

## MEMBER AT LARGE RECOGNITION

<b>POLICY NO.:</b>	187.24
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every 4 Years or Upon Legislative Change

### 1. POLICY PURPOSE

- 1.1 To recognize the important contribution Council Committee Members at Large make to the community and to establish that a formal acknowledgement shall be given to each Member at Large upon the commencement and conclusion of service on the applicable Council Committee.

### 2. POLICY STATEMENT

- 2.1 Council for the Town of Blackfalds recognizes that leadership and engagement are crucial to move towards the Town’s goals and will acknowledge the time commitment and value that Member at Large volunteers make through their participation on Council Committees.

### 3. DEFINITIONS

- 3.1 “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.
- 3.2 “**Committee**” means a committee, commission, board, authority, task force or other body established by Council.
- 3.3 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.4 “**Member(s) at Large**” means a Town of Blackfalds or Lacombe County resident who has been appointed to a Council Committee by resolution of Council for a specified term.
- 3.5 “**Town**” means the municipality of the Town of Blackfalds.

### 4. SCOPE

- 4.1 This Policy applies to all Member at Large appointees.

## **5. AUTHORITY AND RESPONSIBILITIES**

### 5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

### 5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

## **6. POLICY**

6.1. At the beginning of the Member at Large appointees' term, the Member at Large will be provided with a Town of Blackfalds promotional item and a welcome letter from the Mayor.

6.2. At the last meeting, prior to the end of the year, an appreciation meal will be provided to the Council Committee.

6.3. At the conclusion of a Member at Large term or upon the resignation of a Member at Large, a letter of thanks will be provided from the Mayor.

6.4. Other forms of recognition may be considered as determined by Council.

6.5. The Legislative / Executive Assistant shall be responsible for ensuring recognition is given upon the commencement, conclusion or resignation of a Member at Large term.

## **7. EXCLUSIONS**

None

## **8. SPECIAL SITUATIONS**

8.1. Other forms of recognition may be considered as determined by Council.

## **9. RELATED DOCUMENTS**

None

**10. END OF POLICY**

-Original Signed-

\_\_\_\_\_  
Mayor

-Original Signed-

\_\_\_\_\_  
Chief Administrative Officer

-Original Dated-

\_\_\_\_\_  
Date

-Original Dated-

\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted	<b>366/24</b>	November 26, 2024
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

Date	Description