

Municipality of the District of St. Mary's

External Boards Policy



Purpose:

The purpose of this policy is to outline the criteria and procedure for municipal representatives on external boards or commissions as appointed representatives of the Municipality.

General:

The following criteria must be met in order for a municipal official to sit on an external board:

- a. The external board has a particular goal or objective that aligns with the Municipality's role in the community.
- b. The external board has specific and approved terms of reference or similar governing documents.
- c. The external board provides proof of insurance including director's liability on an annual basis. If there is a lapse or interruption in insurance coverage, the Municipality must be notified within 30 days.
- d. The Municipality shall not appoint a municipal elected official or staff to an external board if all of the above criteria are not met.

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.

Requests:

All requests from external boards for a municipal representative shall be made to the CAO.

- Requests for a municipal elected representative shall be considered by Council.
- Requests for a municipal employee representative shall be considered by the CAO but may be referred to the Committee of the Whole.

Requests for representation must demonstrate how all above mentioned criteria are met, and define the specific role for the municipal official. The Municipality may request, and shall promptly receive, current or historic financial statements from any external community board to which a municipal representative is appointed.

External boards or commissions may request for a specific person as the representative; however, the Municipality reserves the right to appoint any municipal representative or decline such a request for any reason.

In considering a request for appointment to an external community board, municipal representatives 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.

External boards or commissions that have made a request will be informed in writing of any appointment.

Exceptions:

This policy does not apply to inter-municipal corporations where a municipal representative is acting in that capacity.

This policy shall not preclude any municipal representative from becoming a member of any community board as a private citizen. It is the responsibility of any municipal representative serving on a community board to know and understand their responsibilities concerning the Municipal Conflict of Interest Act.

M Jordan

September 16, 2019

Municipal Clerk

Date