



## COUNCIL POLICY C-AD26

## Public Committee Members

Prepared By:	Legislative and Administrative Services	Council Approval Date:	May 27, 2014
Effective Date:	May 27, 2014	Council Resolution No.:	N/A
References:	Procedures AD26-P1 Council Remuneration Policy C-AD22 Council Expenses Policy C-AD24	Previous Revision Date:	September 27, 2011 (Res. No. 293-11)
Function:	Personnel	LAS Review Date:	March 11, 2013

**PURPOSE**

The purpose of this policy is to provide for the selection, appointment, remuneration, and recognition of public members who serve on various committees and boards that Parkland County chooses to have public input and participation.

**POLICY STATEMENT**

Parkland County shall provide consistency and fairness in the selection, appointment, remuneration, and recognition of public committee members.

**DEFINITIONS**

1. "Internal committees" means committees formed by Parkland County.
2. "External committees" means committees formed by outside agencies to which Parkland County may appoint representation.
3. "Ad hoc committees" means temporary internal or external committees that are terminated upon completion of specific goals.
4. "Selection Committee" means an interview panel, established as per Section 3 of this policy, for the purpose of selecting appropriate candidates and making recommendations to Council for their appointment.
5. "Terms of Reference" means the approved terms of a particular committee or board that include, but not limited to: purpose, legislative authority, reporting, membership, term of office, chairmanship, meeting schedule, and administrative responsibility.

**SCOPE**

This policy applies to Council and all public committee members.

**RESPONSIBILITIES**

Legislative and Administrative Services is responsible for the development, implementation, monitoring and evaluating of this policy.

**STANDARDS**

1. All public committee members, whether they serve on internal and external committees (including ad hoc committees), must be appointed by Council.
2. Each eligible applicant, or a short list of eligible applicants (if deemed to be appropriate by the Mayor), shall be interviewed by a Selection Committee.
3. A Selection Committee must consist of a minimum of two, and no more than three, council members, including the Mayor or Deputy Mayor, unless otherwise agreed to by the Mayor.
4. The Selection Committee shall, by majority vote, select the candidate(s) and recommend them to Council for final approval and appointment to the board or committee for specific terms in accordance with the Terms of Reference for each committee or board. If there is a tie vote, the Mayor shall make the final decision for recommendation to Council.
5. Remuneration and Expenses
  - a. Appointed public committee members are eligible for remuneration of a half per diem per meeting, if not otherwise compensated by the committee or board. Appointed public committee members to quasi-judicial committees or boards (such as Subdivision and Development Appeal Board, Assessment Review Board, and Municipal Planning Commission) are also eligible for a full per diem if the meeting and travel time exceeds four (4) hours. The per diem rate is provided in Schedule "A" of Council Remuneration Policy C-AD22.
  - b. For meetings that are required to commence or extend through meal times, administration may authorize meals to be brought in at the expense of the County. Meal times are determined to be as follows:
    - a. Breakfast 7:00 a.m. to 8:00 a.m.
    - b. Lunch 12:00 noon to 1:00 p.m.
    - c. Supper 5:00 p.m. to 6:00 p.m.
  - c. Appointed public committee members are eligible to claim mileage for their travel to and from meetings and other committee business (authorized by Parkland County), at a rate established by Council Expenses Policy C-AD24.
  - d. In the event that a public committee member has been duly authorized to attend a conference, convention, or training, the public committee member may claim his/her expenses for travel (i.e., mileage and parking), accommodations, and meals, at the current rates provided in Council Expenses Policy C-AD24. A half per diem per day shall also be granted.
  - e. Remuneration will not be provided to public committee members by Parkland County if the public member receives remuneration from the committee or board to which the member is appointed (such as Municipal Library Board, or the Edmonton Regional Airports Authority).
  - f. Monthly expense claims are to be submitted to Parkland County administration by the tenth (10<sup>th</sup>) of the following month. Late monthly expense claims must be submitted no later than two (2) months following the month of incurring such expenses, or it shall be deemed that the Committee member does not wish to make a claim for the given month and has forfeited their entitlement to such. All monthly expense claims are required to be submitted by December 15 in order to allow time for processing before the end of the calendar year.
6. Public committee members are expected to exercise confidentiality and discretion in matters related to their respective appointments, and must sign the Oath and Acknowledgement of Terms of Appointment form (Schedule "A").
7. Public committee members must advise, in writing, if they are no longer eligible to serve (such as no longer being a Parkland County resident) or cannot complete their appointed term for any reason.

8. Public committee members must advise, in writing, if they wish to re-apply for an additional term, or they will not be considered for re-appointment.
9. If unable to attend more than three consecutive meetings without Council's consent, a public committee member is deemed to have resigned from their position.
10. Council may, at its sole discretion, remove any Council-appointed public member from a committee, by resolution.
11. Public committee members must submit the required information to Parkland County's Payroll Department to provide for electronic payments.
12. The Office of the Mayor shall coordinate any events or letters of appreciation that pertain to recognition of public committee members.

## Schedule "A"

# PARKLAND COUNTY

## Oath and Acknowledgement of Terms of Appointment

I, \_\_\_\_\_, DO SOLEMNLY SWEAR THAT as a member of the \_\_\_\_\_ Board (Committee), I will diligently, faithfully, and to the best of my ability, perform and carry out my duties as a member of the \_\_\_\_\_ Board (Committee), and I do hereby acknowledge and agree that my appointment to that committee by the Council of Parkland County was made by Council on the following terms and conditions which I accept and I am in agreement with:

1. My appointment as a member of the \_\_\_\_\_ Board (Committee), unless otherwise provided, shall be at the pleasure of the Council.
2. I shall not disclose, directly or indirectly, any confidential and personal information that I may have access to in the course of performing my duties as a public committee member for Parkland County, to any persons not entitled to receive it. Without restricting the generality of the foregoing, I further agree not to disclose:
  - Property owner names, mailing or email addresses, and home telephone numbers,
  - Confidential business information that includes trade secrets, commercial and financial information, etc.,
  - Information that is explicitly or implicitly supplied in confidence.
 This obligation of confidence shall continue in perpetuity after the conclusion of my term as a public committee member for Parkland County.
3. At the end of the term of my appointment, or earlier if requested by Council, I shall deliver to Council or Council's duly authorized representative, all papers, documents, and any other materials which I may at any time acquire or receive as a member of the \_\_\_\_\_ Board (Committee).
4. I shall not discuss or vote on any matter before the \_\_\_\_\_ Board (Committee) in which I have a pecuniary interest or any other conflict of interest.
5. I will respect and represent policies and positions of the Council of Parkland County.

IN WITNESS WHEREOF I have hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_.

SWORN before me at the \_\_\_\_\_ )  
 of \_\_\_\_\_ )  
 in the Province of Alberta, this \_\_\_\_ day )  
 of \_\_\_\_\_ A.D., 20\_\_\_\_. )

\_\_\_\_\_  
 A Justice of Peace, Notary Public or  
 Commissioner for Oaths