



## **COUNCIL – AGENDA REPORT**

**Meeting Date:** 16 April 2024

**Subject:** Standing Committee Citizen Members Appointment Framework and Participation Support for Standing Committee Citizen Members Policy

**Directorate:** City Manager

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### **Issue:**

Council is being provided information on the Standing Committee Citizen Member Appointment Framework and is being asked to approve the Participation Support for Standing Committee Citizen Members Policy.

### **Policy / Council Direction:**

On March 18, 2024 Council approved standing committees as per the Committees Bylaw which outlines the eligibility requirements for the appointment of citizen members on standing committees.

### **Background:**

With the introduction of a new Council committee governance structure, Administration took the opportunity to enhance and improve on the processes that support the full cycle of citizen member recruitment which includes the sourcing, screening, selecting and appointment of applicants, followed by the onboarding of members.

Administration recognizes Council's desire to recruit and onboard citizen members quickly. Accordingly, Administration has prioritized the creation of a proposed compensation policy for standing committee citizen members in anticipation that it may speed up the recruitment and onboarding processes. A separate policy to address compensation for Subdivision and Development Appeal Board citizen members will be created and is anticipated to be presented to Council for endorsement in June.

While no other Alberta municipality includes citizen members in their standing committee structures, Administration examined compensation models utilized by other municipalities

across Canada for citizen members sitting on other types of committees. In addition, the compensation model currently in use by the City of Airdrie for citizen members serving on the Assessment Review Boards was also considered, keeping in mind that these members are responsible for decision-making and in some cases, decision-writing functions.

## **Standing Committee Requirements**

Two citizen members are appointed to each standing committee as non-voting members for a 3-year term. (Committees Bylaw section 44, Appendix F section 10 – 11)

### **Stage 1 - Application Intake Process**

Prior to the interview process, Administration will screen applicants for the purposes of compiling a short list of 4 candidates to be forwarded to each standing committee for interviews. The screening process will filter applicants based on mandatory eligibility requirements (Committees Bylaw section 12), availability to attend meetings, the submission of a cover letter and resumé, and additional skill sets that complement each standing committee.

These additional skill sets include recognition of the following:

- previous strategic board of directors experience for a private, public or non-profit organization;
- professional designations applicable to the mandate of the standing committee;
- volunteer experience in the City of Airdrie over the past three years; and
- previous Airdrie Council Committee experience.

Applicants who do not meet eligibility requirements will not be eligible to move forward in the process.

### **Stage 2 – Interviews**

Thirty minute interviews for standing committee citizen members will be conducted in a standing committee closed session with the members and director(s) supporting the committee. At the end of interviews, the standing committee will be asked to make an appointment recommendation for Council endorsement.

### **Stage 3 – Appointments**

Council will receive the standing committee citizen member appointment recommendations and decide on the appointments at an Organizational Meeting or at any time there is a vacancy (Committees Bylaw section 7).

### **Stage 4 – Onboarding and Orientation**

Administration will be responsible to onboard and support new citizen members.

### **Council Committee Routed Through:**

Citizen member appointments and remuneration are a Council decision. Given this, and the pressing deadlines, these items were not routed through any Council Committees.

### **Administration Recommendation:**

That Council:

1. accepts the "Standing Committee Citizen Member Appointment Framework" for information; and
2. approves the Participation Support for Standing Committee Citizen Members Policy as presented.

### **Alternatives/Implications:**

1. Council could choose to direct Administration to make changes to the Participation Support for Standing Committee Citizen Members Policy and return with a new draft prior to it being approved. This option would result in a delay in commencing the recruitment process as the postings will not be advertised until the compensation model has been determined.
2. Council could choose to not approve the Participation Support for Standing Committee Citizen Members Policy indicating that it does not wish to compensate standing committee citizen members.

### **Budget Implications:**

Should Council approve the proposed Participation Support for Standing Committee Citizen Members Policy as presented, Administration estimates annual fees paid to citizen members (assuming no meetings exceed 3 hours) would be approximately \$10,800 and incidental expenses would not exceed \$6,500.

Estimated fees for the remainder of 2024 would be in the range of \$4,800 to \$5,200 (dependent upon meeting length) plus any additional amounts claimed for incidental expenses as set out in the policy.

### **Communications and Engagement:**

Administration will implement a communication plan to recruit citizen members using best practices of employee recruitment.

**Recommendation:**

That Council:

1. accepts the “Standing Committee Citizen Member Appointment Framework” for information; and
2. approves the Participation Support for Standing Committee Citizen Members Policy as presented.

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Staff Presenter:	Tammy Belsham and Sonya Hope
External Presenter:	N/A
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Attachments:	Participation Support for Standing Committee Citizen Members Policy xxx