



POLICY NAME:	COUNCIL REPRESENTATION ON EXTERNAL BOARDS & COMMITTEES
Effective Date:	May 21, 2025
Policies Rescinded:	N/A
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Required Review Date:	May 2029
References:	Bylaw 624/25 Committees Bylaw

PURPOSE

To provide Woodlands Council and Administration guidance to ensure that external appointments are made in a way that benefits the municipality’s interests and aligns with its values. This policy is intended to provide consistency and equity in how requests for elected official representation on external boards and committees are handled.

POLICY STATEMENT

Woodlands County supports external engagement to identify, understand and develop strategies that reflect the needs and concerns of residents and stakeholders. Council recognizes that elected officials serving on external boards or committees can serve to enhance the municipality’s representation and influence and contribute to the community’s overall well-being and success.

DEFINITIONS

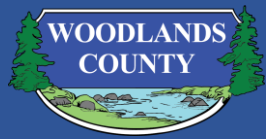
“**CAO**” means the chief administrative officer of the County or their designate.

“**County**” means Woodlands County.

“**Council**” means all members of Council duly elected and holding office.

“**External Boards or Committees**” means an entity or organization, independent of Woodlands County.

“**Organizational Meeting**” means the Organizational Meeting of Council as required under the *Municipal Government Act* (MGA).



ADMINISTRATIVE RESPONSIBILITY

Council approves External Boards and Committees membership by resolution when invited to be a member of that respective Board or Committee at a Regular Council meeting.

Legislative Services shall ensure that any new Board or Committee is recognized in Schedule A of this Policy.

Directors and Managers carry out the policy based on established procedures.

GUIDELINES

This policy applies to all requests seeking the appointment of a member of Woodlands County Council to an External Board or Committee.

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 External Boards and Committees approved by Council shall be tracked in Schedule A of this Policy.

Appointments may be made at a regular Council meeting or at the Organizational meeting.

In addition to situations where the Municipality has a legal or statutory obligation to be represented, Council may also choose 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.

Any Councillor appointed under this policy is entitled to claim remuneration as described under the Woodlands County Council Remuneration Policy.

Councillors attending external meetings must, at minimum, provide a verbal report at the next Regular Council meeting as a Council Report.

Councillors attending external meetings must bring back recommendations from the external board or committee to a council meeting for council consideration when requested from the external board or committee.

Administration brings all requests for Council Representation to External Boards or Committees to a Regular Council meeting for consideration by Council.



SCHEDULE A

- 1.1. The following Committees have been established by Woodlands County citizens. Woodlands County Council member(s) are appointed at the Organizational meeting each year:
 1. Anselmo Agricultural Society
 2. Blue Ridge Community League
 3. Fort Assiniboine Agricultural Society
 4. Fort Assiniboine School Liaison Committee
 5. Goose Lake Community League
 6. Topland Recreational Society
 7. Whitecourt & District Agricultural Society

- 1.2. The following Boards and Committees have been established by other Municipalities. Woodlands County Council member(s) are appointed at the Organizational meeting each year:
 1. BARCC (Rural Crime Watch Committee)
 2. Whitecourt Youth Advisory Committee
 3. West End Bus
 4. Whitecourt Community Services Advisory Board
 5. Whitecourt Performing Arts Steering Committee
 6. Whitecourt Protective Services Committee
 7. Whitecourt Regional Forest Advisory Committee
 8. Whitecourt Regional Solid Waste Management Authority

- 1.3. The following Boards and Committees have been established by outside Agencies. Woodlands County Council member(s) are appointed at the Organizational meeting each year:
 1. Alberta CARE Committee
 2. Athabasca Watershed Society
 3. Barrhead & District FCSS Society
 4. Barrhead & District Social Housing Authority
 5. Canadian Association of Nuclear Host Communities
 6. Community Futures Yellowhead East
 7. Growth REDA (Regional Economic Development Alliance)
 8. Golden Triangle
 9. Lac Ste. Anne Foundation
 10. Millar Western (CANFOR) Public Advisory Committee (PAC)
 11. Northern Alberta Elected Leaders (NAEL)
 12. Veterinary Services Incorporates (V.S.I) Committee
 13. Whitecourt & District Public Library Board
 14. Yellowhead Regional Library Board
 15. Health Professionals Attraction & Retention Committee
 16. Intermunicipal Collaboration Framework (ICF Committee)
 17. West Central Airshed Society



ORIGINAL SIGNED

CAO Signature

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