

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



**Citizen Appointment to Committees, Boards,
and Authorities Policy
C-026-05**

Effective Date:
November 23,
2022

Part 1 Purpose

- 1.1 It is the purpose of this policy 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 2 Definitions

- 2.1 “MODY” means Municipality of the District of Yarmouth.

Part 3

- 3.1 The *Municipality of the District of Yarmouth* will advertise periodically for upcoming vacancies on various committees, boards, or authorities prior to the expiration date of the term of office.

Part 4

- 4.1 Applicants must be tax payers and/or residents of the *Municipality of the District of Yarmouth*.

Part 5

- 5.1 All vacancies will be advertised in local and social media, and application forms, along with any applicable criteria, will be made available online and through the Municipal office. All postings will indicate *MODY*'s values, intention to accommodate accessibility needs and our commitment to diversity, equity and inclusion.

Part 6

- 6.1 Staff will review all applications to ensure they meet eligibility requirements.
- 6.2 *Council* will review qualifying applications and appoint the citizen to their term of office.

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Part 7

7.1 The term of office will be for a period of two (2) years and shall be staggered to allow for continuity, unless otherwise stated in approved Terms of Reference.

Part 8

8.1 Upon completion of this two (2) year term of office, the citizen appointee may reapply for an additional two (2) year term;

8.2 However, following the completion of the appointee's second two (2) year term of office (four (4) years total), the citizen appointee will not be eligible to reapply for any position for a minimum of one further term of office (two (2) years);

Part 9

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

9.1.1 The individual must comply with the application process;

9.1.2 The term of service would be at the discretion of *Council*, (being either one (1) two (2) year term or two (2), two (2) year terms);

Part 10

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

Part 11

11.1 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.

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Part 12

- 12.1 Unless approved by the committee, boards or authority any citizen absent for three (3) consecutive meetings may be asked for a written letter of resignation or may be dismissed from the committee.

Part 13

- 13.1 The *Municipality of the District Yarmouth* may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected.

Part 14

- 14.1 All citizen appointees sitting on volunteer committees, boards and authorities shall not be compensated. *MODY* recognizes that there may be financial barriers to citizens' participation on committees. In these cases, an expense allotment shall be provided to citizen appointees in an amount to be determined annually by *Council*.

Part 15

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

Part 16

- 16.1 Notwithstanding the foregoing, where an appointment is being made to a separate legal entity, the terms of office outlined by inter-municipal agreement or by the By-laws of that entity shall supersede this policy.

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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)	November 16, 2022
Date of Passage of current Policy	November 23, 2022
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 by Council: November 23, 2022

Date last amended: November 10, 2022

Amendment Log

Date	Amendment Description
11/10/2022	Renumbered policy Part 2 Definitions – added this section Section 3.1 – changed annually to periodically Section 5.1 – added language that postings will provide MODYs values, accommodate accessibility needs and our commitment to diversity, equity and inclusion. Section 6.1 and 6.2 – reworded for staff to review applications and Council appoints the citizen and their term Section 14.1 – added language to recognize financial barriers to citizens' participating on committees. Section 16 – added this section



Municipal Boards and Committees Application Form

The Municipality of Yarmouth has a number of committees and boards with citizen representation. In making appointments to these committees and boards, Council is guided by its Citizen Appointment to Committees, Boards and Authorities Policy. It is the responsibility of applicants to ensure they have read and understood this policy. If you wish to serve on a municipal board or committee, please complete the form below. You may submit a short resume with your application.

I am interested in serving on the following board or committee:

(See our website for a complete list of committees: www.munyarmouth.ca)

Name and Preferred Pronouns:

Address:

(Applicants must be residents or tax payers of the Municipality of Yarmouth)

Phone: _____ Email: _____

How did you hear about this opportunity?

Name of your employer (if applicable):

Name of each corporation or any other business in which you have a controlling interest, or of which you are a director or senior officer (if applicable):

Names of other boards or committees on which you serve (not appointed by MODY) (if applicable):



Why are you interested in serving the Municipality of Yarmouth on this board or committee?

What skills, abilities and specialized knowledge do you have that will assist this group?

What is your level of experience, knowledge or community experience?

Tell us a bit about your advocacy work?

Self-declaration

The Municipality of Yarmouth strives towards having the membership of its boards and committees reflect the diversity of the Municipality's population.

Your answers to these questions will be used for the purposes of measuring the composition of the Municipality's boards and committees and will guide decisions for future initiatives in working towards representation which reflects the Municipality of Yarmouth's population.

The following section is voluntary

If you are interested in serving on the Diversity, Equity and Inclusion Committee, completing this section is mandatory.

This information is **confidential** and will only be viewed by the selection committee and appropriate administration. Please mark all sections that apply to you.



Do you self-identify as part of any of these communities? Please check all that apply.

- | | | |
|--|--------------------------------|--|
| Indigenous | Age | <input type="checkbox"/> 2SLGBTQIA+ |
| <input type="checkbox"/> First Nations | <input type="checkbox"/> 16-30 | <input type="checkbox"/> African Nova Scotia |
| <input type="checkbox"/> Mi'kmaq | <input type="checkbox"/> 31-49 | <input type="checkbox"/> Cultural or Ethnic Minority |
| <input type="checkbox"/> Métis | <input type="checkbox"/> 50-59 | <input type="checkbox"/> Person of Colour |
| <input type="checkbox"/> Inuit | <input type="checkbox"/> 60+ | <input type="checkbox"/> Person with a Disability |

Gender _____

Other Identities? Please Specify _____

When a vacancy arises on the board or committee selected above, your application will be reviewed. Should you be contacted for an interview, you will have the opportunity to elaborate on your application.

Please submit a completed application and resume to the following address, or email hr@munyarmouth.ca.

Municipality of Yarmouth
932 Highway 1
Hebron, NS B5A 5Z5