



TOWN OF HINTON

Board/Committee Membership

Appointment

Policy No. Corp 069

Created By: Corporate Services
Approved By: Council

Approved On: March 6, 2007
Revised On: November 3, 2008

1. POLICY STATEMENT

- a) The Town of Hinton advertises for Board/Committee Members twice per year (March and October).
- b) The Annual Organizational Meeting is held as per statutory requirement section 192(1) of the Municipal Government Act. "A Council must hold an organizational meeting annually not later than two weeks after the third Monday in October".
- c) The Mid-Year Organizational Meeting is held as per an Administrative decision during March (if necessary).

2. GOALS

- a) To adhere to statutory requirement - Municipal Government Act – Section 192(1).
- b) Endeavor to maintain Board/Committee full compliment in membership.

3. METHODS AND PROCEDURES

- a) Prior to the Annual Organizational Meeting in October, Divisional Directors will be advised that advertisements will be placed inviting applications for board/committee vacancies. The topic of Board/Committee appointments will be a subject of discussion at their next Executive meeting.
- b) Applications received for board/committee vacancies will be forwarded by the Administrative Assistant to the Staff Representative of the applicable Board/Committee for review by the Chairman and Council representative. Applications will then be presented to Council at their Annual Organizational Meeting for appointment.
- c) The Town Manager, or his designate, will ensure phone contact is made to all applicants the day after decisions are made by Town Council. (this change inserted Nov. 3/08)

- d) Administration will advise (under Mayor's signature):
 - i) Members of the public newly appointed
 - ii) Members of the public unsuccessful in their application
 - iii) Retiring Board Members who decided not to reapply
 - iv) Other organizations as to who was appointed to their board/committee.

NOTE: Those who were unsuccessful in their application will be informed that their submission will be retained for future opportunities.

- e) When a vacancy occurs mid-term, and there are acceptable applications remaining from the last annual advertising (October), an appointment may be made from those applications, without advertising. In the event that there are no new applications on file and the Board/Committee wish to fill a vacancy, then the Corporate Services Administrative Assistant shall advertise the Board/Committee vacancy in March of each year. The Staff Representative will advise the Corporate Services Administrative Assistant of all mid-year appointments and resignations of Board/Committee members.
- f) The Council representative for the Board/Committee shall consult with the particular Board before appointments are made and shall obtain from the Board, with the assistance of the Staff Representative, information about its needs in terms of being an effective Board/Committee. This shall not constitute identifying and discussing individual prospective candidates.
- g) All new Board/Committee members will immediately receive an orientation from the Staff Representative that shall include the following:
 - i) "Guide for Committee Members";
 - ii) Copy of Policy 069 – Board/Committee Membership Appointment
 - iii) Meeting minutes from the previous year;
 - iv) The last strategic/operating priorities and plan;
 - v) Information detailing the purpose and expectations of the Board/Committee;
 - vi) Meeting schedules;
 - vii) List of fellow board members.

4. GUIDING PRINCIPLES

- a) As per Municipal Government Act - section 192(1) - October Organizational Meeting.
As per Administrative decision - March Mid-Year Organizational Meeting (if necessary).
- b) The Chairman, in consultation with the Council Representative and Board/Committee members, may elect to wait until March or October to fill the vacancy.