

Rural Municipality of Oakview POLICY AND PROCEDURE MANUAL		POLICY NO: 2026-4
REFERENCE: OFFICE	ADOPTED BY: Resolution # Adopted Date: Amended Date:	Head of Council: Robert Christie CAO: Mark Humphries
TITLE: Council Appointed Committee Representatives		

PURPOSE

The purpose of this Policy is to establish clear expectations, responsibilities, authorities, and accountability requirements for a citizen who is appointed by Municipal Council to represent the Municipality on an external committee, board, commission, authority, advisory body, working group, or other organization.

A citizen representative appointed by Council serves as a representative of the Municipality and is expected to conduct themselves in a manner that protects and advances the Municipality's interests while respecting the representative's role, the authority of Council, applicable legislation, and the rules of the organization to which they are appointed.

This Policy is intended to ensure that citizen representatives:

- understand their role and responsibilities;
- act in the best interests of the Municipality;
- comply with applicable legislation and municipal policies;
- maintain appropriate confidentiality;
- identify and manage conflicts of interest;
- communicate appropriately with Council and municipal administration;
- do not exceed the authority granted by Council; and
- contribute positively and professionally to the organization they represent the Municipality on.

SCOPE

This Policy applies to any citizen appointed by Municipal Council to represent the Municipality on an external body, including but not limited to:

- boards of directors;
- committees;
- commissions;
- authorities;
- advisory committees;
- inter-municipal committees;
- regional organizations;
- community organizations;
- nonprofit organizations;
- joint municipal committees;
- working groups; and
- other bodies where Council has formally appointed a citizen to represent the Municipality.

This Policy applies whether the appointment is made directly by Council or through a Council resolution, bylaw, agreement, or other formal municipal process.

Where an external organization's governing legislation, bylaws, articles, terms of reference, or policies impose additional requirements, the representative shall comply with those requirements to the extent they are consistent with applicable law and the representative's municipal appointment.

DEFINITIONS

Council - Means the Council of the Rural Municipality of Oakview.

Municipality - Means the Rural Municipality of Oakview.

Citizen Representative - Means a person who has been formally appointed by Council, which includes an elected member of council or a municipal employee, to represent the Municipality on an external committee, board, commission, authority, or other body.

External Body - Means the committee, board, commission, authority, organization, agency, or other body to which the Citizen Representative has been appointed.

Municipal Administration - Means the Chief Administrative Officer and municipal employees acting under the direction of the CAO.

Council Direction - Means a direction, position, resolution, mandate, or instruction formally established by Council.

ROLE OF THE CITIZEN REPRESENTATIVE

A Citizen Representative is appointed to provide representation and participate constructively in the work of the External Body.

The representative shall:

1. represent the Municipality in a responsible, respectful, and professional manner;
2. become familiar with the mandate, governance structure, bylaws, policies, and terms of reference of the External Body;
3. attend and actively participate in meetings;
4. prepare adequately for meetings;
5. bring forward relevant municipal perspectives and interests;
6. communicate information between the External Body and the Municipality in accordance with this Policy;
7. respect decisions properly made by Council;
8. remain within the authority granted by Council; and
9. avoid representing personal opinions as official positions of the Municipality.

The representative's appointment does **not** give the representative authority to speak or act on behalf of Council beyond the specific authority granted through the appointment or subsequent Council direction.

5. DUTY TO REPRESENT THE MUNICIPALITY

When acting in their appointed capacity, the Citizen Representative shall act in a manner that supports the interests, objectives, reputation, and lawful directions of the Municipality.

The representative shall:

- consider the broader interests of the Municipality rather than personal interests;
- seek to understand the Municipality's position on matters relevant to the External Body;
- distinguish between their personal views and the official position of the Municipality;
- support Council's established position where Council has provided specific direction;
- refrain from committing the Municipality to expenditures, agreements, programs, policies, or other obligations unless expressly authorized to do so; and
- promptly advise the Municipality when matters arise that may have significant implications for the Municipality.

Where Council has **not** established a position on a particular matter, the representative may participate in discussion and provide their perspective, provided they do not represent that position as an official decision or direction of Council.

6. COMPLIANCE WITH MUNICIPAL POLICIES AND LEGISLATION

A Citizen Representative shall comply with all applicable legislation and municipal policies relevant to their appointment.

This includes, as applicable:

- The Municipal Act and other applicable Manitoba legislation;
- municipal bylaws;
- Council resolutions and directives;
- the Municipality's Code of Conduct, where applicable;
- conflict of interest requirements;
- confidentiality and privacy requirements;
- records management requirements;
- workplace harassment and respectful workplace requirements, where applicable;
- purchasing and financial policies, where applicable;
- communications and social media policies, where applicable; and
- any specific policies established for the representative's appointment.

