

# Appointments to Committees and Boards

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Related Bylaw: N/A

Amendments:

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**Policy Statement**

Boards, Committees, and other bodies appointed by the Village of Arrowwood assist municipal government service delivery and provide community members a way to engage in civil service providing advice, expertise, and oversight to municipal decision-making. Committees and volunteers must be governed by fair and equitable policies, and consistent procedures which will encourage community involvement and inspire cooperation.

**PURPOSE**

The purpose of this Policy is to establish:

- a) A framework for calling and receiving applications for public appointments the Village Committees and Boards.
- b) A process for reviewing the applications.
- c) A process for selecting persons to be appointed to the respective Committees and Boards.

**DEFINITIONS**

**Chair** – means the presiding officer of a committee.

**Committee** - means a Committee, Board, or other body constituted and appointed by council.

**Member** – means a member of a committee.

**Term of Council** – means the period for which Council is elected to serve, as governed by applicable legislation.

**Terms of Reference** – document outlining the mandate and committee operational details. Terms of Reference must be approved by Council including any amendments.

**GUIDELINES****1. Calling for and receiving applications**

- a) Recruitment occurrences
  - i. There are three occasions when recruitment occurs:
    - i. Immediately after a municipal election
    - ii. At least annually to fill vacancies
    - iii. To appoint members to a newly established Committee/Board.
- b) Call for applications
  - i. A notice of call for applications will be issued by the CAO in accordance with section 1(a)(i) of this Policy.
  - ii. The notice of call for applications will include:

- i. Name of Committee or Board
  - ii. The number of positions to fill.
  - iii. Eligibility criteria, key qualifications, and desired competencies, if applicable.
  - iv. Process for submitting applications and deadline for receipt of applications.
  - v. Direction to detailed information about the committee/board, current members, and meeting times.
  - vi. Note regarding the confidentiality of personal information.
- iii. The following methods may be used to provide notice of recruitment:
  - i. The Village's website
  - ii. The Village's social media channels
  - iii. The Village office bulletin board
  - iv. The community bulletin board
  - v. Email distribution to Committee/ Board chairs
  - vi. Announcements at Committee meetings.
- c) Application submission
  - i. Persons wishing to apply to the Committee or Board must complete an application form and provide any required or optional supporting documentation in the prescribed format.
  - ii. Complete application forms are to be submitted on or before the application deadline. Alternate methods of submission may be available upon request.
  - iii. Applicants may apply to more than one Committee or Board.
  - iv. Applications will be received until 11:59 p.m. on the specified date. Applications received after the submission deadline and for non- advertised vacancies will not be considered but may be retained to fill future vacancies.
  - v. All personal information will be treated in confidence and protected pursuant to the *Freedom of Information and Protection of Privacy Act*.

## 2. Eligibility Requirements

- a) Applicants must:
  - i. Be a resident, or owner/tenant of property or business in the Village.
  - ii. Be at least 18 years of age.
  - iii. Not be an employee of the Village.
  - iv. Meet any additional requirements required by legislation or otherwise, such as a specific skill set, and experience required for membership established by the Terms of Reference.
  - v. Provide any information as required such as references, proof of accreditation, or education.
- b) Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.
- c) There are no limits to the number of Boards/Committees to which one person may be appointed.
- d) Councillors are permitted to serve on a Board/Committee where permitted within the terms of reference.
- e) Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. The nature of the conflict will be considered in determining whether the applicant should be appointed.

**3. Selection and Appointment**

- a) When the application deadline is reached, the CAO will circulate all applications received within the prescribed timelines with the agenda materials for the next Organizational Meeting of Village Council. The applications will be circulated confidentially and through secured measures.
- b) All applications to fill membership or vacancies that may occur for any Committee or Board will be considered, in a closed meeting of Council, for review.
- c) When the number of applicants is greater than the number of vacancies, the unsuccessful applications will be not be retained. A new application must be submitted with each new recruitment drive. Where new vacancies arise during or immediately after a recruitment drive, unsuccessful applicants from the last drive may be contacted to have their applications re-considered.
- d) The term of appointment cannot exceed the term of Council which made the appointment, unless a bylaw or Term of Reference permits staggered appointments, or other exceptions as approved by the Council.

**4. Notification**

- a) All applicants will be notified in writing of Council's decision, thanking every applicant for their interest.
- b) The membership list on the Village's website will be updated with the names of each new appointee.
- c) The CAO will notify the Chair of the respective Committee/Board, of the new appointee.

**5. Terms of Appointments/Reappointments**

- a) Appointments take effect November 1<sup>st</sup> and expire October 31<sup>st</sup> of year specified by resolution.
- b) Municipal Library board member terms must not exceed 3 years. Vote by Council must be UNANIMOUS if Board member has been on for more than 2 terms or 6 years.
- c) Acknowledging the value of experience and the need for continuity, appointees who are eligible and wish to seek reappointment to serve a subsequent term shall be required to submit a new application at the beginning of each term of Council.
- d) Reappointment is not guaranteed.

**6. Resignations/Removals**

- a) Resignations must be provided in writing to the CAO and shall indicate the date upon which the resignation will commence.
- b) The CAO is responsible for including resignations or removals in the next applicable Council agenda.