



Number: [100-01-19]
REGIONAL DISTRICT OF CENTRAL KOOTENAY
Policy Manual

Chapter: 100 – BOARD & GOVERNANCE

Section: 100-01 Board

Subject: APPOINTMENTS TO EXTERNAL ORGANIZATIONS

Board Resolution: 651/22

Established Date: November 17, 2022

Revised

Date:

POLICY:

PURPOSE:

Many external organizations request that the RDCK appoint or recommend members to their respective governing or advisory bodies. The Board recognizes that participation in these external organizations is an essential governance function and aligned with RDCK interests. Through this policy, the transparency and accountability objectives of the Board are strengthened by defining the expectations and requirements of Appointees serving on behalf of the Board.

The objectives of this policy are to:

- Define the roles and responsibilities of appointees;
- Provide additional guidance on the overall process of appointments to external organizations;
- Establish a code of conduct for members of the public serving as appointees.

SCOPE:

This policy applies to any person appointed by the Board to an external organization. The “Roles and Responsibilities of Appointees” section of this policy also applies to Directors participating in conferences, training, workshops, and any other professional development activities.

DEFINITIONS:

Appointee: A person appointed via Board resolution to an external organization to provide representation on behalf of the RDCK. Appointees may be Directors or members of the public (“Public Appointee”).

Board: The Regional District of Central Kootenay Board of Directors.

External Organization: Any entity that may be described as a(n) agency, association, board, committee, coalition, council, initiative, panel, subcommittee, task force, working group or any other similar body requesting Appointees, yet is outside the sole jurisdiction of the RDCK.

Public Appointee: Any Appointee who is not a member of the RDCK Board, typically a member of the local community. Unless otherwise indicated, “Appointee” shall also refer to a Public Appointee.



POLICY:

The Appointment Process

- Appointees should be, where possible, appointed at the December Board meeting for appointments for the following calendar year.
- Prior to making appointments each year staff shall review the list of External Organizations for continued relevance and report to the Board when an RDCK appointment should not be made due to an External Organization being non –operational, or for any other reason.
- Before an appointment to an External Organization is resolved, the Board should receive and give due consideration to one or more of the following foundational documents from that organization, including but not limited to: Terms of Reference, Bylaws, Charter, or Constitution.
- The term of each appointment shall be specified in all resolutions.
- In the event that the number of Directors seeking the same appointment(s) for an External Organization exceeds the number of eligible vacant appointments, an election shall be held to determine the Appointee. The election procedure shall be in accordance with the RDCK Procedure Bylaw.
- If the External Organization requires an Appointee be confirmed via procedures in addition to Board appointment, such as an election, the Appointee shall inform the Board of the outcome of those proceedings as soon as possible.
- In the event of a vacancy for an appointment occupied by a Public Appointee, the RDCK shall place advertisements in publications which serve the applicable local area to notify the public. Staff will consult with the applicable Director(s) on the applicants and prepare a report for the Board.

Roles and Responsibilities of Appointees

Appointees shall:

- Attend scheduled meetings of the External Organization and generally fulfill the duties normally assigned to that appointment;
- Represent the RDCK in a manner that is not inconsistent with bylaws, plans, and/or policies previously approved by the Board;
- Regularly report back to the Board on the activities of the External Organization and their impact on RDCK governance, initiatives, and services to the extent permitted by that organization;
- Only engage in any activities related to the appointment if they provide a demonstrable benefit to RDCK residents;
- Adhere to the Code of Conduct Policy for Directors or the Code of Conduct for Public Appointees (Appendix A) as may be applicable;
- Adhere to standards for conduct developed by the External Organization to which they have been appointed. In the event of a discrepancy between the codes of conduct specified in this



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policy and that of the External Organization, the standards of the External Organization shall take precedence.

Where possible, Public Appointees should regularly debrief with the local Director(s) considered most relevant to the work of the External Organization on which the Public Appointee serves. This allows the Director(s) to be informed of the activities of the External Organization as they pertain to the RDCK.

Guidelines for Reporting

- For each External Organization on which an Appointee serves, that Appointee must provide a report to the Board on their activities as an Appointee a minimum of once per calendar year.
- Appointees may use their discretion in determining the content and timing of their reports, but should be focused on the major milestones, initiatives or otherwise noteworthy activities of the External Organization that would reasonably be considered to be of the most interest or impact to the RDCK Board or RDCK residents.
- Reports must be written. Appointees should use a written report template developed by RDCK staff.
- In the event that an External Organization has more than one Appointee, those Appointees should coordinate amongst themselves to avoid redundancy, keep workloads manageable, and ensure accurate, relevant reporting.



RELATED LEGISLATION:

Regional District of Central Kootenay Code of Conduct Policy
Regional District of Central Kootenay Procedure Bylaw

Appendix A – Code of Conduct for Public Appointees

Non-elected members of the public appointed to an External Organization (“Public Appointees”) shall:

1. Work for the common good of the residents of the RDCK, and not for any private or personal interest.
2. Prepare themselves accordingly for all meetings and activities of the External Organization while ensuring that they are informed of relevant issues.
3. Be respectful, professional, and courteous in all interactions.
4. Accurately and adequately communicate the attitudes, positions, and decisions of the Board.
5. Where possible, regularly communicate with the Director(s) considered most relevant to the appointment as to the activities of the External Organization and their impact on RDCK governance, initiatives, and services.

CONCURRENCE

Name (please print)

Signature



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