

	COUNCIL POLICY	Policy No: CP-1063-25
		Approved By: Council
		Effective Date: May 26, 2025 Resolution No.: Last Reviewed Date: May 26, 2025
		Division: Strategic and Communication Services – City Clerk’s Office

PUBLIC MEMBER APPOINTMENTS TO COMMITTEES POLICY

POLICY STATEMENT

The City of Spruce Grove is committed to incorporating citizen leadership into governance to provide direct representation and empower citizens to co-create a community with a high quality of life. Part of that commitment is fulfilled by recruiting and appointing Spruce Grove residents who will provide meaningful contributions to Committees. The City is committed to the open, inclusive, and equitable management of the Public Member recruitment and appointment process.

1. PURPOSE

- 1.1 To establish guiding principles and values for the recruitment, screening, and selection of Public Members appointed to Committees.
- 1.2 To establish standardized processes for the recruitment, screening, and selection of Public Members appointed to Committees, that are:
 - (a) Aimed at ensuring that the most qualified candidates are selected and appointed as Committee members; and
 - (b) Designed to ensure that Public Member appointments are principle-based, are implemented in a consistent manner, and are administered with transparency and integrity.

2. DEFINITIONS

- 2.1 “Administrative Liaison” means the member of Administration appointed by the City Manager to provide support and guidance to the Committee.

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- 2.2 “Advisory Body” means a Committee established by Council to provide advice to Council on matters referred by Council.
- 2.3 “Application Review Panel” means a representative from the City Clerk’s Office and the Administrative Liaison and may include a representative from Human Resources.
- 2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.5 “City Manager” means the administrative head of the City.
- 2.6 “Committee” means a Council-appointed Governing Body, Advisory Body, or Quasi-judicial Body whether known as a board, commission, committee, tribunal, or task force.
- 2.7 “Conflict of Interest” means any situation including, but not limited to a pecuniary (financial), occupational, or familial situation in which an individual’s objectivity, judgement, or ability to act in the best interests of the Committee, the City or the community may be affected or appear to be affected. The interests of Immediate Relatives are also considered to be in the interests of an individual.
- 2.8 “Council” means the Council of the City elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.
- 2.9 “Eligible” or “Eligibility” means the minimum requirements that an applicant must meet to be appointed to a Committee.
- 2.10 “Employee” means persons who are compensated for services performed and whose duties are under the control of the City and includes full-time, part-time, and casual employees.
- 2.11 “Governing Body” means a Committee that provides oversight on matters referred by Council and to make decisions on behalf of Council.

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- 2.12 “Immediate Relative” means a spouse or adult interdependent partner, sibling, sibling-in-law, child, parent, and the parent of a spouse or adult interdependent partner.
- 2.13 “Lived Experience” means personal knowledge gained through direct, first-hand involvement in everyday events.
- 2.14 “Public Member” means members of the public who are appointed to sit on a Committee for a defined term.
- 2.15 “Qualifications” mean the specific competencies, skills, and experience (including volunteer experience, professional experience, or Lived Experience) required to meet the needs of the Committee.
- 2.16 “Qualified” means a potential Public Member has the required Qualifications.
- 2.17 “Quasi-judicial Body” means a tribunal that holds hearings to resolve disputes, regulate activities, adjudicate on matters, and determine legal rights and benefits.
- 2.18 “Reserve List” means a list of qualified applicants approved by Council that may be used to fill a vacancy that occurs as a result of a Public Member not finishing a term.
- 2.19 “Resident” means an individual who lives within the boundaries of the City of Spruce Grove.

3. RESPONSIBILITIES

- 3.1 Council must:
 - (a) consider recommendations from Administration regarding Qualified applicants; and

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(b) appoint Public Members as required by the respective Committees' terms of reference.

3.2 Administration must perform all duties in relation to recruitment, including preparation of recruitment and selection documentation.

4. GUIDING PRINCIPLES FOR PUBLIC MEMBER APPOINTMENTS

4.1 The appointment of Public Members to serve on Committees is intended to:

- (a) reflect the diversity of the community;
- (b) represent stakeholder groups (where appropriate);
- (c) bring specific Qualifications that contribute to good governance;
- (d) represent specific demographic groups or specific groups of service users; and
- (e) engage the public in policy areas of the City.

5. VALUES APPLIED TO THE RECRUITMENT PROCESS

5.1 The City is committed to the following values in the recruitment process to encourage broad interest and participation:

- (a) Openness – clear expectations for each position are identified, with expectations agreed to in advance and clearly communicated to all individuals associated with the selection process.
- (b) Impartiality – the selection process is conducted in an objective manner.

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- (c) Competition – there is open and widespread recruitment for positions and a commitment to seeking the most suitable candidates by evaluating applicants based on their Eligibility and Qualifications.
- (d) Equity, Diversity, and Inclusion – processes are consistent with achieving participation that affirms diversity in the community and promotes equity and inclusion. This includes a commitment to a discrimination-free environment by removing barriers to the recruitment, selection, and retention of members of systemically disadvantaged groups, including women, young adults (ages 18 – 30), Indigenous people, people with disabilities, racial and ethnic minorities, and the LGBTQ2S+ community.

