



City of St. Albert
CITY COUNCIL POLICY

Appointment of Elected Officials

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C497-2006	09 25			

Policy

Participating in Council Committee meetings and meetings of other bodies to which Councillors are appointed by Council is an important part of Council's Governance model.

Standards

1. Annually, the Nominating Committee shall meet to consider and make recommendations to council on the appointment of council members to Council Committees, to other City committees and to bodies on which the City is entitled to have representation.
2. The Council representative's role shall be of a liaison nature between the body to which the Councillor has been appointed and Council.
3. The Council representative shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information.

Term of Office

1. Unless otherwise specified by legislation, bylaws, terms of reference or resolutions, appointments shall be for a one (1) year term and the effective date of appointment shall be designated by Council resolution.
2. If the Council representative is unable to complete the term of office as required, the Nominating Committee shall make a recommendation to Council for a replacement appointment, provided that at least five months are left in the member's term of office, or less if so desired by the body on which the Council representative served.

Cross References: Policy C-CG-5, Council Job Description; Procedure Bylaw 20/2006





City of St. Albert
**ADMINISTRATIVE
 PROCEDURES**

Appointment of Elected Officials

AUTHORITY

City Manager

SIGNATURE

APPROVED:

REVISED:

dd mm yyyy

25 09 2006

Legislative Services shall:

1. Produce a Ranking Sheet indicating all those bodies on which Council has representation (internal and external) and the meeting schedule, if known.
2. Provide a copy to each member of council or member of council-elect, with a covering memo inviting members of Council to list their preferences and requesting completion and return to Legislative Services in advance of the nominating committee meeting. Check if any of the outside agencies provide honoraria and, if so, include this information in the memo.
3. Prepare a Ranking Consolidation Sheet upon which to record the preferences of each member of council.
4. After recording the preferences of the council members on the Ranking Consolidation Sheet, provide the consolidation to the Mayor and members of the Nominating Committee.
5. Upon receiving the recommendations of the Nominating Committee, prepare the necessary agenda report for the next Council meeting.
6. Once the appointments have been approved by Council, notify the various internal and external bodies by letter of the name and contact information for the appointees. In an election year, provide the names of all members of Council as, periodically, the external bodies provide invitations or information to all members. Provide copies of the letters to Councillors and to Central Records.
7. Complete the Board Member Listings, distribution lists, address label lists, etc. with the information on the appointees to the internal boards and committees.
8. Prepare a listing of the appointments of elected officials, including the name of the committee, council member representative and the alternate and e-mail the listing to Legislative Officers and Executive Assistants. Provide a hard copy of the listing to the Councillors.