



Policy Title	Date	Resolution No.
Committee Member Policy	July 18, 2024	BCC-24-113

POLICY STATEMENT:

To provide guidelines and requirements for the appointment of Members-at-Large to Council Committees.

DEFINITIONS:

In this policy, the following words have the following meanings.

- (a) “*Administration*” means employees of the Summer Villages on Sylvan Lake, led by the Chief Administrative Officer.
- (b) “*Chief Administrative Officer*” means the person or their designate appointed to the position by Council, hereby referred to as the CAO.
- (c) “*Closed Meeting*” is a portion of a meeting that is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- (d) “*Council*” means the duly elected Mayor and Council of the Summer Village of Birchcliff under the MGA.
- (e) “*Councillor*” means a member of Council, including the Mayor.
- (f) “*Council Committee*” means a committee, board, and other established by Council under the MGA.
- (g) “*Member*” means a member of Council duly elected and continuing to hold office.
- (h) “*Member-at-Large*” means a member of the community who is not a member of Council that has been appointed by Council to sit on a Council Committee.
- (i) “*Municipal Government Act*” means the law under which all Alberta municipalities are empowered to shape their communities.
- (j) “*Municipality*” means the Summer Village of Birchcliff.

PURPOSE AND APPLICATION:

The purpose of this policy is to maintain public confidence in the integrity of its local government by establishing standards for the ethical conduct of Members relating to their roles and obligation as representatives of the Municipality; and provide accountability and transparency both internally and externally, with other members, Administration, and the public at large.

APPOINTMENT TO A COMMITTEE

Appointments will be made at the pleasure of Council, regardless of the length of term of the appointment. Appointments will be made annually by resolution of Council for a term of one year. Members may only participate in one Summer Village Committee at a time unless Council determines otherwise.

All residents interested in being appointed to a Committee must complete the Volunteer Application form located on the Summer Village website and submit to Administration for review and consideration by Council.

In order to be eligible to sit as a member-at-large on a committee, the following will apply:

- must be at least 18 years of age;
- be eligible to vote in a Summer Village election;
- not have had infractions of Summer Village bylaws, policies, or directives;
- not have existing enforcement due to non-compliance with Summer Village bylaws, policies, or development approvals;
- not have had history of non-compliance with the *Municipal Government Act*;
- must not have outstanding taxes or other indebtedness to the Summer Village.

REPRESENTING THE MUNICIPALITY:

Members shall:

- act honestly and in good faith, to serve the welfare and interests of the Municipality as a whole;
- perform their functions in a conscientious and diligent manner with integrity, accountability, and transparency;
- conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of the Committees of Council to which they are appointed;
- arrange their public affairs and conduct themselves in a manner that promotes public confidence.

DUTIES OF MEMBERS

Members of Summer Village Committees will:

- familiarize themselves with the bylaws and other documents governing their activities;
- participate in training sessions;
- review relevant materials for effective participation in meetings;
- attend meetings as required;
- contribute constructively and professionally to meet the Summer Village's objectives;
- avoid conflicts of interest and adhere to applicable conflict of interest and code of ethics provisions; and
- advise the Chair of violations of ethical rules and potential conflicts of interest.

COMMUNICATING ON BEHALF OF THE COMMITTEE

Members must accurately communicate the decisions of the Committee, even if they disagree with the decision, such that respect for the decision-making process is fostered.

A Member must not:

- claim to speak on behalf of the Committee unless authorized to do so;
- make a statement when they know that statement is false;
- make a statement with the intent to mislead the Committee or members of the public.

ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies, and procedures adopted by the Summer Village of Birchcliff. All Members shall respect the Municipality as an institution, its bylaws, policies, and procedures, and not encourage disobedience of any bylaw, policy, or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule or law.

CONFIDENTIAL INFORMATION

Members must keep in confidence matters discussed in a closed session until the decision has been made available to the public via a decision letter of the Committee. Confidential information must not be used for personal benefit or for the benefit of any other individual.

CONFLICTS OF INTEREST

Members have a statutory duty to comply with the pecuniary interest provisions set out in the MGA and a corresponding duty to vote unless required or permitted to abstain under the MGA or another enactment. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or associates. All Members shall approach decision-making with an open mind that is capable of persuasion.

ORIENTATION AND TRAINING ATTENDANCE

Every Member must attend the orientation training offered by the Municipality within 90 days after the Member is appointed and attend any other training organized by Administration for the benefit of Members throughout their term.