

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

<p style="text-align: center;">CITIZEN APPOINTMENT TO COMMITTEES, BOARDS AND AUTHORITIES</p> <p style="text-align: center;">C-026-05</p>	<p>Effective Date: April 13, 2005</p>
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It is the purpose of the Municipality of Yarmouth to establish criteria by which Municipal Council can select citizens to fill vacancies on Committees, Boards and Authorities, etc. and by which guidelines can be provided to those appointees.

Part 1

The Municipality of Yarmouth will advertise annually for these upcoming vacancies on various committees, boards or authorities prior to the expiration date of the term of office;

Part 2

Applicants must be tax payers and/or residents of the Municipality of Yarmouth;

Part 3

All vacancies will be advertised in local and social media, and application forms, along with any applicable criteria, will be made available through the Municipal office;

Part 4

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

Part 5

The term of office will be for a period of two years and shall be staggered to allow for continuity;

Part 6

Upon completion of this two year term of office, the citizen appointee may reapply for an additional two year term;

Part 7

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

Part 8

An exception to this limited term of office may exist if positions are not filled and therefore, the following conditions would apply:

8.1 The individual must comply with the application process;

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8.2 The term of service would be at the discretion of Council, (being either one two year term or two, two year terms);

Part 9

Written contact will be made with all applicants, whether or not they have been successful in being selected for a vacancy;

Part 10

The Municipality shall advise the committee, board or authority of the name of the appointed municipal representative. It is the appointee's responsibility to ensure they are receiving all notices regarding meetings from the committee, board or authority.

Part 11

Unless approved by the committee, boards or authority any citizen absent for 3 consecutive meetings may be asked for a written letter of resignation or may be dismissed from the committee;

Part 12

Conversely, the Municipality of Yarmouth may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected;

Part 13



All citizen appointees sitting on volunteer committees, boards and authorities shall not be compensated.

Part 14

Any citizens appointed shall comply with the Municipal Code of Ethics and the Municipal Conflict of Interest Act.

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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	March 19, 2019
Date of Passage of current Policy	March 27, 2019
I certify that this Citizen Appointment to Committees, Boards and Authorities C-026-05 was adopted by Council as indicated above.	
 Chief Administrative Officer	 Date

Date last reviewed: March 27, 2019
Date last amended: March 27, 2019