



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).



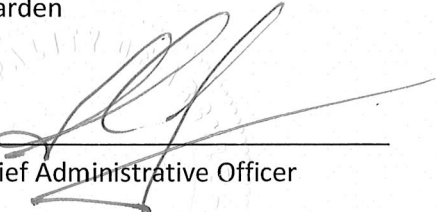
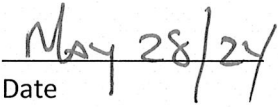


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- 2.10. An exception to this limited term of office may exist if positions are not filled and therefore, the following conditions would apply:
 - 2.10.1. The individual must comply with the application process.
- 2.11. Council will review the applications 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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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	May 13, 2024
Date of Passage of Current Policy	May 23, 2024
I certify that this policy was adopted by Council as indicated above.	
 <hr/> Warden	 <hr/> Date
 <hr/> Chief Administrative Officer	 <hr/> 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.	May 23, 2024



AGENCIES, BOARDS & COMMISSIONS APPLICATION FORM

(Please complete in full, please use additional paper if necessary)

Please refer to the individual **Profile** for the particular Board for the **Formal Qualifications, Work Experience and Skills Required**.
Applicants will be screened against these criteria so it is essential to include all relevant information on your application and / or resume.

Board:	
Title of Position:	
Contact Information:	
First Name:	Last Name:
Mailing Address:	City/Town:
Province:	Postal Code:
Home Phone:	Cell Phone:
Business Phone:	Email:
Relevant Employment Experience:	
You need not complete this section if you are attaching a resume that contains the information requested.	
Position 1:	
Organization:	Length of Service:
Responsibilities:	
Position 2:	
Organization:	Length of Service:
Responsibilities:	
Education and Professional Development:	
Please provide Name of School and highest level of education obtained	
Institution	Education
1.	
2.	
3.	

Community and Civic Activities:	
Please provide Name of Organization on past and present community and civic activities. (Please indicate N/A in not applicable)	
1.	
2.	
3.	
Professional Memberships / Experience:	
Please provide all professional memberships and any relevant board or tribunal experience, starting with the most recent and showing clear time periods for each organization (Please indicate N/A if not applicable)	
1.	
2.	
3.	
References:	
Please provide the names and telephone numbers of two references that we can contact on your behalf.	
Name	Contact Information
Qualifications:	
On a separate page, please provide examples from your work, volunteer or other life experiences that demonstrate your ability in the following areas:	
1	Demonstrate the ability to be impartial, fair, objective and courteous when dealing with applicants and tenant-related issues.
Eligibility:	
The following persons are not eligible for appointment: Elected persons holding federal, provincial or municipal office; the spouse of an elected official; employees of a Housing Authority; employees of the Department of Community Services; employees of Canada Mortgage and Housing Corporation; employees of the Municipality that fall within the Housing Authority's jurisdiction; individuals who own or are directors of companies that have entered into a rent supplement agreement with the Minister and the respective Housing Authority; employees or owners of businesses that deal with the Housing Authorities.	
Consent Statement:	
I understand that any information that proves to be false may disqualify me for any appointments. I hereby certify that all statements made in this application and other documents provided by are true and complete to the best of my knowledge and belief. I understand that should investigation at any time disclose misrepresentation or falsification of a material fact, that my application may be rejected. I also consent to my reference being contacted.	
Signature: _____ Date: _____	