

Attachment 1 – Municipal Best Practices – Boards and Committee Policies

CITY OF AIRDRIE (Estimated Population 77,707)

City of Airdrie
[Procedure B-24/2015](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- How Council establishes a Committee in general
- Requirements of Citizen Appointments
- Establishes by default how a committee is to be run in the absence of a bylaw
- When and how Citizen Appointments and Member Appointments are made

City of Airdrie
[Code of Conduct B-20/2017](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- The intent of this Bylaw is to establish the standard of conduct and actions for City of Airdrie Elected Officials and Council-appointed members to Council's boards, commissions and committees as an effort to maintain public confidence in and respect for local government

City of Calgary

[Procedure Bylaw \(35M2017\)¹](#)

Policy Level: Bylaw

Boards and Committee Related Content:

Committee Establishment

- Standing Policy Committees
- Standing Specialized Committees
- Election of Chair and Vice Chair of Council Committees
- Other City Boards, Commissions, Committees (BCC) not specifically established
- Actions of BCC not Binding

Schedule of Committee Meetings

- Location of Meetings
- Use of Council Chambers
- Notice of Meetings

Members of Council Committees

- Conduct of Members
- Participation by Members
- Enforcement of Rules by Members
- Remote Participation

Standard Order of Business for Council Committees

Council Organizational Meeting

- Appointing Members to Standing Policy Committees

Records of Committees

Organization of Council Committees

- Membership and Chair of Council Committees
- Presiding at Council Committees in the absence of an elected Chair
- Rights of non-member councilors in attendance at meetings
- Mayor as ex-officio member

Role of Council Committees / Mandates

Other BCC not Specifically Established by this Bylaw

¹ Note: City of Calgary does not enable direct links to its policies.

City of Calgary
[Code of Conduct for Elected Officials Bylaw \(26M2018\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

Respecting the Decision-Making Process

- A *Member* must respect the decision-making process of *Council* and all of its boards, commissions and committees.
- A *Member* must not act as an agent of a third-party before *Council* or any of its boards, commissions and committees.

City of Calgary
[Boards and Committee Related Council Policies](#)
Policy Level: Council Policy

Boards and Committee Related Content:

- Indemnification of Council Citizen Appointments to Council Established Municipal Boards, Commissions, Authorities and Committees (CC0410)
- Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees (CC045)
- Governance and Appointments of Boards, Commissions and Committees (CP2016-03)
- Public Member Appointees to Boards, Commissions and Committees COVID-19 Vaccination (CP2021-06)

City of Edmonton
[Council Procedures \(18155\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Establishes procedures for the conduct of Standing Committees and Council Committee Meetings.
- “Council Committee” means a City council committee, but does not include a Standing Committee
- “Standing Committee” means a City council committee designated in the Council Committees Bylaw as a Standing Committee
- Establishes when committees will meet and for how long
- References the *Council Committee Bylaw* for appointment process

City of Edmonton
[Council Committees \(18156\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to prescribe the powers, duties, and functions of the City’s Council Committees.
- Committee topics covered: accountability, membership, chair and vice-chair, City Manager support, FOIP head, meeting procedures, council committee work plan, role of the Council committee chair, council committee sub-committees, standing committees (listed), councillor membership, role of the Mayor, vacancies, alternates, standing committee mandates, general authorities

City of Edmonton
[Council Code of Conduct \(18483\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to adopt a code of conduct for Councillors including conduct on Council Committees

City of Edmonton
[Council Committee Code of Conduct \(19870\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to adopt a code of conduct for members of council committees.

City of Edmonton
[Agencies, Boards, Committees and Commissions \(C575D\)](#)
Policy Level: Council Policy

Boards and Committee Related Content:

- The purpose of this policy is to establish guidelines respecting the establishment, maintenance and dissolution of City agencies established by City Council and the appointments made by Council to City and external agencies.

City of Edmonton
[Agencies, Boards, Committees and Commissions \(C575C\)](#)
Policy Level: Council Procedure

Boards and Committee Related Content:

- This procedure establishes the principles by which agencies are created, their powers, how membership recruitment and appointments are made and duties of its members.
- City Agencies created under the MGA are classified as: advisory, ad-hoc committees and task forces, business improvement areas, decision making, quasi-judicial boards
- Statutory agencies are established under enactments other than the MGA
- External Agencies are classified as: advisory or liaison, corporate body, funding, intergovernmental, management
- A re-appointment form is provided as a schedule to evaluate members eligible for re-appointment.

City of Lethbridge

[Procedure \(6250\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Establishment and listing of Standing Policy Committees (SPC) defined as “is a Council Committee that provides recommendations and advice to Council respecting the planning, development and implementation of policies, strategies, programs, and projects”
- Establishment and dissolving of Other Boards, Commissions and Committees
- Nominating Committee and appointment of Council Members to BCCs
- Appointment of Public Members to BCCs
- Rules applicable to all BCCs
- Procedures of BCCs
- Meeting Scheduling – SPC and BCC
- Order of Business – BCC
- Record Management - BCC

City of Lethbridge

[Council Code of Conduct \(6125\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to adopt a code of conduct for Councillors including conduct on Council Committees

City of Lethbridge

[Code of Conduct for Citizen Members \(6203\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to adopt a code of conduct for Citizen Members to establish standards for the ethical conduct of members. This bylaw does not apply to council members and any external committees of the Lethbridge Police Commission.

