Council with regard to the appointment of members to various boards.

02.04 Legislative Services to:

- (a) record and maintain a current database of all board memberships;

- (b) annually review memberships of boards to determine which members have terms expiring within the current year, notify those members of their expiry date and the process to be followed should they wish to apply for re-appointment;
- (c) conduct a recruitment campaign on an annual basis, or as needed, to fill any and all vacancies on boards;
- (d) provide the Selection Committee with the applications received and a summary of all existing vacancies. Where possible, these documents should be provided a minimum of three days before the meeting to allow sufficient time for review;
- (e) coordinate scheduling of all Selection Committee meetings;
- (f) attend all Selection Committee meetings to provide administrative support and guidance;
- (g) maintain a current wait-list of applicants, as recommended by the Selection Committee, to fill mid-term vacancies;
- (h) prepare reports to Council outlining the Selection Committee's recommendations;
- (i) prepare letters, for the Mayor's signature, informing members of their appointment and term;
- (j) inform all unsuccessful applicants of decisions of Council;
- (k) liaise with board administrators on matters related to recruitment initiatives;
- (l) maintain a current record of member attendance for all boards; and
- (m) establish a budget and coordinate recognition activities noted in section 06.02.

### **03 Qualifications:**

- 03.01 Generally, all applicants should be at least 18 years of age at the time of applying, and be a resident of the Municipality; however, exceptions shall be made for individuals less than 18 years of age if permitted by governing legislation and if deemed appropriate for a particular board.
- 03.02 Applicants must meet any additional requirements in accordance with the governing legislation of the specific board applied for.

**04 Recruitment:**

- 04.01 Legislative Services will conduct an annual recruitment campaign to solicit applications from residents who are interested in serving on a board.
- 04.02 The annual recruitment campaign will occur in the Fall and run for a minimum of four (4) consecutive weeks.
- 04.03 Other recruitment activities may occur periodically to address mid-term vacancies resulting from resignations and/or terminations throughout the year.
- 04.04 Recruitment campaigns may involve the following:
- (a) advertising on the municipal website, newspaper and/or radio;
  - (b) community newsletters and/or bulletin boards;
  - (c) distribution of notices through mail; or
  - (d) any other communication means deemed appropriate.
- 04.05 All recruitment activities noted in section 04.04 will clearly state the boards for which applications are being sought, the application deadline and that all applicants are subject to a possible interview.
- 04.06 The information collected on the application shall be utilized only for the purpose for which it was intended, as required by the Freedom of Information and Protection of Privacy Act.

**05 Selection Process:**

- 05.01 All meetings of the Selection Committee shall be held in-camera pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.
- 05.02 The Selection Committee will review and evaluate all applicants on the basis of qualifications, experience and skills identified by the board administrator, as noted in section 02.02(c). Current serving members who are seeking re-appointment will also be evaluated on their attendance record and years served on the board.
- 05.03 If the recommendation of the Selection Committee is not unanimous, an interview shall be required prior to forwarding recommendations to Council.
- 05.04 Upon completion of any requested interviews, the Selection Committee will reconvene to make final selections and majority will determine which appointments will be recommended to Council for approval.
- 05.05 All applicants will be notified, in writing, of the decision of Council with respect to appointments.

05.06 All applications will remain on file until the following Fall recruitment campaign. These applicants may be contacted throughout the year if a vacancy occurs on any board.

**06 Recognition:**

06.01 All board members will be recognized on an annual basis.

06.02 The Selection Committee will decide the appropriate form of recognition for board members.

**07 Other Guidelines:**

07.01 Councillors are appointed to boards at the annual organization meeting therefore, are excluded from this appointment process.

07.02 All members shall be limited to serving a maximum of six (6) consecutive years on any one board, unless otherwise authorized by governing legislation, in which case the Selection Committee may recommend a longer term of appointment.

07.03 Council, by resolution, may waive any requirement of this Policy, on a case-by-case basis, to ensure full compliance with the requirements of any successive governing legislation and/or agreements.

**APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be assessed every three years to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

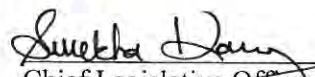
Approving Authority: Council  
Approval Date:

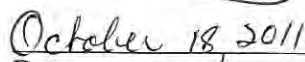
Revision Approval Dates:  
Review Due: October 2014

Policy Manager: Legislative Services  
Department Contact: Manager of Legislative Services

Legal References: Freedom of Information and Protection of Privacy Act (FOIP)  
Cross References:

  
\_\_\_\_\_  
Mayor

  
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Chief Legislative Officer

  
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Date