

CITIZEN APPOINTMENTS POLICY

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1. PREAMBLE

This purpose of this Policy is to establish criteria by which the Village can select or recommend for selection citizens to fill vacancies on Standing Committees, Commissions, or Boards and establish guidelines can be provided to those citizen appointees.

2. COMMITTEES & COMMISSIONS

This Policy shall govern appointments to the following Committees and Commissions, as well as any additional Standing Committees that may be created from time to time:

- Finance & Audit Committee;
- New Minas Area Advisory Committee;
- New Minas Water Commission.

3. ROLES, RESPONSIBILITIES, & TERMS OF REFERENCE

The roles and responsibilities of the citizen appointees are outlined in the Act, By-law, or the Terms of Reference that govern the body to which they have been appointed.

4. GENERAL TERMS

- All vacancies will be broadly advertised in the local area and applications will be made available at the Village Offices. In addition, notification of all available vacancies will be advertised, prior to the expiration date of the term of office, on the website of the Village;
- Any citizen appointee unable to fulfill the attendance requirements or unable to continue service for any reason, shall submit a written letter of resignation according to the Act, By-law, or the Terms of Reference that govern that body, or, if not prescribed, then to the Clerk Treasurer/Chief Administrative Officer;
- Appointments must be residents of the Village and must have lived in the Village for a minimum of six months immediately preceding the appointment; notwithstanding any provision of this Policy, no person may be appointed as a New Minas Water Commissioner unless that person has continuously been rated in respect of property in the Village and has been ordinarily

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resident in the Village continuously for at least three years immediately before the person's appointment;

- Applicants will be notified, in writing, regarding the status of their application, once the review process has concluded;
- Review of applications will be conducted by Chair of the Commission and the Clerk Treasurer/Chief Administrative Officer who shall recommend to the Village Commission individuals for the positions available;
- The Village may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected;
- Upon completion of a term of office, a citizen appointee may reapply for an additional term provided it does not conflict with the Act, By-law, or the Terms of Reference that govern that body.