



Effective date November 14, 2013

Approved by Capital Region Board

MEMBER MUNICIPALITY REPRESENTATION ON COMMITTEES AND TASK FORCES

PURPOSE

To determine municipal membership, Chairs and Vice-Chairs for each of the Board's committees and task forces.

POLICY

In carrying out its mandate, the Board benefits from the use of committee and project-focused task forces to support implementation and further development of the Growth Plan and to provide informed advice and recommendations to the Board as part of its corporate responsibilities.

GUIDELINES

At a regularly scheduled or special meeting of the Board, the Chief Executive Officer (CEO) will administer the selection processes.

Part A - Standing Committee Municipal Membership Selection

For each standing committee, municipal membership will be determined by approved Terms of Reference for each committee and Policy G012 Committee and Task Force Terms of Reference.

1. Board members from each municipality type (cities, towns, counties, and villages, or defined sub region as with the Housing Committee) will form separate groups. Within each group, each municipality will have an opportunity to identify their preference and interest in participating in one or more of the standing committees.
2. In the circumstance where there are no municipal candidates for a particular type of municipality grouping determined for a specific committee, then no vote will occur and that seat will remain vacant until the next membership selection process takes place.
3. Once municipal candidates for each committee have been determined, then the CEO will facilitate a secret ballot if necessary for each committee:
 - a. Each member will have one vote for each committee.
 - b. The municipality with the most votes for a specific committee will be deemed the representative.
 - c. For committees that allow for more than one representative position, then the municipality with the second and, if applicable, third highest votes will be deemed the representative(s).
 - d. In cases where there is a tie (same number of votes) then a "run off" process will be used to determine the municipal representatives for that committee:
 - i. A tie of two (2) or more members with the most votes will result in either:
 - l. For cases where the number of tied candidates equal the positions available, then all are to be deemed successfully elected; or

- II. For cases where there are more tied candidates than positions available, then a second ballot may be conducted or the names of these candidates will be drawn until all vacant positions have been filled.

Part B - Task Force Municipal Membership Selection

For each task force established by the Board, municipal membership will be determined by approved Terms of Reference for each task force and Policy G012 Committee and Task Force Terms of Reference. As task forces are designed to be focused on a particular outcome through the completion of a specific project, the selection process may not occur at the same time as the selection process for the standing committees but rather at a time that meets the requirements of the project.

In considering municipal representation for membership positions, the Board will consider those municipalities that can add expertise and value to the quality and outcome for a specific project and/or may be more impacted by the project outcomes than other municipalities. As a result, ensuring representation from each municipality type (city, town, county, and village) may not be the best use of Board and member resources. Member municipality representation is limited to a maximum of one representative for each Task Force but may, at the will of the Board, participate in multiple task forces if it is deemed to be in the best interest of the task forces.

Municipal membership will remain consistent for the term of the project unless otherwise determined by the Board.

1. For those projects that are deemed by the Board to require a task force, the Board will seek a recommendation from the Governance, Priorities, and Finance Committee as to the optimal task force membership including funding requirements. In situations where all municipalities can contribute equally and are impacted equally, then the Governance, Priorities, and Finance Committee will consider the recommendation of one member from each municipality type (city, town, county and village) plus one.
2. For task force positions that will consist of specific municipality type(s), the same voting process outlined in Part A of this policy will be facilitated by either the Board Chair or CEO.
3. For task force positions that will be determined based on specific criteria (expertise, impact, etc.), then those municipalities who wish to be considered for the task force will be asked to identify themselves for Board consideration and vote.
4. The CEO will facilitate a secret ballot for each task force:
 - a. Each Board member will have one vote
 - b. The top five candidates with the most votes will be deemed to be on the task force
 - c. In cases where there is a tie (same number of votes) then a "run off" process will be used to determine the municipal representatives for the task force:
 - d. A tie of two or more members with the most votes will result in either:
 - i. For cases where the number of tied candidates equal the positions available, then all are to be deemed successfully elected; or
 - ii. For cases where there are more tied candidates than positions available, then a second ballot may be conducted or the names of these candidates will be drawn until all vacant positions have been filled.

Part C - Selection of Chairs and Vice-Chairs for Committee and Task Forces

Each committee and task force will be led by a Chair and supported by a Vice-Chair. These positions are appointed to a specific person who has already been deemed a member of the committee or task force in question. For continuing committee and task force, Chairs and Vice-Chairs will be reviewed and refreshed every two (2) years: after each municipal election and at the two (2) year point into the four (4) year term.

1. Following each municipal election and after the determination of municipal membership representatives for a committee and/or task force, the committee or task force memberships will appoint their Chair and Vice-Chair.
2. At the mid-term point of two (2) years and after the membership has been reviewed and updated, the membership may elect both the Chair and Vice-Chair to serve the remaining two years of the term unless the Board agrees to extend the term.



Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
September 18, 2015	Revised	Addition of the phrase "task force" to help clarify, added sub-region to committee selection process
February 8, 2016	Revised	Removed Board Chair from administering the selection process.
April 14, 2016	Approved	Board approved