
Council and Public Member Committee Appointments

Policy Number: CP68/2026

Approval Date: April 14, 2026

Supersedes Policy: CP144/2022 - Agency, Board, Commission, and Committee Member Appointments

SECTION A

1.0 Policy Purpose

- 1.1 This Policy establishes guiding principles for the appointment of Council Members and Public Members to Agencies, Boards, Commissions, and Committees.

2.0 Definitions

The following definitions and interpretations apply to this Policy:

- 2.1 “Administration” means the administrative and operational arm of Morinville, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.2 “Administrative Support” is a Morinville employee from Legislative Services or designate appointed by the CAO to provide support to Public Member recruitment to an internal Agency, Board, Commission or Committee.
- 2.3 “Agency, Board, Commission, or Committee” means a body to which Council is entitled to appoint members.
- 2.4 “CAO” means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Municipal Government Act* or the designate of the Chief Administrative Officer.
- 2.5 “Committee” or “Committees” refers to Agencies, Boards, Commissions and Committees to which Council appoints members.

- 2.6 “Council” means Council of Morinville.
- 2.7 “Council Member” means any Member of Council.
- 2.8 “External Committee” or “External Agency, Board, Commission, or Committee” means a Committee that is not established by Morinville, including those established by other governing bodies through legislation, and for which Council representation is requested.
- 2.9 “Incumbent” means a current Public Member serving on a Committee whose term is expiring and is eligible for reappointment.
- 2.10 “Intermunicipal Committee” means a regional Committee established through bylaw, including but not limited to Intermunicipal Subdivision and Development Appeal Board and Joint Assessment Review Boards.
- 2.11 “Internal Committee” or “Internal Agency, Board, Commission, or Committee” means a Committee established by Morinville through bylaw in accordance with section 145(2) of the *Municipal Government Act*, to which Council appoints one or more members.
- 2.12 “Interview Panel” means a panel consisting of the Mayor, up to two (2) Council Members, and an Administrative Support to consider Public Member candidates.
- 2.13 “Mayor” means the Chief Elected Official of Morinville.
- 2.14 “Morinville” or “Municipality” means the municipal corporation of Morinville.
- 2.15 “Omnibus” means a single motion used to approve multiple related items at once, instead of voting on each item separately. An Omnibus motion must be approved unanimously and is typically used for matters such as appointments, routine approvals, or items included on the Consent Agenda.
- 2.16 “Organizational Meeting” means Organizational Meeting of Council (or Inaugural Meeting of Council in an election year), as established under the *Municipal Government Act* and the Procedure Bylaw.
- 2.17 “Public Member” means an individual appointed by Council to an Agency, Board, Commission, or Committee who is not a Council Member.

3.0 Policy Statements

- 3.1 Council is committed to a fair, transparent, and inclusive approach to appointments to Committees that supports effective governance and reflects the community.
- 3.2 Appointments to Committees shall be made in accordance with applicable statutory legislation and Morinville bylaws, including but not limited to:
 - 3.2.1 *Municipal Government Act* and other legislation, including the *Library Act*, *Emergency Management Act*, and *Police Act*; and
 - 3.2.2 Procedure Bylaw, and any applicable Agency, Board, Commission, or Committee bylaws.
- 3.3 Appointments of Council Members and Public Members to Committees shall occur at the Organizational Meeting, unless an appointment is required at another time, including but not limited to:
 - 3.3.1 A vacancy occurs;
 - 3.3.2 A new Committee is established;
 - 3.3.3 A temporary or ad-hoc Committee is established; or
 - 3.3.4 An election or by-election occurs.
- 3.4 Council Member and Public Member appointments to Committees are intended to commence on January 1 of the applicable year; however, Council may establish alternative appointment terms by resolution.
- 3.5 Appointment of Council Members:
 - 3.5.1 The Mayor shall consult with Council Members and the CAO to inform recommended appointments to Committees.
 - 3.5.2 In developing recommendations, consideration may be given to:
 - 3.5.2.1 Council Members' interest and availability;
 - 3.5.2.2 relevant experience or expertise;
 - 3.5.2.3 opportunities for learning and development; and
 - 3.5.2.4 continuity and organizational knowledge.
 - 3.5.3 The Mayor shall provide recommended appointments to Council for consideration.
 - 3.5.4 Council shall approve appointments by resolution and may consider multiple appointments through an Omnibus resolution.

3.6 Appointment of Public Members:

3.6.1 Vacant Public Member positions shall be publicly advertised annually.

3.6.1.1 Applications received after the deadline may be considered at the discretion of the Mayor.

3.6.2 Public Members may be appointed by Council to External Committees to represent Council and may be subject to recruitment requirements in accordance with this Policy.

3.6.3 Public Members may be appointed to Intermunicipal Committees, which may be subject to separate recruitment processes as per the respective Committee bylaw.

3.6.4 The Mayor may recommend appointments without convening an Interview Panel where the number of eligible applicants is equal to or less than the number of vacancies.

3.6.4.1 The recruitment period may be extended where additional applicants are desired.

3.6.5 An Interview Panel shall be established by the Mayor where the number of eligible applicants exceeds the number of vacancies.

3.6.5.1 The Mayor shall select up to two (2) Council Members to serve on the Interview Panel.

3.6.5.2 The Interview Panel may shortlist candidates for interviews.

3.6.5.3 A representative of the respective Committee may be invited to participate in interviews in an advisory capacity.

3.6.6 The Interview Panel shall provide recommendations to Council for the appointment of Public Members, and Council shall make appointments by resolution.

3.6.7 The Mayor may recommend the reappointment of an Incumbent without an interview.

3.6.8 Council may decide not to fill all vacancies and direct Administration to re-advertise vacant positions, provided quorum can be maintained.

3.6.9 With a candidate's consent, Administration may retain applications for consideration in the event of a Public Member vacancy.

3.6.10 Candidate information shall be handled in accordance with applicable privacy legislation.

3.6.11 Cessation of Appointment:

- 3.6.11.1 expiry of the term;
- 3.6.11.2 dissolution of the Committee; or
- 3.6.11.3 by Council resolution, including for non-compliance with Section 4.2.2 of the Public Member Committee Remuneration Policy.

4.0 Review Date

- 4.1 For the purposes of ensuring that this Policy is revised for ongoing relevance and necessity, a review will occur prior to June 30, 2029. The Policy shall be brought forth and repassed in its present or amended form or rescinded.
- 4.2 This Policy shall remain in effect if the review date passes prior to Council review.

SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act

Emergency Management Act and supporting regulations.

Police Act and supporting regulations

Libraries Act

Procedure Bylaw

Assessment Review Board Bylaw

CAO Recruitment & Evaluation Committee Bylaw

Community Services Advisory Committee Bylaw

Council Remuneration Review Committee Bylaw

Emergency Management Bylaw

Library Board Bylaw

Policing Committee Bylaw

Subdivision and Development Appeal Board Bylaw

Town of Morinville/Sturgeon County Intermunicipal Affairs Committee Bylaw

Public Member Committee Remuneration Policy

Council Remuneration Policy

2.0 Persons Affected

Council

Council Members

Public Members

Administration

3.0 Divisional/Departmental Responsibility

Administrative Services / Legislative Services

4.0 Review/Revision History and Author

CP144/2022 - Agency, Board, Commission, and Committee Member Appointments

Original Signed

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