

POLICY TITLE: APPOINTMENT OF COMMITTEES OF COUNCIL POLICY		
Authority: Adopted by Resolution No: 2023-535 Date of Adoption: December 19, 2023 Amended by Resolution No: 2024-204 Amended Date: May 14, 2024	Effective Date: December 20, 2023.	Policy Number:

Policy Statement:

Council recognizes that the use of Committees is an effective means of public participation, consultation, and a source of input on municipal policies and procedures. The Committees play an integral role in the corporate decision making by providing a means for staff and Council to receive the views and advice from citizen members on a variety of matters.

Council, by Resolution, may from time to time, establish council committees as it deems appropriate and expedient (Appendix A”), and which may be composed of:

- a) entirely Members of Council; or
- b) a combination of Members of Council and other persons; or
- c) entirely of persons who are not Members of Council.

Council, by Resolution, may appoint Members of Council to community organizations, from time to time, and shall appoint Members of Council to legislated organizations as required by the applicable legislation (Appendix “B”).

Purpose:

The purpose of this policy is to establish; a) guidelines for the Committees of Council and b) a defined process for handling appointment to them. This policy will ensure a fair and equitable appointment process where the most qualified applicants are appointed, who are representative of the Grandview Municipality.

Scope of Policy:

This policy applies to appointments to Grandview Municipality Committees. This policy does not apply to Committees which are subject to their own applicable legislative requirements, governing by-laws and/or other legal requirements regarding Committee appointments.

Definitions:

“Agenda” means the agenda for a regular or special meeting of a committee.

“CAO” means the Chief Administrative Officer as appointed by Council.

“Chair” means the person presiding at the meeting of a committee.

“Committee” means a committee established by council under *The Municipal Act*.

“Clerk” means the Municipal Clerk of the Grandview Municipality, or his/her designate.

“Council” means the duly elected Mayor and Councillors of the Grandview Municipality.

“Designated Officer” means any employee appointed as a designated officer within the Municipality.

“Eligibility” means the qualifications established by Council that an applicant must possess in order to serve on committees.

“In Camera” means to close a meeting or portion of a meeting to the Public and the matters discussed are to remain confidential until the matter is discussed at an open meeting of the Committee.

“Length of Service” means the period of time for which a member is appointed to a specific Committee.

“Mandate” means the statement that describes the Committee purpose or authority to address matters. The Mandate shall align with Council’s strategic goals and objectives.

“Member” means a person appointed by Council to serve on a committee.

“Public” means a member of the public who is a resident or property owner in the Grandview Municipality.

“Resident” means a member of the public whose current and primary residence is within the Grandview Municipality.

“Terms of Reference” a document outlining the mandate and Committee’s operational details in accordance with the By-law # 9-2023 including but not limited to composition, activities, term, quorum, meeting schedule, staff roles, etc.

General Provisions Pertaining to Committees Composed of Entirely Members of Council:

- a) A Committee of Council may be appointed by Resolution of Council at any time specifying the business to be dealt with by the Committee.
- b) Each Committee of Council shall be composed of a maximum of three (3) members of Council except Committee of the Whole.
- c) The Head of Council shall be ex-officio, non-voting member of all Council Committees.

- d) Any member of Council not a member of a Committee has the right to attend committee meetings but shall not be allowed to vote. With the permission of the majority of the members of the committee, a visiting member of Council may be allowed to take part in any discussions.
- e) Meetings of Committees of Council shall be held as determined by each Committee.
- f) An appointment to a Committee of Council may be repealed only by a Resolution of Council.

General Provisions Pertaining to all other Committees:

- a) The Committee shall be established by Council from time to time in accordance with *the Municipal Act* and Section 13 and 14 of the Grandview Municipality Organizational & Procedures By-law to meet as often as necessary to fulfill its mandate.
- b) The Terms of Reference of the Committee shall be prepared, and must get approved by Council, including any amendments.
- c) Members of the Committee shall serve without remuneration.
- d) By Resolution, Council may appoint a council member to serve the Committee. The number of appointees will be at Council's discretion.
- e) At the first meeting of the appointed Committee, the members shall elect one of their members as Chair, another as vice-chair.
- f) The Committee secretary is responsible for the preparation and circulation of the agenda prior to the meeting. Items for inclusion on the agenda, shall be provided in a timely fashion to the Committee secretary.
- g) The Committee will review the minutes at the next regularly scheduled meeting and shall be adopted by a majority vote of members in the form of a mover and seconder, and once approved, forwarded to the Clerk for inclusion as information on the next Council agenda.
- h) All Committee meetings are open to public, except as provided for in *the Municipal Act*.
- i) Members of the Public shall only speak at a meeting by invitation of Committee to make a presentation or as a delegation, as provided for in the Terms of Reference.
- j) Any member of Council not a member of a Committee has the right to attend committee meetings but shall not be allowed to vote. With the permission of the majority of the members of the committee, a visiting member of Council may be allowed to take part in any discussions.
- k) The Committee may, by consensus, close a meeting to the Public to discuss a matter provided for in *the Municipal Act*.
- l) An appointment to a Committee of Council may be repealed only by a Resolution of Council.