Where the requirements of this Policy conflict with applicable legislation, the legislation shall prevail.

Where the requirements of this Policy conflict with a lawful direction of Council, the Council direction shall prevail unless it conflicts with legislation.

7. COUNCIL DIRECTION

Where Council has established a specific position or direction regarding an issue, the Citizen Representative shall make reasonable efforts to communicate and support that position when participating on the External Body.

A Citizen Representative shall not knowingly:

- contradict a specific Council direction while purporting to speak on behalf of the Municipality;
- commit the Municipality to a position or obligation without authority;
- make promises on behalf of Council or municipal administration; or
- represent that Council has approved a matter when it has not.

Where the representative believes that circumstances have materially changed or that Council's direction is no longer appropriate, the representative should bring the matter to the attention of the CAO, rather than independently changing the Municipality's official position.

8. AUTHORITY AND LIMITATIONS

Appointment to an External Body does not grant the Citizen Representative authority to:

- enter into contracts on behalf of the Municipality;
- authorize municipal expenditures;
- commit municipal funds;
- direct municipal employees;
- bind the Municipality to an agreement;
- make policy decisions on behalf of Council;
- release confidential municipal information;
- make public statements as an official spokesperson for the Municipality unless authorized; or
- otherwise exercise authority reserved to Council or municipal administration.

The representative may participate fully in the deliberations and decisions of the External Body to the extent permitted by that organization's governing documents.

9. ATTENDANCE AND PARTICIPATION

The Citizen Representative is expected to:

- attend scheduled meetings regularly;
- review meeting agendas and supporting materials in advance;
- participate constructively and respectfully;
- ask questions where clarification is required;
- identify matters that may affect the Municipality;
- undertake reasonable preparation for meetings; and
- advise the appropriate municipal contact when unable to attend.

Where a representative is unable to fulfill the responsibilities of the appointment due to repeated absences or other circumstances, Council may review the appointment.

10. REPORTING TO COUNCIL

The Citizen Representative shall maintain an appropriate flow of information between the External Body and the Municipality.

Unless Council establishes a different reporting arrangement, the representative should provide a report to the CAO following meetings where:

- significant municipal interests were discussed;
- decisions affecting the Municipality were made or anticipated;
- financial implications for the Municipality may arise;
- significant policy matters were considered;
- a major project or initiative involving the Municipality was discussed;

- a conflict or dispute has arisen; or
- Council direction may be required.

Reports should be factual, concise, and focused on matters relevant to the Municipality. The report should be submitted to the Chief Administrative Officer of the Municipality by the first day of month following the committee meeting.

Where appropriate, meeting minutes, agendas, reports, or other publicly available documents may be provided to municipal administration.

The representative should not provide confidential information belonging to the External Body unless authorized to do so.

11. COMMUNICATION WITH MUNICIPAL ADMINISTRATION

The Citizen Representative shall maintain reasonable communication with the Municipality's designated contact, normally the CAO or a staff member designated by the CAO.

The representative should advise municipal administration of:

- significant emerging issues;
- requests for municipal action;
- matters requiring Council consideration;
- potential financial or legal implications;
- significant changes to the External Body's mandate or governance;
- disputes involving the Municipality; and
- matters where clarification of Council's position is required.

Municipal administration may provide information and administrative support to the representative but does not direct the representative on matters where the External Body has independent statutory or governance authority, unless Council has established otherwise.

12. CONFIDENTIALITY

A Citizen Representative shall protect confidential and sensitive information obtained through their appointment.

The representative shall not disclose confidential information to any person unless:

- disclosure is authorized;
- disclosure is required by law; or
- the information has otherwise lawfully become public.

Confidential information may include:

- information relating to legal matters;
- personal or private information;
- confidential commercial information;
- information received in confidence from another organization;
- information relating to negotiations;
- information specifically identified as confidential by Council or the External Body;
- and
- any other information that is legally protected from disclosure.

The obligation of confidentiality continues after the representative's appointment ends.

13. CONFLICT OF INTEREST

A Citizen Representative shall avoid situations where their personal, business, family, organizational, financial, or other interests conflict, or could reasonably appear to conflict, with their responsibilities as a municipal representative.

The representative shall:

1. disclose any actual, potential, or perceived conflict of interest as soon as reasonably possible;
2. comply with applicable conflict of interest legislation and policies;
3. follow the conflict of interest procedures of the External Body;
4. refrain from participating in a matter where they are required to withdraw; and
5. seek guidance from the CAO or appropriate municipal official when uncertain about a potential conflict.

A representative shall not use their municipal appointment to obtain personal or private benefit.

14. GIFTS, BENEFITS AND HOSPITALITY

A Citizen Representative shall not accept gifts, benefits, hospitality, discounts, favours, or other advantages that could reasonably be perceived as influencing their municipal role.

