

## Municipality of the District of Clare

### Citizen Appointment Policy

#### POLICY

- 1.1** The Municipality of the District of Clare values citizen engagement and believes that a firm commitment to community participation and service is key to its success. Part of that commitment can be fulfilled by recruiting and selecting residents of Clare to provide high calibre direction to the Municipality's volunteer Committees, Boards, Agencies, Societies and the external organisations for which the Municipality of the District of Clare has been invited to appoint members.

#### PURPOSE

- 2.1** This policy applies to all Committees, Boards, Agencies and Societies to which Council has the authority to appoint citizens at large, hereinafter referred to as "committees"; it also provides a guide to the Members of Council and staff in the process to ensure consistency, integrity and fairness in administering the process and provides information about how the process works for those residents of Clare who are interested in applying to serve.
- 2.2** This policy provides a variety of perspectives so as to:
- 2.2.1** Reflect the diversity of the community
  - 2.2.2** Bring specific skills and expertise that contribute to good governance
  - 2.2.3** Represent specific groups of service users
  - 2.2.4** Bring volunteers or profile to a service

#### ADVERTISEMENT OF POSITION

- 3.1** The Municipality of the District of Clare will advertise for those upcoming vacancies on various committees prior to the expiration date of the term of office or on a one-time basis when a vacancy occurs. All vacancies will be advertised in the local newspaper(s) and on social media. Any applicable criteria will be made available at the Municipal office.

#### ELIGIBILITY AND QUALIFICATIONS:

- 4.1** Persons selected for appointment must meet with eligibility requirements.
- 4.1.1** Applicants must be tax payers and/or residents of Clare and have their personal property taxes up to date and paid at the time of application.
  - 4.1.2** Applicants must be at least 18 years of age.
- 4.2** Members of Council will review those applications received and will select individuals most suitable for the positions available.

## TERMS OF APPOINTMENT

- 5.1** A set term will be established. The term of office will be for a period of three years, unless otherwise indicated by regional inter-municipal agreement which could take precedence on this policy. Council retains the right to replace any appointed member at any time and for any reason. Upon completion of this three-year term of office, the citizen appointee may reapply for an additional three-year term.

## LIMITS OF LENGTH OF SERVICE

- 6.1** 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 (on this committee), for a minimum of one further term of office (three years).

## EXEMPTIONS

- 7.1** An exemption to this limited term of office may exist if positions are not filled and therefore, the following conditions would apply:
- 7.1.1** The individual must comply with the application process
  - 7.1.2** The term of service would be at the discretion of the Municipal Council, being either one, two-year term or two, two-year terms.

## RESIGNATION


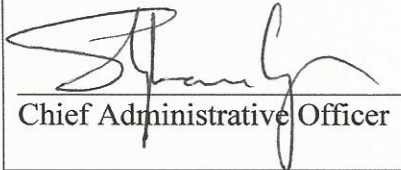
- 8.1** The Municipality of the District of Clare may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected. The following may apply:
- 8.1.1** Conduct contrary to the Municipal Code of Ethics.
  - 8.1.2** Missing three consecutive meetings without prior approval of the committee.
  - 8.1.3** A perceived or actual conflict of interest that would consistently hamper the citizen's ability to vote on questions of the committee.
  - 8.1.4** Two years' property tax outstanding after being appointed to the committee.
  - 8.1.5** 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.

## SELECTION PROCESS

- 9.1** Council will review the applications of citizens in an in-camera session, as the discussion would resemble those protected in the Municipal Government Act personnel matters. The selection of the successful applicant shall be made by motion in a public meeting.
- 9.2** Written contact will be made with all applicants, whether or not they have been successful in being selected for a vacancy.

**MEETINGS**

**10.1** Staff shall be responsible to notify appointees of their meeting schedule, distribute meeting materials and give notice of upcoming meetings.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council Members Of Intent to Consider (7 days minimum):	December 7, 2016
Date of Passage of Current Policy:	December 21, 2016
I certify that this Policy was adopted by Council as indicated above.	
 Warden	December 21, 2016 Date
 Chief Administrative Officer	December 21, 2016 Date