CITY OF RED DEER (Estimated Population 104,392)

City of Red Deer
[Procedure \(3358/2006\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Establishment of a Council Governance and Policy Committee intended to deal with governance and policy issues

City of Red Deer
[Committees \(3576/2016\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to prescribe the powers, duties, and functions of the City's Council Committees categorized as a governance committee or ad-hoc committee.
- Committee topics covered: membership, term of appointment, chairperson, meeting logistics, attendance, proceedings, quorum, voting, rules of procedure, support staff, resource groups, referrals to committees, subcommittees, conflict of interest, pecuniary interest, power of authority
- Terms of reference for each committee is also part of the bylaw

City of Red Deer
Policy Level: Council Policy

Council policy providing guidance to Boards and Committees

- [Council Committee Principles \(GP-D-2.0\)](#)
- [Nomination Committee \(GP-D.2.1/01\)](#)
- [Civic Recognition for Committee, Board and Commission Members \(GP-C-2.6\)](#)
- [Expenses for Council Committee, Board and Commission Members \(GP-C-2.7\)](#)

CITY OF GRANDE PRAIRIE (Estimated Population 67,627)

City of Grande Prairie

[Procedure \(C-1299\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Defines Council Committees as a special committee, board or other body that is carrying out power, duty or function delegated to it by Council. (Establishment of Council Committees is through the Board and Committee Bylaw).
- Establishment and listing of Standing Committees defined as a committee under the Municipal Government Act. Schedule of Standing Committees is a part of the bylaw
- Committee topics covered: how a Council committee is established, requirement of a terms of reference, quorum, appointment, referring committee, rules of procedure, meeting scheduling, pecuniary and conflict of interest

City of Grande Prairie

[Boards and Committee \(C-1422\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Establishment and listing of all Council Committees (Established Committees).
- Committee topics covered: powers of committees, task force criteria, reporting to Council, member appointments, chair/ deputy chair, meeting logistics, administrative support
- Schedule of Established Committees is a part of the bylaw
- Schedule of "Council Participation on External Committees" is a part of the bylaw. External Committees are separated under "advocacy" and "council priority".

City of Grande Prairie

[Code of Conduct for Elected Officials \(C-1384\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to adopt a code of conduct for Councillors including conduct on Council Boards, Commissions and Committees

City of St. Albert
[Procedure \(3/2018\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Defines “Council Committees” as a means a committee, board or other body established by the Council under the *Municipal Government Act*.
- Defines “Standing Committee” as a Council Committee that meets on a regular basis
- Provides Application and Interpretation of this bylaw for use of a Council Committee
- Establishes a Council Nominating Committee
- Establishes how Public Appointments are made to Committees

City of St. Albert
[Council Code of Conduct \(43/2017\)](#)
Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to adopt a code of conduct for Councillors including conduct on Council Boards, Commissions and Committees

City of St. Albert
[Council Committees \(C-CG-09\)](#)
Policy Level: Council Policy

Boards and Committee Related Content:

- Purpose of the policy is to prescribe the use and standards pertaining to Council Committees. This policy is a policy guidance document.
- Committees are classified as follows: ad-hoc, advisory, council, board, standing, steering, and task force.
- Schedule of the classification of Council Committees is part of the policy
- Schedule of the criteria for establishing a Council Committee is part of the policy
- Schedule of a Terms of Reference template is part of the policy

CITY OF ST. ALBERT- Continuation

City of St. Albert

[Appointment of Elected Officials \(C-CC-13\)](#)

Policy Level: Council Policy and Procedure

Boards and Committee Related Content:

- Purpose of the policy is to provide guidance on the appointment process of elected officials to Council Committees.

City of St. Albert

[City Council Appointments to Federal, Provincial and Regional Boards and Committees \(C-CC-15\)](#)

Policy Level: Council Policy

Boards and Committee Related Content:

- Purpose of the policy is to provide guidance to Council members who wish to volunteer to participate on Boards or Committees of the Federation of Canadian Municipalities (FCM), Alberta Urban Municipalities Association (AUMA), the Capital Regional Board (CRB) or other similar organizations.

CITY OF MEDICINE HAT (Estimated Population 65,203)

City of Medicine Hat

[Procedure \(2270\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Establishes procedures for the general conduct and responsibility of Committees of Council
- Classification and listing of Standing Committees, which all require three (3) members of Council, one of which is designated as Chair.

City of Medicine Hat

[Council Code of Conduct \(4492\)](#)

Policy Level: Bylaw

Boards and Committee Related Content:

- Purpose of this bylaw is to adopt a code of conduct for Councillors including conduct on Council Boards, Commissions and Committees

City of Medicine Hat

[Advisory Boards and Commissions – 2022 Handbook for Applicants](#)

Policy Level: Guideline

Boards and Committee Related Content:

- A handbook created for public members who volunteer on boards and commissions
- The handbook consists of board profiles, application requirements, application forms