Any applicable municipal policy regarding gifts, benefits, hospitality, or conflicts of interest shall apply to the representative.

Normal and reasonable hospitality associated with attendance at meetings, conferences, community events, or official functions may be accepted where it does not create an actual or perceived conflict.

Where there is uncertainty, the representative should seek guidance from the CAO before accepting a gift or benefit.

15. FINANCIAL MATTERS

A Citizen Representative shall not commit the Municipality to any expenditure or financial obligation unless expressly authorized.

Where the External Body requests:

- municipal funding;
- financial contributions;
- in-kind contributions;
- guarantees;
- agreements;
- property commitments; or
- other financial support,

the representative shall refer the matter to municipal administration and/or Council for consideration.

The representative shall not imply that municipal funding or support has been approved unless Council has formally approved it.

16. COMMUNICATIONS AND PUBLIC STATEMENTS

A Citizen Representative may identify themselves as an appointed representative of the Municipality.

However, the representative shall distinguish between:

a. Personal opinion:

A view expressed personally by the representative; and

b. Official municipal position:

A position formally approved or directed by Council.

Unless specifically authorized, the representative shall not act as an official spokesperson for the Municipality.

The representative shall not make public statements that knowingly misrepresent:

- Council's decisions;
- municipal policies;

- municipal staff actions;
- the Municipality's financial position;
- Council's official position; or
- the representative's authority.

Public comments should be respectful and professional and should not disclose confidential information.

17. SOCIAL MEDIA

A Citizen Representative who identifies themselves as a municipal representative on social media shall take reasonable care to distinguish personal views from official municipal positions.

The representative shall not:

- disclose confidential information;
- publish private information about other individuals;
- misrepresent Council decisions;
- imply that personal opinions are official municipal positions;
- use municipal information for personal benefit; or
- engage in conduct that could reasonably damage the Municipality's reputation or undermine public confidence in the representative's role.

Nothing in this section is intended to restrict lawful personal expression unrelated to the representative's municipal role.

18. RELATIONSHIP WITH MUNICIPAL COUNCIL

The Citizen Representative is accountable to Council for fulfilling the responsibilities associated with the municipal appointment.

The representative shall:

- respect Council's authority;
- provide information requested by Council, subject to confidentiality restrictions;
- bring significant matters to Council's attention;
- seek direction where appropriate; and
- accept that Council may change, suspend, or terminate an appointment.

Council may establish additional terms or conditions for a particular appointment.

19. RELATIONSHIP WITH MUNICIPAL ADMINISTRATION

Municipal staff support Council's governance responsibilities and may provide information or administrative assistance to the representative.

The Citizen Representative shall not direct, supervise, discipline, or otherwise manage municipal employees.

Requests for municipal staff assistance should be directed through the CAO or designated municipal contact.

The representative shall respect the distinction between:

- Council's role in setting policy and providing direction; and
 - administration's role in implementing Council's decisions and managing municipal operations.
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20. RELATIONSHIP WITH THE EXTERNAL BODY

The Citizen Representative shall comply with the lawful governance requirements of the External Body, including:

- bylaws;
- policies;
- terms of reference;
- meeting procedures;
- codes of conduct;
- confidentiality requirements; and
- applicable legislation.

The representative is expected to participate in good faith and contribute constructively to the work of the External Body.

Where a conflict arises between the requirements of the External Body and the representative's municipal responsibilities, the representative should seek guidance from the CAO and, where necessary, Council.

21. RECORDS AND DOCUMENTS

Records created or received by the Citizen Representative in the course of representing the Municipality may be subject to applicable municipal records management, access to information, privacy, and records retention requirements.

The representative shall retain and provide to the Municipality, where appropriate:

- meeting agendas;
- minutes;
- reports;
- correspondence;
- decisions;
- recommendations;
- agreements;
- records of significant municipal requests; and
- other records relating to the Municipality's business.

The representative shall not intentionally destroy, alter, conceal, or withhold municipal records contrary to applicable legislation or municipal policy.

22. EXPENSES

Reimbursement of expenses incurred while carrying out the municipal appointment shall be governed by the Municipality's applicable expense and travel policies.

Where Council approval is required for an expense, the representative shall obtain approval before incurring the expense.

The representative shall provide appropriate receipts and supporting documentation when seeking reimbursement.

23. TRAINING AND ORIENTATION

The Municipality may provide orientation or training to a Citizen Representative following appointment.

Orientation may include:

- the role of Council;
- the role of the CAO and administration;
- municipal policies;
- confidentiality;
- conflict of interest;
- communications;
- records management;
- financial authority;
- the representative's specific mandate; and
- expectations of the External Body.

The representative is expected to make reasonable efforts to remain informed about matters relevant to their appointment.

