



Clear Hills County

Effective Date: **February 9, 2021**

Policy Number: **1108**

Title: **MEMBER AT LARGE APPOINTMENTS**

1. Policy Statement

- 1.1 Clear Hills County will establish eligibility criteria for Board and Committee members and procedures for the appointments of members at large to boards and committees.

2. Guidelines

Board and Committee members shall:

- a. be 18 years of age at the time of appointment;
- b. be a current resident of the County for at least the six months immediately preceding the date of appointment;
- c. not be in arrears or otherwise owing to the County;
- d. not be in litigation with the County;
- e. not have any current or outstanding compliance order issued by the County against them;
- f. not have been found by a court to be mentally incompetent or of unsound mind;
- g. not have been convicted of an indictable offence or a criminal offence involving fraud;
- h. be removed from the board or committee if the member ceases to be a Clear Hills County resident; and
- i. be eligible if appointed by a municipality whereby there is an intermunicipal agreement for a reciprocal use of a board or committee member.

3. Role of the Chief Administrative Officer

- 2.1 The Chief Administrative Officer shall advertise for members at large for the following:
- Agricultural Service Board;
 - Assessment Review Board;
 - Development Appeal Board;
 - Intermunicipal Subdivision & Development Appeal Board.
 - Hines Creek & District Recreation Board;
- 2.2 Advertisement shall provide a brief description of the duties and the number of members needed.
- 2.3 Advertising shall commence in the year of a county election or as required, due to vacancy.

- 2.4 The Chief Administrative Officer will provide the applications to Council, in confidence.
- 2.5 Regional Assessment Appeal Board Members at large will be appointed as per Bylaw 136-10 (a bylaw for the purpose of establishing Regional Assessment Review Boards).

4. Role of the Council

- 3.1 Council will review the list of candidates at their organizational meeting.
- 3.2 In the event that the number of candidates does not meet the number required to fill the positions or Council does not choose to appoint the prospective candidates, Administration must re-advertise the position(s) in the local newspaper for two (2) consecutive weeks, following the resolution by Council.
- 3.3 All Council appointments shall become effective on the date the resolution of appointment is made.

5. Attachments:

Schedule 1 – Application for Member at Large Position

6. End of Policy

ADOPTED	Resolution #C186-03	Date: March 25, 2003
AMENDED	Resolution #C876-03	Date: November 25, 2003
	Resolution #C689(09/28/10)	Date: September 28, 2010
	Resolution #C54-21(02/09/21)	Date: February 9, 2021



Schedule 1

Application for Member-at-Large Position

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Clear Hills County and will be shared with Council and Administration. The information is collected under the authority of Section 146 of the Municipal Government Act and Section 33 of the Freedom of Information and Protection of Privacy Act.

Clear Hills County has the following Boards and Committees that require public members (members-at-large), please check the board/committee you are interested in serving on:

- ☐ Agricultural Service Board
- ☐ Assessment Review Board
- ☐ Development Appeal Board
- ☐ Intermunicipal Subdivision & Development Appeal Board

***An application must be submitted for each board/committee position**

Personal Information:

Applicant Name: _____

Mailing Address: _____

Municipal Address (your primary residence): _____

Phone (cell): _____ Phone (residence): _____

Email address: _____

Eligibility:

To be eligible for this position, you must meet the following eligibility criteria. Please check below to indicate you meet the eligibility criteria:

- ☐ I am at least 18 years old.
- ☐ I am a current resident of the County and have been for at least the past six months.
- ☐ I am not be in arrears or otherwise owing to the County.
- ☐ I am not be in litigation with the County.
- ☐ I do not have any current or outstanding compliance orders issued by the County against me.
- ☐ I have not have been found by a court to be mentally incompetent or of unsound mind.
- ☐ I have not have been convicted of an indictable offence or a criminal offence involving fraud.

Please explain your interest in applying for a position on a Clear Hills County Board/Committee.

What strengths would you bring to the Board/Committee? Please highlight any relevant experience and qualifications.

Please detail any experience you have serving on Boards, Committees, or in any relevant organizations.

When are you able to attend meetings?

☐ Weeknights

☐ Weekdays

Comments to clarify availability:

Should you be chosen as a member of Clear Hills County Board/Committee, your name and contact information may be released to the general public. Please authorize the release of this information and specify what information (phone number, email address) can be made public:

I authorize the release of the following identifying and contact information:

- ☐ My name
- ☐ My email address
- ☐ My phone number (please specify which phone number(s)): _____

Applicant signature: _____

Date of application: _____

Return by mail, email or in person to:

Chief Administrative Officer, Allan Rowe

Mail: Clear Hills County Box 240 Worsley, AB T0H 3W0

Email: bonnie@clearhillscounty.ab.ca

In person: Clear Hills County Administration Building, 313 Alberta Avenue, Worsley, AB

Deadline For Applications Is October 24, 2025, At 4:30 P.M.