

Policy



Title: Public Member Appointments		Number: 0187
Reference: Administrative Committee June 4, 2025 Administrative and Legislative Review Committee June 10, 2025	Adopted by City Council: August 18, 2025	
	City Clerk	City Manager
Supersedes:		
Prepared by: City Clerk Department		

STATEMENT

Medicine Hat City Council values the diverse voices of members of the public in local governance and demonstrates this value, in part, through public member appointments using a consistent, equitable, and inclusive approach.

1. AUTHORITY

- 1.1 Pursuant to Section 201 of the Municipal Government Act (Alberta), Council is responsible for developing and evaluating the policies of the City. Pursuant to Section 207 of the Municipal Government Act (Alberta), the City Manager is responsible for ensuring that the policies of the City are implemented.
- 1.2 Pursuant to the following City bylaws establishing various bodies as directed by the *Municipal Government Act* (or other provincial enactment) to perform specified functions for the City, Council has the authority to appoint public members:
 - (a) Bylaw 1651 – Police Commission
 - (b) Bylaw 3007 – Municipal Planning Commission
 - (c) Bylaw 3009 – Subdivision and Development Appeal Board
 - (d) Bylaw 3968 – Assessment Review Boards
 - (e) Bylaw 4048 – Combative Sports Commission
 - (f) Bylaw 4343 – Public Library Board
 - (g) Bylaw 4661 – Community Vibrancy Advisory Board
- 1.3 This policy works in conjunction with, but does not supersede, City bylaws establishing various City Agencies and the Procedure Bylaw. In the event of a discrepancy, a bylaw shall prevail.

Policy 0187 – Public Member Appointments		
Approved by:	City Council – August 18, 2025	Page 2 of 5

2. DEFINITIONS

2.1 For the purposes of this policy:

- (a) **“City Agency”** means any board, committee, or commission established as permitted or required in the *Municipal Government Act*, or as required by other enactments, to which Council appoints public members.
- (b) **“City”** means the municipal corporation of the City of Medicine Hat and, where the context requires, means the area included within the boundary of the City.
- (c) **“City Manager”** means the chief administrative officer of the City of Medicine Hat, or delegate.
- (d) **“Council”** means the governing body of the City.
- (e) **“Resident”** means a public member who resides in the City and includes temporary residents, permanent residents of Canada, and Canadian citizens.

3. PRINCIPLES

- 3.1 The opportunity for members of the public to participate in City Agencies is an important aspect of public engagement to:
 - (a) bring specific skills and expertise that contribute to good governance;
 - (b) represent people interested in, and impacted by, City decisions and processes;
 - (c) provide a wide variety of perspectives; and
 - (d) reflect the diversity of the community.
- 3.2 Public members will be recruited through a consistent, equitable, and inclusive process applicable to both annual appointments and unexpected vacancies.
- 3.3 The City Clerk will facilitate all duties related to recruitment, including advertising of vacancies, producing an Applicant Handbook, creating an application form including a self-assessment questionnaire, establishing application deadlines, and compiling applications for the evaluation process.
- 3.4 The annual recruitment period must be a minimum of four weeks, and the recruitment period related to an unexpected vacancy must be a minimum of two weeks.
- 3.5 Information provided by an applicant must include:
 - (a) a completed application form as established by the City Clerk; and
 - (b) a completed self-assessment questionnaire as established by the City Clerk related to the Skills and Competencies Framework detailed in Appendix A;
 and may include supplemental information such a cover letter, resume, or short video in which the applicant highlights suitability for the role.
- 3.6 Late applications will not be accepted except as deemed necessary by the Administrative and Legislative Review Committee in unusual circumstances.

Policy 0187 – Public Member Appointments		
Approved by:	City Council – August 18, 2025	Page 3 of 5

- 3.7 Personal information or records collected during the recruitment and selection process will be used solely for conducting the appointment process and will be stored and destroyed in accordance with applicable legislation.