24. INDEMNIFICATION AND INSURANCE

The Municipality shall determine whether and to what extent a Citizen Representative is covered by municipal insurance, indemnification, or other protections.

Appointment to an External Body does not automatically create or imply municipal insurance or indemnification coverage.

The representative should seek clarification from the Municipality before undertaking activities that may create legal, financial, or personal liability.

25. PERFORMANCE AND ACCOUNTABILITY

Council may periodically review the effectiveness of a Citizen Representative's appointment.

Factors that may be considered include:

- attendance;
- participation;
- compliance with this Policy;
- compliance with Council direction;
- communication with Council and administration;
- management of conflicts of interest;
- conduct and professionalism;
- effectiveness in representing municipal interests; and
- the continuing relevance of the appointment.

Council may request a report from the representative or municipal administration as part of such a review.

26. RESIGNATION OR TERMINATION OF APPOINTMENT

A Citizen Representative may resign by providing written notice to the Municipality.

Council may, by resolution, terminate or amend the appointment at any time, subject to applicable legislation, agreements, bylaws, or governing documents.

Council may also replace a representative where:

- the representative resigns;
- the representative is unable or unwilling to fulfill the role;

- there are repeated or prolonged absences;
- the representative breaches this Policy;
- a conflict of interest prevents effective participation;
- the representative acts outside their authority;
- the External Body no longer requires municipal representation; or
- Council determines that a change is in the best interests of the Municipality.

Upon termination or resignation, the representative shall return municipal property and provide relevant municipal records and information to the Municipality.

27. BREACH OF POLICY

Where a Citizen Representative is alleged to have breached this Policy, the CAO may review the matter and provide a report or recommendation to Council.

Depending on the circumstances, Council may:

- provide clarification or direction;
- request corrective action;
- provide a formal warning;
- restrict the representative's authority;
- require additional training;
- refer the matter to another appropriate authority;
- suspend the appointment where permitted; or
- terminate the appointment.

Nothing in this section limits any action required or permitted under applicable legislation.

28. PRINCIPLES OF CONDUCT

In carrying out their duties, a Citizen Representative should be guided by the following principles:

Integrity

Act honestly, ethically, and in the public interest.

Accountability

Accept responsibility for actions taken within the scope of the appointment.

Respect

Treat Council members, municipal employees, members of the External Body, and the public with courtesy and respect.

Transparency

Be open and accurate about the representative's role and authority, subject to legitimate confidentiality requirements.

Impartiality

Avoid personal, political, financial, or other interests that may improperly influence the representative's municipal role.

Collaboration

Work constructively with Council, municipal administration, and the External Body.

Stewardship

Protect the Municipality's reputation, resources, information, and interests.

29. ANNUAL ACKNOWLEDGEMENT

Each Citizen Representative may be required to sign an acknowledgement confirming that they:

- have received and reviewed this Policy;
- understand the responsibilities of the appointment;
- agree to comply with applicable municipal policies and legislation;
- understand the limits of their authority;
- understand their confidentiality obligations; and
- understand that Council may review or terminate the appointment.

30. INTERPRETATION

Questions regarding the interpretation or application of this Policy shall initially be referred to the CAO.

Where necessary, the CAO may refer the matter to Council, the Municipality's legal counsel, or another appropriate authority.

Council retains the authority to provide direction regarding the Municipality's representation on an External Body, subject to applicable legislation.

31. REVIEW

This Policy shall be reviewed at least every [three/four] years or sooner if required due to:

- changes in legislation;
 - changes to municipal governance practices;
 - changes to the Municipality's organizational structure;
 - significant changes to the role of citizen representatives; or
 - Council direction.
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SCHEDULE "A"

CITIZEN REPRESENTATIVE ACKNOWLEDGEMENT

I, _____, acknowledge that I have been appointed by the Council of the Rural Municipality of Oakview to serve as a representative of the Municipality on:

External Body: _____

Appointment Date: _____

I acknowledge that I have received and reviewed the Municipality's Citizen Representative Appointment and Conduct Policy.

I understand and agree that, while acting in my appointed capacity, I am expected to:

- represent the Municipality responsibly and professionally;
- comply with applicable legislation and municipal policies;
- respect Council's lawful direction;
- remain within the authority granted to me;
- protect confidential information;
- disclose and appropriately manage conflicts of interest;
- distinguish personal opinions from official municipal positions;
- communicate significant matters to the Municipality;
- respect municipal administration and staff roles; and
- act in a manner that maintains public confidence in the Municipality.

I understand that my appointment does not authorize me to commit the Municipality to expenditures, contracts, agreements, policies, or other obligations unless specifically authorized.

I further understand that Council may review, amend, or terminate my appointment in accordance with applicable legislation and the governing requirements of the External Body.

Name: _____

Signature: _____

Date: _____

Witness/CAO: _____

Date: _____