

Procedure

TITLE: COMMITTEE MEMBER SELECTION

PROCEDURE NO: GOV-11-011

RESOLUTION: 20.673

EFFECTIVE DATE: August 28, 2012

DEPARTMENT RESPONSIBLE: Legislative Services

NEXT REVIEW DATE: August 25, 2022

GENERAL GUIDELINES:

Lac La Biche County Council believes that it is appropriate to establish a process for selecting members-at-large and organizational representatives to serve on County boards and committees. This process shall be fair, consistent, and respectful to the privacy of the applicants, such that the most suitable and qualified candidates are selected.

DEFINITIONS:

See definitions listed in the Committee Member Selection Policy

PROCEDURE:

1. Member-at-Large Recruitment:

- i. Administration will commence a recruitment campaign for upcoming Member-at-Large vacancies on County Boards and Committees. The recruitment campaign shall be for no less than two weeks. If vacancies occur throughout the year, Administration will continue advertising for Members-at-Large on an as needed basis.
- ii. The recruitment efforts shall be conducted in a manner that generates the greatest response from the public and should include, but is not limited to: the County website, County newsletters, County utility bills, County facilities, local print media, local radio media and social media platforms.
- iii. All advertising efforts shall indicate the nature of the board or committee, the number of vacancies, the term of appointment, the eligible remuneration (if any), and the appropriate Administrative contact information.
- iv. In addition to public advertising, Administration shall invite, in writing, those terms ending members-at-large that are eligible for reappointment, to reapply to serve on County boards and committees. Applicants that are applying for a reappointment to serve on a County board or committee, shall submit a Committee Member Application in accordance with this procedure.
- v. In exception to clause 1(iv), the Agricultural Service Board, the Lac La Biche County Library Board, and the Family Community Support Services Board, eligible reappointments go to the respective Board to make a recommendation to Council.
- vi. All applicants will be required to submit a Committee Member Application as outlined in attached Schedule "A".
- vii. Applications will be accepted throughout the year and will be retained by Administration for one (1) year. If vacancies occur throughout the year, they may be filled from the applications on file, or by advertising.

viii. Acknowledging that vacancies may remain throughout the year and that applications are received on a continual basis, Administration will bring forward for Council’s consideration member-at-large appointments as applications are submitted. Notwithstanding, Administration will make every attempt to avoid presenting individual applications for Council’s consideration, and rather may wait to receive additional applications to ensure that all interested applicants are considered for appointment.

ix. In the case of the Agricultural Services Board (ASB), Lac La Biche County Library Board and the Family Community Support Services (FCSS) Advisory Board, any applications received will first go to the respective Board to make a recommendation to Council.

x. Members-at-Large will be selected by Council, as outline in the County’s Meeting Procedure bylaw.

xi. Administration will advise all applicants, in writing, of Council’s decision.

2. Organizational Representative Selection:

i. As required by the board or committee bylaw, Administration will invite, in writing, the identified community organization to select a representative from its membership, administration or volunteer sector to serve as an organizational representative on the County board or committee.

ii. The request for membership shall indicate the nature of the board or committee, the number of vacancies, the term of appointment, the eligible remuneration, the appropriate Administrative contact information, and that a written response to the request is required.

iii. Upon receipt of a response from the community organization, Administration will bring forward the appointment(s) for Council’s consideration.

iv. Administration will advise the community organization, and selected organizational representative, of Council’s decision.

Chief Administrative Officer

Date

SPECIAL NOTES/CROSS REFERENCE: Committee Member Selection Policy GOV-11-011; CS-11-011

AMENDMENT DATE: August 25, 2020



SCHEDULE "A"

**Lac La Biche County
Committee Member Application Form**



PERSONAL INFORMATION (Please print or type)

Title Full Name
(Mr./Ms./etc.)

Address

Town/City Province Postal Code

Phone Phone
(daytime) (evening)

Email

Are you a resident of Lac La Biche County? Yes No If yes, how long?
Are you an employee of Lac La Biche County or a paid/on-call firefighter? Yes No
If yes, how long?

By completing and submitting this form you are consenting to the confidential review of your application by County Council, County Representatives, and Representatives from the respective Board and/or Committee which you are applying. If appointed, your name would appear in the record of the meeting as well as a committee member listing, which are public documents.

I accept the release of my name to the general public: Yes No

Completed application forms can be submitted to Lac La Biche County by either:

Email: legislativeservices@laclabichecounty.com

Mail: Legislative Services
Lac La Biche County
PO Box 1679
Lac La Biche, AB T0A 2C0

Fax: 780-623-2039

Deliver to: McArthur Place, Second Floor, 10307-100 Street



INTERESTS AND QUALIFICATIONS

Please answer each of the following questions, in relation to the committee and describing your relevant education, expertise, work or real life experience.

Please indicate which board(s) or committee(s) you are applying for. What interests you to apply for this position?

Do you have any previous board experience? Please elaborate.

How will Lac La Biche County benefit from your participation on the board/committee?

What special skills or knowledge would you bring to the board/committee?

Are there any professional or personal constraints to your time that could interfere with serving on the board/committee?

Describe your understanding of the purpose and function of the board/committee and how it operates.

What is it that would make for a satisfying board/committee experience for you? What are you hoping to get out of the experience of being on this board/committee?

Do you foresee any limitations to you being on this board/committee in terms of personal interests that could conflict? If so, please explain.

What motivates you as a volunteer?

Any other information you would like to add?

Signature

Date

Personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose managing the Committee Member Selection and Appointments for Lac La Biche County. If you have any questions or concerns, please contact the FOIP Coordinator at 780-623-1747