

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.7
Section Procedure & Organization of Council	Subject Appointments to Joint, Regional or Community Organizations Policy	

GENERAL

1. This policy is entitled “Appointments to Joint, Regional or Community Organizations Policy” and applies to council appointments made to external organizations (including joint or regional organizations requiring appointments in accordance with an inter-municipal agreement, organizational bylaws or articles of incorporation).

AUTHORITY FOR POLICY

2. Section 23, *Municipal Government Act*, as amended

PROVISIONS

3. Except to the extent that such appointments are otherwise determined by provincial statute or inter-municipal agreement, appointments to a joint, regional or community organization shall be reviewed bi-annually (every two years) by Municipal Council within 3 months following each municipal general election or election anniversary, after seeking the advice of the Nominating Committee.
4. Except to the extent that such appointments are otherwise determined by provincial statute, inter-municipal agreement or articles of incorporation, appointments to a joint, regional or community organizations shall be discretionary and subject to change by resolution of Municipal Council without notice. Consideration to appoint shall include that the organization be not-for-profit or charitable; that the organization provides a service or responsibility that may fall within the Municipality’s jurisdiction; that a principle of stewardship be engaged to ensure the money provided to the organization is well spent; and that the organization provides a benefit to the municipality or citizens belonging to the municipality.
5. Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.
6. Except to the extent that such appointments are otherwise determined by provincial statute, inter-municipal agreement or articles of incorporation, council may appoint a council member, a county resident or an employee as their representative to a joint, regional or community organization.
7. The Warden shall serve as one of council’s appointees to the Digby-Annapolis Development Corporation, along with another councillor appointee and an alternate appointee who shall be a voting member if either is unable to attend a meeting.
8. An appointee to a joint, regional or community organization who is a council member or employee is not entitled to receive additional remuneration for serving as a member of an external organization.
9. An appointee to a joint, regional or community organization who is **not** a council member or employee is entitled to additional remuneration from the organization for serving as a member.
10. Unless Municipal Council specifically determines otherwise by resolution, a citizen member may only be re-appointed for one additional consecutive term (2 years appointment + 2 years re-appointment); the citizen member shall once again become eligible for appointment following a 2 year absence / hiatus from the appointment.

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11. 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.
12. Where a council member or employee is appointed by the council to a joint, regional or community organization or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member or employee is entitled shall be paid to the municipality.
13. Where a councillor, resident or employee is appointed by the council to a joint, regional or community organization, or is otherwise appointed as a representative of the municipality, the appointed representative is entitled to either reimbursement of expenses by the organization or by the municipality; however, if the appointed representative chooses to be reimbursed by the municipality, any reimbursement to which that appointee is entitled to be paid by the organization shall be paid to the municipality. In no circumstance shall the appointed representative receive reimbursement by both the organization and the municipality.
14. Municipal Council may replace at any time appointees who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
15. Municipal Council may, at its discretion and subject to change, require regular or periodic verbal or written reports relating to the activities of the organization from any appointee.
16. Missed meetings relating to appointments under this policy do not count as missed meetings under Section 5 of *AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy*.

Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice..... **January 9, 2018**

Council Approval **January 16, 2018**

Carolyn Young **January 16, 2018**

Municipal Clerk Date

At **Annapolis Royal** Nova Scotia

Amendments:

Approved Dec. 21, 2010

Amended Feb. 21, 2012 - Changed policy to:

- clarify limitations on terms of committee membership
- create "fairness" for honorariums
- clarify that appointments do not expire until successors are appointed

Amended Feb. 19, 2013 - added:

Missed meetings relating to appointments under this policy do not count as missed meetings under Section 5 of *AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy*.

Amended Jan. 16, 2018 – added in Section 4:

Consideration to appoint shall include that the organization be not-for-profit or charitable; that the organization provides a service or responsibility that may fall within the Municipality's jurisdiction; that a principle of stewardship be engaged to ensure the money provided to the organization is well spent; and that the organization provides a benefit to the municipality or citizens belonging to the municipality.