Eligibility of Public Members

- 3.8 Applicants must meet any eligibility requirements provided for by the bylaw for the applicable City Agency and, unless the bylaw allows otherwise, applicants must:

- (a) be 18 years of age at the time of appointment;
- (b) be a current Resident or business owner within the City;
- (c) not be an employee of the City;
- (d) not be in arrears to the City;
- (e) not be in litigation with the City; and
- (f) have reliable access to email and be able to view web links and documents provided as email attachments.

- 3.9 A public member is ineligible to continue a term with a City Agency or reapply for a subsequent term if the public member is absent:

- (a) for more than 3 consecutive regular meetings of the City Agency; or
- (b) for more than 1/3 of the total regular meetings in a calendar year.

A public member is not disqualified by being absent if the absence is authorized by a majority vote of the City Agency.

- 3.10 Public members must maintain eligibility status through their term on a City Agency.

4. APPOINTMENT GUIDELINES

- 4.1 The Administrative and Legislative Review Committee will evaluate applications in closed session and make recommendations to Council in closed session regarding public member appointments to City Agencies based the information provided by the applicant and a scoring matrix against criteria provided by the City Agency based upon the Skills and Competencies Framework detailed in Appendix A.

- 4.2 At its discretion, the Administrative and Legislative Review Committee may seek input from City Agencies.

- 4.3 Annual public member appointments will occur no later than the second Regular Council meeting in December.

- 4.4 Public member appointments to City Agencies will be at the pleasure of Council regardless of the term of the appointment and Council may terminate an appointment by majority vote in a public meeting.

- 4.5 Council has the discretion to stagger terms to ensure that all terms do not expire simultaneously.

- 4.6 If an appointment is to fill a vacancy, the appointment shall be for the remainder of the vacant term. If the remainder of the vacant term is less than six months, Council

Policy 0187 – Public Member Appointments		
Approved by:	City Council – August 18, 2025	Page 4 of 5

will have the discretion to extend the term by up to three years if allowed by the bylaw for the applicable City Agency.

- 4.7 A public member seeking reappointment must re-apply and be considered with all other applications received.
- 4.8 Members of Council and members of City Agencies may encourage qualified applicants to submit applications to enrich the applicant pool.

5. ROLE OF COUNCIL

- 5.1 Receive, review and adopt this policy and any recommended amendments to this policy.
- 5.2 Receive and evaluate recommendations for public member appointments to City Agencies from the Administrative and Legislative Review Committee in a closed session.
- 5.3 Appoint public members to City Agencies by Council resolution at a regular Council meeting. The resolution shall include the names of the successful applicants, the City Agencies to which they are appointed, and the term of the appointments.

6. ROLE OF CITY MANAGER

- 6.1 The City Manager is responsible for implementing this policy, which includes, but is not limited to, ensuring that appropriate procedures are established to guide recruitment processes, preparation of evaluation materials, and notification of appointment decisions.

Policy 0187 – Public Member Appointments		
Approved by:	City Council – August 18, 2025	Page 5 of 5

APPENDIX A

SKILLS AND COMPETENCIES FRAMEWORK

Applicants will be required to complete a self-assessment questionnaire related to all skills and competencies listed below. City Agencies will be consulted each year to determine a short-list of which of the skills and competencies listed below would be considered ideal for the vacant positions.

