

CITY OF CAMROSE POLICY MANUAL

Appointments to City Boards, Committees and Commissions

POLICY STATEMENT

The City of Camrose recognizes the importance of boards, committees and commissions in the operation of the municipality. Accordingly, the City of Camrose deems it appropriate to establish a consistent process for member appointments to these boards, committees and commissions to ensure that the most suitable and qualified candidates are recruited and selected.

PROCEDURES

1. Council Member Appointments:

- a. All Council Member appointments to the City's boards, committees and commissions will take place at the annual Organizational Meeting of Council.

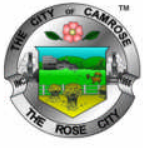
2. Member at Large Appointments:

- a. In September of each year the Administration will commence advertising the upcoming Member at Large vacancies. The Administration will conduct the advertising in a manner that generates the greatest response from the public, and should include, but is not limited to, local print media, the City website, City utility bills, City facilities, the local Chamber of Commerce and the local volunteer centre.
- b. To be considered for an appointment to a City board, committee or commission, interested persons shall submit their completed application form and biography form to the Administration. The application form (including the online form) shall be in accordance with the attached Schedule "A" and the biography form shall be in accordance with the attached Schedule "B". Submission of the application form and biography form is mandatory, and the applicant may choose to supplement this information with their personal resume.
- c. In addition to section 2(b), the Administration will invite, in writing, those departing Members at Large that are eligible for reappointment, to submit their completed application forms within a specified time frame.
- d. Applications will be accepted throughout the year, and will be retained by the Administration for one (1) year. Vacancies due to resignation may be filled from the applications on file, or by advertising.
- e. At the annual Organizational Meeting of Council, City Council shall establish a Member at Large Review Panel to carry out the Member at Large selection process by:
 - i. Establishing applicable interview questions;
 - ii. Creating a candidate scoring tool;
 - iii. Reviewing and short listing applicants for an interview;
 - iv. Conducting the candidate interviews; and
 - v. Making Member at Large recommendations to City Council.

- f. The Member at Large Review Panel will be chaired by the Mayor, and shall be comprised of other Council Members, as considered appropriate by Council.
- g. Those applicants reapplying to serve another term on the same board, committee or commission are required to attend an interview and shall answer questions regarding their attendance and contributions during their previous/expiring term.
- h. The Administration will provide administrative support to the Member at Large Review Panel.
- i. All Member at Large applicants are required to provide a criminal records check, at no costs to the appointee, prior to confirmation of the appointment of City Council.
- j. No later than December of each year, City Council will ratify the Member at Large appointments for the upcoming year. Member at Large appointments will be based on the calendar year (i.e. January 1, 20XX – December 31, 20XX).
- k. The Administration will advise all applicants, in writing, of Council's decision.

3. Eligibility

- a. Unless otherwise stated in the committee by-law, to be eligible for appointment as a Member at Large, applicants must be:
 - i. of the full age of 18 years; and
 - ii. residents of the City of Camrose.



THE CITY OF CAMROSE
Application for
Appointment to Boards/Committees/Commissions

Name: _____

Address: _____ Postal Code: _____

Number of Years in Camrose: _____

Phone: (Res) _____ (Bus) _____ (Cell) _____

Fax Number: _____ Email Address: _____

Preferred Contact Method: _____

Where did you hear about this opportunity?(Please Check ✓)

- Camrose Booster Camrose Canadian Camrose Morning News Water Bill
 Word of Mouth City Website Chamber of Commerce Volunteer Centre

Application to serve on:

1st Choice: _____

2nd Choice: _____

Occupation: _____

Employer: (if applicable) _____

Note: A personal resume outlining any additional information may be attached.

Community Involvement:

Interests/Hobbies:

Please indicate your interest in the above Board/Commission(s) and briefly state the qualifications and experiences that you have that would make you an asset to this Committee:

Other Comments:

Please supply 2 personal references:

Name	Relationship to Applicant	Contact Info
_____	_____	_____
_____	_____	_____

Would you be available to attend meetings (please check): in the evening during the day?

If selected, I agree to serve on the above boards/committee(s) if appointed. I have reviewed the board/committee descriptions and am able to regularly attend meetings as required.

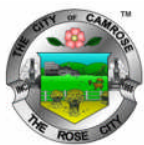
Signature: _____ Date of Application: _____

NOTE: Prior to confirmation of appointment by Council, applicants will be required to provide a Criminal Records Check, which will be provided at no cost to the appointee.

Please return this application form to:

**City Hall, c/o Administration
City of Camrose
5204 - 50 Avenue
Camrose, AB T4V 0S8
Fax: (780) 672-2469
E-Mail: admin@camrose.ca**

The personal information that is being collected under Section 33 and is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have questions, contact the FOIP Coordinator at (780) 672-4426 ext. 1063.



THE CITY OF CAMROSE Member at Large Biography Form

In accordance with the Appointments to City Boards, Committees and Commissions policy all Member at Large applicants are required to submit a completed biography form.

The purpose of the biography form is to promote the City's values of openness and transparency. Those applicants that are selected as Members at Large will have their biography statement included in the City Council minutes and on the City's website as a way of acknowledging their commitment to the community.

Kindly tell us a bit about yourself in a format that will serve as a brief introduction. Your introduction will be shared with the Member at Large Review Panel, and if selected, in the report to City Council regarding your appointment.

Name:	Board:
Brief Introduction (2-4 sentence):	

I acknowledge that if I am appointed to this Board, my introduction will form part of the public record.

Signature

Please return this biography form to:

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City of Camrose
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