

**Policy Title: Council Representation on External Boards and Committees**

**Policy #: A-107**

**Effective Date: May 7, 2024**

**Date adopted by Council: May 7, 2024**



## **POLICY**

Council recognizes that elected officials serving on external boards or committee can serve to enhance the municipality's representation and influence, and contribute to the community's overall well-being and success.

By joining external boards and committees, elected officials strategically advocate for the municipality's interests, advance the alignment of municipal priorities with broader objectives, enhance networking, facilitate resource sharing, and foster the acquisition of insights and opportunities beneficial to their community.

Council may chose, by motion made by any councillor at a regular meeting, to appoint an elected official to represent the municipality on external boards or committees when certain criteria are met.

## **PURPOSE**

This policy is intended to provide consistency and equity in how requests for elected official representation on external boards and comittees are handled.

## **SCOPE**

This policy applies to all requests seeking the appointment of a member of Jasper Municipal Council to an external board or committee.

This policy does not apply to requests for administrative representation on an external board or committee.

## **STANDARDS**

In addition to situations where the Municipality has a legal or statutory obligation to be represented, Council also may chose to appoint members to represent the Municipality on external boards or committees that meet one or more of the following criteria:

- The Municipality provides ongoing financial contributions greater than \$2500 per year to the organization.
- The Municipality maintains a membership in the organization.
- The organization is a lessee of space within a Municipal facility.
- The work of the organization aligns with Council's strategic priorities.

Requests may be denied for any reason deemed sufficient by Council, including the perception of conflict of interest or; where a legal or statutory prohibition exists.

All requests must be submitted in accordance with the steps described in the Administrative Procedure associated with this policy.

All appointments shall be made on the recommendation of the Mayor and ratified by resolution of Council at a regular meeting.

Any councillor appointed under this policy is entitled to claim remuneration as described under the Council Member Compensation & Benefits policy.

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## **DEFINITIONS**

**“External Board or Committee”** means an entity or organization, independent of the Municipality of Jasper.

**“Elected official”** means the Mayor or Councillors of the Municipality of Jasper.

## **RESPONSIBILITY**

### **Council:**

Review and approve any revisions to this policy.

### **CAO:**

Review and approve any procedures related to this policy.

### **Directors and Managers:**

Carry out the policy based on established procedures.