The general duties of Committees shall be as follows:

- a) to report and advise from time to time on all matters connected with the duties imposed on the committee and to recommend such action as may be deemed necessary;
- b) to prepare and introduce to Council as such by-laws or policies as the case be to give effect to the reports of recommendation that are adopted by Council; and
- c) to consider and report respectively on any and all matters referred to them by Council.

Eligibility & General Qualifications of Committee Members:

- a) A member must be 18 years of age, unless otherwise specified in the Terms of Reference for the specific Committee, i.e. where youth representation is required.
- b) A member must be an eligible elector of the Grandview Municipality.
- c) Members are required to maintain their eligibility status for the duration of their term and are responsible for advising the Clerk of any change to their status.
- d) Grandview Municipality's employees are not eligible for positions as citizen members on any Committee. Citizen members who subsequently receive a full-time position with the Municipality, shall immediately resign from the Committee. An employee may be given the opportunity to attend and participate in discussions as a resource person at Committee meetings based on previous expertise.

Term and Length of Service on a Committee:

- a) Unless otherwise provided for by legislation, Terms of Reference or operating procedures, the term of appointment shall generally coincide with the Term of Council.
- b) The appointment will commence upon passing of the appointment resolution and will expire no later than November 30th in an election year, unless otherwise specified.
- c) Members will not be appointed for more than two consecutive terms on the same Committee. Notwithstanding the foregoing, Council may reappoint a member beyond two consecutive terms, if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members. Members eligible for reappointment, must complete an application form and submit it to the Clerk.
- d) Members that have served two consecutive terms on one Committee, may apply to serve on another Committee. If a member is appointed to fill a vacancy mid-term, then they complete that term and then may serve an additional two terms.

Recruitment & Appointment Process:

- a) The recruitment of members will begin where vacancies are required to be filled, and if applicable, following any changes to the terms of reference for the Committee or after the establishment of any new Committees.
- b) An advertisement for vacancy will be made, which includes details on eligibility, meeting frequency and time, information on how to obtain an application form (Appendix 'C'), terms of reference, deadline, and location for submitting an application.
- c) Vacancies will be advertised in appropriate locations as determined by the Clerk.
- d) The Clerk may extend the application submission deadline when there are an insufficient number of applications deemed appropriate. Applicants may be required to complete supplementary screening requirements such as a criminal reference check (i.e. committee exposed to children). Any additional requirements will be noted in the recruitment advertisement.
- e) All personal information collected in the application process is collected in accordance with MFIPPA and will be used to determine eligibility for appointment. Collected applications will be reviewed in-camera by the Council, after which a decision will be made by Council.
- f) Current members who are eligible for reappointment, will be evaluated in the same way as all new applicants. The Clerk will subsequently send letters to all successful applicants confirming their appointment, as well as sending letters to all unsuccessful applicants advising that they have not been selected but thanking them for their application. The Clerk will provide notification to the appropriate Committee's recording secretary with contact information for the new citizen member.
- g) All newly appointed members will review/sign two copies of the Terms of Reference, one for their reference and one copy to be returned to the Clerk.
- h) The Clerk will maintain a confidential database containing all appointments to Committees.

Vacancies:

- a) Vacancies on Committees are created when a member resigns or vacates the position, effective:
 - i. the date of resignation.
 - ii. the date that the member is removed by Council resolution.
 - iii. the date that the member no longer qualifies for the position.
 - iv. the date of the death of the member.
- b) Committees may pass a resolution requesting that a member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or five total meetings in any calendar year.

- c) A member who is resigning from their appointed position, will submit a written letter of resignation to the Clerk. Vacancies will be filled as per the Recruitment & Appointment Process outlined above.

Conduct of Members:

Committees are governed by and subject to the provisions of the Grandview Municipality's Organizational and Procedures By-Law, Code of Conduct for Members of Council By-law, and the *Municipal Conflict of Interest Act*, and shall adhere to all Municipal policies and procedures.

