



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C5
SECTION: COUNCIL POLICY	POLICY TITLE: CITIZEN APPOINTMENT TO COMMITTEES, COMMISSIONS, AND BOARDS

1. PURPOSE

1.1. To establish a Policy to provide by which Municipal Council can select citizens to fill vacancies on Committees, Commissions, Board, etc. and by which guidelines can be provided to those appointees.

2. POLICY STATEMENT

2.1. The Municipality of the District of Argyle (Argyle) will advertise annually for those upcoming vacancies on various boards or committees prior to the expiration date of the term of office or on a one-time basis when a vacancy occurs.

2.2. Notwithstanding 2.1, The Office of the CAO may request the creation of an ad-hoc committee, including members of the public. This committee shall meet to address a specific issue and shall meet over the course of time not exceeding one year.

2.3. Ad-hoc committee will not require advertising. The Office of the CAO may select members for this specific purpose. The members must still be approved by Council.

2.4. Applicants must be taxpayers and/or residents of Argyle and have their personal property taxes up to date and paid at the time of the application.

2.5. All vacancies will be advertised in the local newspaper and/or local widely distributed media, and application forms, along with any applicable criteria, will be made available at the Municipal office.

2.6. Members of Municipal Council will review those applications received and will select individuals most suitable for the positions available.

2.7. The term of office will be for a period of two, three-year terms, unless otherwise indicated by a regional inter-municipal agreement which would take precedence on this policy.

2.8. Upon completion of this three year term of office, the citizen appointee may reapply for an additional three year term.

2.9. However, following the completion of the appointee's second, three year term of office (six years total), the citizen appointee will not be eligible to reapply for any position, for a minimum of one further term of office (three years).



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- 2.10. An exception to this limited term of office may exist if positions are not filled and therefore, the following conditions would apply:
 - 2.10.1. The individual must comply with the application process.
 - ~~2.10.2. The term of service would be at the discretion of the Municipal Council, being either one, two year term or two, two year terms.~~
- 2.11. Council will review the applications of citizens in an in-camera session, as the discussion would resemble those protected in the *Municipal Government Act* under personnel matters.
- 2.12. The selection of the successful applicant shall be made by motion in a public meeting.
- 2.13. Written contact will be made with all applicants, whether or not they have been successful in being selected for a vacancy.
- 2.14. Staff shall be responsible to notify appointees of their meeting schedule and give notice of upcoming meetings.
- 2.15. Unless approved by the committee, any citizen absent, without notice, for 3 consecutive meetings may be dismissed from the committee, at the discretion of the Chair.
- 2.16. Furthermore, Argyle may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected. Examples of non-fulfilment includes, but is not limited to:
 - 2.16.1. Conduct contrary to the Municipal Code of Ethics (see 2.16)
 - 2.16.2. Missing multiple meetings, but not in breach of 2.13.
 - 2.16.3. A perceived or actual conflict of interest that would consistently hamper the citizen's ability to vote on questions of the committee.
 - 2.16.4. Two years' property tax outstanding after being appointed to the committee.
 - 2.16.5. Unilateral statements to the media or other public forums that are contrary to decisions made by the majority, or without permission from the Chair as official spokesperson.
- 2.17. All citizen appointees sitting on volunteer committees, commissions and boards shall not be compensated, but shall be eligible for mileage reimbursement at Argyle's established mileage rate.
- 2.18. Any citizen appointed shall comply with the Municipal Code of Ethics.



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DRAFT AMENDMENTS



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	December 2, 2013
Date of Passage of Current Policy	December 10, 2013
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

Version Log		
Version #	Amendment	Date
1	Original Policy	December 10, 2013
1.1	Removing term of office, as it is difficult to find members.	