6. PUBLIC MEMBER ELIGIBILITY

- 6.1 To be Eligible for appointment as a Public Member, applicants must be a Resident.
- 6.2 Notwithstanding section 6.1, a Committees’ terms of reference may note different Eligibility requirements, in which case the terms of reference will take precedence.
- 6.3 City Employees are not Eligible for appointment.
- 6.4 Public Members must maintain Eligibility status throughout their term on a Committee.

7. GUIDELINES FOR ESTABLISHING QUALIFICATIONS

- 7.1 The following guidelines are considered in establishing Qualifications for Committees:
 - (a) Qualifications must relate to the ability to perform the duties of the Committee;

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- (b) Qualifications must be clear, defining areas of experience, community service, or areas of specialization where required; and
- (c) Qualifications must not be more specialized than necessary.

8. COMMITTEE-SPECIFIC QUALIFICATIONS

- 8.1 Each Committee may require specific Qualifications of its Public Members.
- 8.2 Public Members may collectively cover the range of required Qualifications, with individual Public Members bringing a variety of perspectives.
- 8.3 With the permission of the applicant, where Qualifications are similar for different Committees, applicants who apply for one Committee may be identified for consideration for another Committee with similar Qualifications.
- 8.4 Required Qualifications must be indicated during the recruitment process, including listed on the Public Member recruitment advertisement and application form.

9. PUBLIC MEMBER RECRUITMENT AND SELECTION PROCESS

- 9.1 The advertisement must outline the Eligibility requirements and Qualifications for the position and describe the position broadly enough to elicit a wide response from Qualified applicants.
- 9.2 Public Membership in a Committee is subject to a vetting process by an Application Review Panel. The Application Review Panel must:
 - (a) review and consider applications received. Based on Eligibility requirements and Qualifications, applicants may be shortlisted for interview;

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(i) Current Public Members of a Committee may be required to apply to be considered for an appointment to a second or third term on that Committee. It will be at the Application Review Panel's discretion whether these applicants will be interviewed.

(b) interview shortlisted applicants;

(c) check applicants' references;

(d) review and consider applicants' criminal background checks; and

(e) provide recommendations for Council's consideration on the selection of candidates for Public Member appointment.

9.3 In the cases of Committees that are a Governing Body:

(a) members of the Committee's Administration may be included as part of the Application Review Panel; and

(b) upon initial vetting under section 9.2, the Application Review Panel must provide a shortlist of Qualified applicants to the Committee. Based on this shortlist the Committee may conduct a second interview and advise of their recommended applicant(s) for Council's consideration.

9.4 Final Public Membership must be approved by Council. Unless otherwise required by legislation, Council reserves the right to not fill Committee vacancies and to keep the recruitment and selection process open until a suitable candidate is found.

9.5 All applicants must be notified of the final membership selection outcome following appointment by Council.

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10. EXCEPTIONS TO THE RECRUITMENT AND SELECTION PROCESS

- 10.1 If no Eligible and Qualified applicants apply for a Committee, the Administrative Liaison for that Committee may reach out to known Eligible and Qualified individual(s) to inquire if those individual(s) would be interested being appointed as a Public Member to the Committee.
- 10.2 It will be at the Application Review Panel’s discretion whether these applicants will be interviewed.
- 10.3 If there is one or more vacancies on a Committee, and the same number of current Public Members whose term is ending, but are eligible for a subsequent term, Council may choose to re-appoint the current Public Members without going through an open recruitment process.

11. PUBLIC MEMBER VACANCIES

- 11.1 In the event of a vacancy prior to the completion of the Committee term, Council may appoint a new Public Member based on the Reserve List.
- 11.2 If there were no candidates Qualified to be added to the Reserve List, the recruitment and selection process to fill a vacancy must follow section 9.2.

12. CONFLICT OF INTEREST

- 12.1 As part of the recruitment process, applicants must identify and disclose any actual or perceived Conflicts of Interest.
- 12.2 Disclosure of an actual or perceived Conflict of Interest does not automatically make an applicant ineligible for appointment.

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12.3 The Application Review Panel and Council must assess any actual or perceived Conflicts of Interest in determining whether an applicant may be considered for appointment.

13. ORIENTATION

13.1 As soon as practical after new Public Members have been appointed, the Administrative Liaison and City Clerk must prepare and conduct an orientation session.

13.2 The orientation session must be designed to equip the new Public Members with the necessary legislative, procedural, and technical information required to perform effectively as a Public Member.

14. REMUNERATION

14.1 Public Members sitting on a Committee that is either a Governing Body or a Quasi-judicial Body may be remunerated for their services.

14.2 Public Members sitting on a Committee that is an Advisory Body are not remunerated for their service.

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15. RESCISSION OF POLICY CP-1036-22

15.1 CP-1036-22 – Public Member Appointments to Committees Policy is hereby rescinded.

Approval	
Mayor <u>Original Signed by Mayor Acker</u>	Date <u>May 26, 2025</u>

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