

Municipality of Middlesex Centre
Policy Manual

SUBJECT: CITIZEN APPOINTMENTS TO MUNICIPAL BOARDS AND COMMITTEES	SECTION: COUNCIL
	SUBSECTION: N/A
POLICY NO.: CL-1.08	DATE APPROVED BY COUNCIL:

PURPOSE:

To provide Council with guidelines and procedures for making citizen appointments on the various Council Committees and Local Boards, including other special purpose bodies such as Livestock Valuers and Fence Viewers.

PROCEDURE:

1. The term of a Committee will be two (2) years beginning with a new term of Council. Appointments, except those that have a specific or different term specified in any Act, Regulation or By-law.
2. For each term, a Striking Committee composed of two (2) members of Council and one (1) staff representative from the Corporate Services Department will review the applications and make recommendations of appointment for Council approval.
3. Prior to the expiry of each appointment term Administration, will advertise for Committee appointments through the local papers, website, and the Municipal quarterly newsletter. Administration will also give written notice to each appointed citizen whose term will expire and invite them to submit reapplication.
4. The application form attached as Appendix "A" must be completed and any additional information the applicant wishes to provide can be submitted with the application to the Clerk. The Clerk will maintain a file of all submitted applications.
5. Once the deadline for submitted applications has passed the Striking Committee will meet and review all applications and make recommendation to Council for appointment based on the following criteria:
 - Experience and interest related to the Committee they are making application to
 - Formal education or training related to the Committee
 - Previous appointments to Municipal or other public organizations

Date	Version	Comments	Approval
January 17, 2001	000	New	Council
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- Availability to attend meetings (daytime and/or evenings) as the Committee may require
 - Appointments may have regard for fair geographical representations if applicable to the purpose of the Committee. However, educational or work experience is an important component for consideration
6. New appointments and re-appointments shall have regard for succession and continuance of experience and qualifications, and wherever possible the staggering of expiry or maximum term of appointment.
 7. Appointments and re-appointments will generally be limited to a maximum of six consecutive years. Exceptions will be where in the opinion of Council there is a necessity for continuity of knowledge and experience such as the Cemetery Board, Livestock Valuers and Fence Viewers. Further exceptions would be in the event of non-interest by other citizens.
 8. In the event of a vacancy prior to the expiry of an appointment term, the Striking Committee will review all applications and recommend a candidate for appointment to Council for the unexpired portion of the term.
 9. A citizen who is not an eligible elector of the Municipality (not a resident, owner or tenant of land or spouse of such person) will not be eligible for appointment. However, where a citizen appointment is shared with another municipality the citizen will be eligible for appointment as long as he or she is an eligible elector in one of the sharing municipalities. Where a citizen ceases to be an eligible elector during his or her appointment term the citizen shall immediately inform the Municipality and the appointment will terminate.
 10. Following the appointment by Council of a citizen to a committee or board Administration will write and inform the citizen of his or her appointment and provide sufficient information for the citizen to attend and participate in the committee or board.
 11. Following the appointment by Council of a citizen to a committee or board and where there are other applicants that were not successful for that appointment Administration will write and inform the unsuccessful citizen of Council's appointment.
 12. Remuneration for appointed citizens will be at the rate established by Council except where the committee, board or special purpose body is shared with others and the committee, board or special purpose body sets its own remuneration policy – example: Conservation Authorities.

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