



COUNCIL-APPOINTED COMMITTEES COUNCIL POLICY

GOV-070
Effective Date:
July 14, 2026

POLICY STATEMENT

The Regional Municipality of Wood Buffalo (the "Municipality") has an open and transparent process through which Council appoints and recognizes individuals appointed to various Committees.

DEFINITIONS

"Applicant" means any resident of the Municipality who has applied for membership on any Committee.

"Member" means a resident of the Municipality appointed by Council to sit on any Committees excluding members of Council.

"Council" means the collective group of elected officials who govern the Municipality.

"Committee" means a committee, board, or other body established by Council under the *Municipal Government Act* or other Governing Legislation.

"Governing Legislation" means an agreement, bylaw, article of association, federal or provincial legislation, or any other directive that establishes a specific Committee.

"Skills Matrix" means a tool prepared by Administration for mapping the required and available knowledge, skills, and abilities for new, returning, and prospective Committee Members. It identifies gaps and aligns competencies with the needs of the Committee and is used to support Council in making appointment decisions.

GUIDING PRINCIPLES

1. This Policy applies to individuals appointed as a volunteer to serve as a member of a Committee.
2. A Councillor appointed to a Committee pursuant to the Committees Bylaw No. 26/019, or any amendments thereto, and all other applicable Governing Legislation, is not subject to this Policy.
3. An Applicant should be at least 18 years of age at the time of the effective appointment date and be a resident of the Municipality. However, exceptions may

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be made for individuals less than 18 years of age or for non-residents, where deemed appropriate by Council and permitted by Governing Legislation.

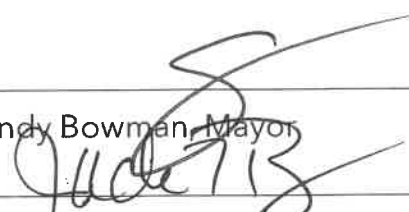
4. To be considered for an appointment, an Applicant must meet any additional requirements for a Committee specified by the Governing Legislation.
5. Wherever possible, Committee membership should represent the diversity of the Municipality.
6. Council will refer to a skills matrix when making selections to ensure appointments align with identified competencies and needs of the Committee.
7. All applications will be maintained for a period of six months from the time of submission. Applicants not appointed to a Committee may be contacted if a vacancy occurs during this six-month period.
8. In the event of insufficient applications from a specified ward or sector of the community, Council may appoint public-at-large Members from the reserve pool of applications received during the annual recruitment campaign where Governing Legislation permits.
9. All selection meetings shall be held in a closed session pursuant to the provisions of the *Access to Information Act* and the *Protection of Privacy Act*.
10. Members may serve a maximum of six (6) consecutive years on any one Committee, unless otherwise authorized by Council and Governing Legislation.
11. Council will annually recognize Members for their contributions to the Committee.
12. Council may, by resolution, waive any requirement of this Policy on a case-by-case basis to ensure full compliance with the requirements of any successive Governing Legislation.

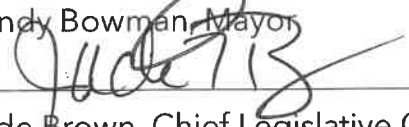
RESCIND AND REPLACE

This Council Policy rescinds and replaces the Selection Committee Policy LEG-010, dated October 11, 2011.

APPROVAL

This Council Policy is approved by:


Sandy Bowman, Mayor


Jade Brown, Chief Legislative Officer

July 15, 2026

RELATED DOCUMENTS

- Council-Appointed Committees Council Procedure GOV-070.1
- Council-Appointed Committees Administrative Procedure GOV-070.2

SUPPORTING REFERENCES

Legal References: Access to Information Act, SA 2024, c A-1.4
 Protection of Privacy Act, SA 2024, c P-28.5

DETAILS AND REVISION HISTORY

Date	Action	Description
July 14, 2026	Revision	Changed Policy name to Council-Appointed Committees Policy GOV-070. Revised all sections of the Policy and moved sections to Administrative Procedure when required under the new Policy Management Framework. Aligned the Policy with the new Policy template and added Guiding Principles.
October 11, 2011	Revision	Changed Policy name to Selection Committee Policy LEG-010 and revised format to match the new Policy template. Revised all existing sections of the Policy. Added sections related to qualifications, recruitment, the selection process, recognition, and other guidelines.
March 21, 1994	Revision	Revised responsibilities for the City Clerk and added responsibilities for the Mayor.
March 6, 1990	Revision	Replaced references to "Councillors" with "Aldermen".
March 4, 1986	Introduction	New Council Appointed Boards and Committees LEG-010