

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 1.3.4
Section Procedure & Organization of Council	Subject Citizen Appointments to Committees Policy

1.0 Purpose

The purpose of this Policy is to establish:

- procedures for Municipal Council to select citizens to fill vacancies on committees; and
- eligibility criteria for citizen applicants.

2.0 Authority

This policy is enacted pursuant to Sections 22, 23, 24, 25, 26, 44, 200 and 345 *Municipal Government Act*, as amended.

3.0 Definitions

Unless otherwise defined below, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*:

- 3.1 Term of Appointment** – Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, citizen members shall be appointed for two (2) years with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.

4.0 Provisions

The following provisions shall apply to all committees except where the policy specifically provides otherwise:

- 4.1 The Municipality of the County of Annapolis will advertise all vacancies prior to the expiration date of the term of appointment by posting on the County’s website and social media as well as through other media as deemed appropriate by Municipal Council.
- 4.2 Notwithstanding Sub-section 4.1 above, Municipal Council may choose not to fill a citizen member vacancy if the vacancy occurs within six (6) months of the end of the term of appointment.
- 4.3 Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member who is the full age of eighteen years and has been ordinarily resident in the County for a minimum of six (6) months prior to the date of application.
- 4.4 To qualify as a citizen appointee, applicants must have no outstanding taxes, fees, charges or liens owing to the Municipality of the County of Annapolis at the time of appointment. Applicants not meeting these qualifications shall not be considered for appointment.
- 4.5 An application form must be completed and submitted along with a resume before any citizen may be considered for appointment.
- 4.6 The application form shall be in a format and contain such information as may from time to time be required for the proper administration of this policy. Application forms are available on request from the Office of the Municipal Clerk and on the County’s web site.

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- 4.7 Personal information collected from citizen applicants shall only be used for the purpose of determining applicant eligibility and selection. Additional personal information shall be required from successful applicants for the purpose of arranging honorariums and remuneration.
- 4.8 Members of the Nominating Committee will review all applications received for eligibility and the Nominating Committee will report / recommend to the Committee of the Whole individuals for the available positions who, in the opinion of the Nominating Committee, are most suitable.
- 4.9 The Nominating Committee may recommend further advertisement for applications if no applications are received or, if in the opinion of the Committee, not enough suitable applications are received.
- 4.10 Upon completion of the term of appointment, the citizen appointee may reapply for one additional term.
- 4.11 Following the completion of the appointee's second term of appointment, the citizen appointee shall not be eligible to reapply for any position for a minimum of two (2) years unless Municipal Council specifically determines otherwise by resolution.
- 4.12 Written contact will be made with all applicants whether or not they have been successful in being selected for a vacancy.
- 4.13 Citizen appointees shall receive an honorarium based upon \$50 per meeting attended.
- 4.14 If a committee does not meet during the calendar year, citizen appointees shall receive an honorarium of \$50.
- 4.15 Subject to the approval of the Warden, citizen appointees shall be reimbursed their reasonable expenses for attending committee meetings in accordance with the County’s travel policy.
- 4.16 A citizen member appointed pursuant to this policy who, without leave of the committee, is absent from three consecutive regular meetings ceases to be a member.
- 4.17 A citizen appointee who is unable to continue to serve as a committee member shall submit a written letter of resignation to the Municipal Clerk who shall inform the Chairperson of both the Committee and the Nominating Committee.
- 4.18 Municipal Council may replace at any time citizen appointees who resign or who, in Council’s opinion, are not fulfilling their duties as expected.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	September 8, 2020
<i>Council Approval</i>	September 15, 2020
<u><i>Carolyn Young</i></u> Municipal Clerk	<u>September 15, 2020</u> Date
At <u>Annapolis Royal</u> Nova Scotia	

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Approved July 21, 2020

Amendments:

2020/09/15

- Added Subsection 3.1 *“Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.”*
- Added Subsections 4.2, 4.5, 4.6 and 4.7