



**Policy # 2008-03-31**

## **MUNICIPALITY OF THE COUNTY OF PICTOU CITIZEN APPOINTMENT POLICY**

### **PURPOSE**

To establish uniform guidelines for the appointment of non-elected representatives serving on committees, commissions, boards and advisory committees of the Municipality of the County of Pictou.

### **POLICY**

1. The Municipality of the County of Pictou will advertise all available vacancies for Committees, Commissions, Boards and Advisory Committees prior to the expiration date of the current term of office, or when new requirements for appointments are created.
2. All vacancies will be advertised in the local newspaper(s). Advertisements should indicate whether the current citizen appointed board member is eligible for an additional term of office.
3. Applicants must be residents of the Municipality of the County of Pictou, and must have lived in the Municipality for a minimum of six (6) months.
4. The Nominating Committee will review all applications received, selecting the individual or individuals most suitable for the position or positions available.
5. As a general rule, the recommendations of the Nominating Committee will be reviewed by the Municipal Council at its November meeting, at which point appointments will be ratified by resolution.
  - (a) Notwithstanding Clause (5), the Council may consider any recommendations of the Nominating Committee during the course of a fiscal year, and ratify appointments accordingly by way of resolution.
6. The length of the term of office of the appointment shall be determined by Council.
  - (a) Notwithstanding Clause (6), the terms of office may be determined by Provincial Statute, or by-laws of the organization to which the appointment is being made.

7. The term of office will begin on the date of the resolution of Council and will terminate as determined in Clause 6.
8. Upon completion of the term of office, the citizen appointee may reapply for an additional term of office; however, uninterrupted service to the Municipality should not exceed a total of 4 years, or two terms, whichever is greater.
  - (a) Appointments may be extended by the Municipal Council, if the Council feels that the replacement of the citizen member or appointment would compromise progress or continuity of work being conducted.
  - (b) If an extension is approved by Council, the appointment shall be reviewed within six months of the extension.
  - (c) Upon completion of the 4 years of service (or two terms) to the Municipality, a citizen appointee will not be eligible for reappointment for a period of one (1) year.
  - (d) In the event that the Municipality is unsuccessful in recruiting a qualified person to fill a vacancy, the Municipal Council may reappoint the citizen member to an additional term of office in excess of 4 years, or two terms.
9. Citizens eligible for consideration of an additional term of service will be notified by the Municipality, 60 days prior to the expiration of their present term advising them of the application process to reapply.

## **REPEAL**

All former policies and/or practices heretofore enacted with respect to citizen appointments are hereby repealed.