



COUNCIL PARTICIPATION ON EXTERNAL COMMUNITY BOARDS, COMMISSIONS, COMMITTEES AND SOCIETIES

1. TITLE:

1.1. This Policy may be cited as the “External Community Boards Policy” of the Municipality of the Town of Vauxhall

2. PURPOSE:

2.1. The purpose of this policy is to outline the criteria and procedure for municipal officials serving as representatives of the Municipality on external Community Boards, Commissions, Committees and Societies that are managed by an organization that is not the Municipality.

2.2. The purpose of appointing a Council Member to a Board of Committee is to act as a representative of Council and to act as a liaison between the external group and Council.

3. DEFINITIONS:

3.1. “External Community Board” means any community-based board, commission, committee, society, or any other organizational leadership group that was created and is managed by an entity that is not the Municipality.

3.2. “Municipality” means the Municipality of the Town of Vauxhall.

3.3. “Municipality official” means any elected or appointed member of a municipal government.

4. POLICY:

4.1. General:

4.1.1. The Municipality shall appoint a municipal official to serve on an external community board only where all the following criteria are met:

- i. The external community board member has a particular goal or objective that aligns with the Municipality’s role in the community.
- ii. The external community board meets on a regular basis.

- iii. The external community board have similar ruling order and meeting procedures; and
- 4.1.2. Where all the criteria listed in section 4.1.1. are not met, the Municipality shall not appoint a municipal official to the external community board.
- 4.1.3. The Municipality may request that insurance coverage in addition to Directors and Officers Liability insurance be obtained based on the activities of the external community board.
- 4.1.4. This policy shall not apply to community boards, commissions, committees, or other organizational leadership groups that are created and managed by the Municipality.

4.2. **Request:**

- 4.2.1. All requests from external community boards for representation by a municipal official shall be made to the Council or Chief Administrative Officer.
 - i. Requests for an elected representative shall be considered by the Council.
- 4.2.2. Requests for representation must demonstrate how all criteria in Section 4.1.1 are met and define the specific role for the municipal official.
 - i. The Municipality may request, and shall promptly receive, current or historic financial statement from any external community board to which a municipal official is appointed.
- 4.2.3. External community boards may request representation from a specific municipal official; however, the Municipality reserves the right to appoint any municipal official or decline such a request for any reason.
- 4.2.4. In considering a request for appointment to an external community board, municipal officials should consider the commitment in terms of time and duties, and whether they can reasonably take that time and perform those duties in conjunction with their regular municipal duties.
- 4.2.5. All appointments to an external community board will be for a one-year term, until the next organizational meeting of council.
- 4.2.6. External community boards that have made a request will be informed in writing by the Chief Administrative Officer or designate of any appointment.

4.3. **Exceptions:**

- 4.3.1. This policy does not apply to inter-municipal corporations where a municipal official is acting in that capacity.
- 4.3.2. This policy shall not preclude any municipal official from becoming a member of any community board as a private citizen.
 - i. It is the responsibility of any municipal official serving on a community board to know and understand their responsibilities concerning Conflicts of Interest, Council Code of Conduct Bylaw, and the Municipal Government Act.