Prior Agency Experience / Governance: Knowledge of meeting procedures; mandates; advisory authorities; agenda and business management
Leadership / Coaching / Mentorship: Experience in project management, performance management, delegating / setting deadlines
Strategic Planning: Knowledge or experience in change management, project integration, strategy development
Performance Measures / Evaluation Processes: Experience with design / implementation of business / corporate objectives (key performance indicators), metric evaluation processes for programs or projects
Risk Assessment: Experience with risk/liability analysis and mitigation measures / problem solving
Communications / Public Relations: Experience with marketing, social media advertising, event management / ability to speak in public
Legal / Legislative Compliance / Liability: Knowledge of statute law, regulations, policy, contract law
Collaborative Partnerships: Experience or knowledge of industry specific resources and networking partners
Human Resources: Experience or knowledge of labour relations / pension compensation planning / workforce planning
Organizational Effectiveness: Experience or Knowledge in Advocacy priorities / political process / government relations
Information Technology/Quantitative Literacy: Ability to locate, understand, evaluate, and synthesize information and data in a technological and data driven society
Environmental Awareness / Advocacy: Knowledge of current policy or program requirements
Community Engagement / Volunteer Experience: experience in events and entertainment industry
Financial Management: accounting / auditing processes / reporting
Equity, Diversity, Inclusivity, Accessibility Awareness: Indigenous Relations / Advocacy: experience in multi-cultural working groups / cultural awareness / unconscious bias awareness

Procedure



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City Clerk	City Manager	
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1. DEFINITIONS

1.01 For the purposes of this procedure:

- (a) **“City Agency”** means a board, committee, or commission established by Council under the authority of the Municipal Government Act, or as required by other enactments, to which Council appoints public members.

2. RESPONSIBILITIES

2.01 Administrative Committee

- (a) Receive, review and approve this procedure and any recommended amendments to this procedure.

2.02 City Clerk Department

- (b) Manage the recruitment process, preparation of evaluation materials, and notification of appointments.

3. PROCEDURES

3.01 The application period for annual recruitment to City Agencies will open in late August or early September of each year. The application period for recruitment for unexpected vacancies will be determined by the City Clerk.

3.02 The City Clerk will establish the application deadline, to be no earlier than four weeks after the start of the application period for annual recruitment and no earlier than two weeks after the start of the application period for unexpected vacancies.

3.03 All vacancies will be advertised through:

- (a) public notice in the Medicine Hat News;
 (b) the City’s social media channels; and
 (c) if deemed necessary, any other method as determined by the City Clerk.

Procedure 0187 – Public Member Appointments		
Approved by:	Administrative Committee – June 4, 2025	Page 2 of 2

- 3.04 Advertising shall provide:
 - (a) a list of City Agencies with public member vacancies;
 - (b) the deadline for submissions; and
 - (c) direction to the City's website for more detailed information on vacancies and the process to apply.
- 3.05 A City Agency Applicant Handbook will be developed by the City Clerk Department each year, which shall include, but not necessarily be limited to, the following:
 - (a) introduction to City Agencies, including general guidelines and information regarding pecuniary interest and conflict of interest;
 - (b) details of each City Agency and the number of vacancies to be filled;
 - (c) details of the recruitment process;
 - (d) frequently asked questions;
 - (e) priority skills and competencies sought by each City Agency for that year's vacancies;
 - (f) any additional City Agency specific requirements, such as background checks; and
 - (g) an application form which shall include a self-assessment questionnaire.
- 3.06 The City Clerk Department will receive applications for all vacant roles.
- 3.07 Once the application period closes, the City Clerk Department will review the applications for completeness and, if necessary, contact applicants to rectify any deficiencies.
- 3.08 All reasonable efforts will be made to ensure that personal information of the applicants is appropriately protected from unauthorized access during the evaluation process, including password protection and limited distribution of evaluation packages.
- 3.09 The City Clerk will compile all applications received to create an evaluation package for the members of the Administrative and Legislative Review Committee to review. Late applications will be appropriately flagged and provided to the Administrative and Legislative Review Committee to consider eligibility.
- 3.10 Once the Administrative and Legislative Review Committee makes its recommendations, the City Clerk will compile an evaluation package for Council review. In the case of annual recruitment, Council will review the evaluation package in closed session at its first meeting in December.
- 3.11 The City Clerk Department will make reasonable efforts to advise the applicants of the date of the regular Council meeting at which the public member appointments are expected to be made.
- 3.12 Following Council's appointment of public members at a regular meeting, the City Clerk Department will notify applicants of the decision via email and will follow up with appointment or regret letters, as appropriate.

4. APPENDICES

None.