

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	II-7(m)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2006 11 21
		<u>Previous Policy:</u>	2006 11 21 2013 11 01 (In House)
		<u>Current Policy:</u>	2025 06 17

Title: **Town Council Committee Appointment System**

Purpose: To establish a consistent and transparent process for appointing Council Members to internal and external committees and boards and ensure Council representation aligns with the strategic interests and governance responsibilities of the Town of Stettler.

Policy Statement: The Town recognizes the importance of Council participation on committees, boards, and external organizations as a means of fostering effective governance, facilitating informed decision-making, and strengthening relationships within the community and with regional and provincial partners. This policy provides a consistent framework for the appointment, responsibilities, and expectations of Council members serving on such committees, ensuring transparency, accountability, and alignment with the Town's strategic priorities.

All Council committee and board appointments shall be reviewed and made annually, typically following the annual Organizational Meeting of Council.

All appointments to committees and boards must be approved by Council through a formal resolution following the annual Organizational Meeting of Council.

Where appropriate, alternates may be designated by Council to ensure consistent representation in the absence of the primary appointee.

Unless otherwise stated, appointments will be for a one-year term, with the possibility of reappointment based on Council's discretion.

Council members must declare any conflicts of interest related to their committee work.

Council members appointed to committees are expected to act in the best interest of the Town of Stettler, providing regular updates to

Council and reporting on significant matters or decisions affecting the municipality.

Appointed members may be required to submit brief verbal or written reports during Council meetings to ensure transparency and information-sharing.

A Board and Committee Appointments document will be maintained and updated annually to reflect current appointments. This document serves as the official reference for all Council committee responsibilities.