Exceptions to this Policy:

Where a conflict exists between the provisions of this policy and any legislative or legal requirement, the legal requirement shall prevail.

Interpretation & Administration:

The CAO is responsible for interpreting and administering this policy, and such interpretations will be final.

Policy Review and Procedure:

This policy will be reviewed as required, but in any case, no less than once per four (4) year term of Council. The Clerk will be responsible for initiating the review of this Policy in conjunction with the CAO.

GRANDVIEW MUNICIPALITY



Appendix 'A'

COMMITTEES OF COUNCIL

Grandview Cemetery

3 Council Members

2 Citizen appointees

Physician Recruitment/Retention

3 Council Members

4 Citizen appointees

Grandview Rec Commission

2 Council Members

5 Citizen appointees

Grandview Library

1 Council Member

2 Citizen appointees

Appendix "B"

OTHER BOARDS / COMMITTEES

G3 Regional Water Co-op

3 Council Members

3 Gilbert Plains Council Members

Grand Plains Handivan

1 Council Member

3 Citizen Appointees

1 Gilbert Plains Council Member

Parkland Regional Library

1 Council Member

Intermountain Conservation District

- **Lower Valley/ Mink Creek**

1 Council Member

1 Citizen Appointee

- **Upper Valley**

1 Council Member

1 Citizen Appointee

- **Wilson River**

1 Council Member

1 Citizen Appointee

Mountainview Planning District

1 Council Member

1 Gilbert Plains Council member

MLA Planning Region

1 Council Member

Parkland Regional Board

1 Council Member

Vet Board Dauphin

1 Council Member

Vet Board Roblin

1 Council Member

Riding Mountain Biosphere & Riding Mountain Biosphere Liaison

1 Council Member

GRANDVIEW MUNICIPALITY



APPLICATION TO SERVE ON A GRANDVIEW MUNICIPALITY'S COMMITTEE

Please complete this form in its entirety (please print); failure to do so will result in the rejection of your application. All applicants will receive a written response to their application.

Collection of personal information on this form is in accordance with the *Municipal Act*. Questions about the collection of this information or the completion of this application may be directed to the CAO, Grandview Municipality, 531 Main Street, Grandview, MB R0L 0Y0 or phone 1-204-546-5252 or e-mail grandviewcao@mymts.net.

COMMITTEE OF INTEREST

Please specify the Committee on which you wish to serve. If you wish to serve on more than one Committee, please complete a separate application for each Committee you wish to serve.

CONTACT INFORMATION

Name: _____

Mailing Address: _____

Telephone (home/cell): _____ Telephone (work): _____

E-mail Address: _____

ELIGIBILITY

Yes

No

I am a Canadian Citizen (or landed immigrant)

I am a resident of Grandview

I am a registered owner of a land/property in Grandview

I am at least 18 years of age

I presently serve on other Council appointed Committees

If yes, please specify: _____

QUALIFICATIONS

Interest in Position: Please provide details with respect to your interest in serving on this Committee. If you require additional space, please attach a separate piece of paper.

Education and Training: Please provide details with respect to any relevant education or training you possess which may be relevant to your role on the Committee.

Employment and Experience: Please describe any current or past work or volunteer experiences and skills that may be relevant to your role on the Committee.

Additional Information: Please share any other information, including other volunteer work, which you believe will support your application.

APPLICANT'S UNDERSTANDING OF COMMITMENT AND EXPECTATIONS

As a committee applicant, I understand that Appointed Citizens are expected to attend meetings (approximately 1-3 hours each) on a monthly or bi-monthly basis, and I commit to making myself available to attend such meetings.

I understand that my involvement on the Committee is advisory in nature, and that under no circumstances shall I act on behalf of or for the Grandview Municipality or purport to have the authority to bind the Corporation.

I have reviewed the Terms of Reference for the Committee for which I am applying for or the appropriate By-law, and I agree that, if appointed, I will carry out the mandate of that Committee in accordance with those Terms of Reference or appropriate By-law and any other direction from Council.

I understand that all Committees and their members follow Council Meeting Procedures, Code of Conduct, and other guiding documents, and I agree to adhere to and conduct myself in accordance with those rules and regulations.

GRANDVIEW MUNICIPALITY



- I agree to the Commitment and Expectations stated above for the Committee for which I am applying.

Signature

Date

APPLICATION FORM SUBMISSION INSTRUCTIONS

Please submit this Application Form (fully completed) to:

Grandview Municipality

Attn: Municipal Clerk

531 Main Street, Grandview, MB R0L 0Y0

grandview@mymts.net