



Policy Respecting the Appointment of Members Town of Smiths Falls Boards and Committees

Date Approved: January 4, 2010 (via By-law:8279-2010)

Amended via By-law 8286-2010 (Feb 16/2010)

Amended By-law via 8374-2010

Recruitment

- (a) That the selection process be open to all residents/property owners and/or business owners of the Town of Smiths Falls who are at least 18 years of age and a Canadian Citizen. (Note: Additional requirements may be requested by the individual Boards and Committees, if they are governed by separate legislation, policies or mandates);
- (b) Non-Residents, who are at least 18 years of age, will be permitted to apply for Advisory Boards only. All other provisions of this policy will remain in effect. At no time shall non-resident membership exceed 1/3 membership. When candidates are deemed to be equally qualified, preference will be given to local residents. An Advisory Board is a body that advises staff on certain issues as to what recommendations staff will bring forward to Council. Advisory Board members are not compensated monetarily.
- (c) That Town Council wishes to ensure that its Boards and Committees reflect the Town's population and encourages all residents and business owners to consider this opportunity. Business names are registered with the Companies and Personal Property Security Branch (CPPSB) of the Ministry of Government and Consumer Services (MGCS) and are placed on the Public Record maintained by CPPSB for public disclosure. The onus is on the Business owner to provide proof of ownership before their application can be submitted.
- (d) That membership on all Boards and Committees, with the exception of those terms of office defined by provincial or federal legislation, will be recommended to the incoming Council, to serve for a period of four years, which coincides with the Term of Council; **All members of the various Boards/Committees will continue to serve until the new appointments are made via resolution by the new Council. The position of Councillors who are not re-elected shall be deemed vacant at the end of their Council term unless otherwise filled by appointment of an interim representative. Councillors who are re-elected will continue to serve until the new appointments are made via resolution by the new Council.**
- (e) That the Town Clerk be directed to advertise all citizen member vacancies on Boards and Committees on the Town's website (as a minimum) and/or relevant local media, and through other appropriate methods (generic advertisement attached as Appendix A);
- (f) That applicants be permitted to apply for membership on the various Boards and/or Committees however no more than two (2) appointments to the Boards and/or Committees shall be made by Council; Applicants will be encouraged to prioritize their applications.

- (g) That an Orientation Session(s)/Meeting be held at the start of the term of each new Council by the Staff Resource for each Board/Committee.
- (h) That a standard application (attached as Appendix B) and information regarding all the Committees (ie. Terms of Reference, Mandate, approximate number of meetings per year etc.) be made available at the Town Clerk's Office, and the Town's web-site (www.smithsfalls.ca); and
- (i) That completed application forms be returned to the Town Clerk's Office by the application deadline date, as set out in the advertised Public Notice. **Notwithstanding this requirement, which has been included to assist with the clerical processing of applications, Council may consider applications received at any time to ensure opportunity for maximization of community participation**

Selection Process

- (j) Council as a whole will:
 - (i) Review citizen member applications to Town Boards and Committees to determine a short-list of applicants during an In-Camera session of Committee of the Whole.
 - (ii) Interview applicants (In-Camera session of Committee of the Whole); where required. If Council determines that an interview is appropriate, the staff resource for the Boards or Committees to which the citizen member vacancy applies, shall attend the interviews and serve as a non-voting resource person. The interview questions shall be reviewed by Human Resources before the interview process.
 - (iii) After full discussion at Committee of the Whole as a Priority Issue, a resolution to formally appoint members to the various Boards and Committees will be brought forward to a Council meeting.

Interview Process (if required)

- (k) That Interviews be conducted, where required, with those applicants who are most suited to serve on the Town Boards and Committees as follows;
 - (i) Applicants will be notified verbally or in writing of their interview date and time by the Town Clerk's office; and
 - (ii) The allotted time for each interview will be approximately ten (10) minutes in length; and,
 - (iii) An established set of interview questions will be developed by the various Town Boards and Committees with the assistance of the Town Clerk's Office; and,

- (iv) The Town Clerk's Office will notify all applicants in writing once the appointments have been approved by Council.

Role and Responsibility of Members

- (l) Members will be appointed to Town's Boards and Committees based on their interest, experience and availability. All eligible applicants are encouraged to make themselves familiar with the Terms of Reference and mandated activities of the Boards and Committees; and
- (m) Members are required to attend and participate fully in the meetings;
 - (i) Members of the Town Boards and Committees, who miss three (3) consecutive meetings without Committee approval, may be subject to replacement on the Agency, Board or Committees; and
 - (ii) Any citizen member of the Town Agencies, Boards and Committees who is absent for more than fifty per cent (50%) of the meetings during their term of appointment shall not be eligible for reappointment; and
 - (iii) Appointed members are expected make themselves familiar with the Terms of Reference and mandated activities of the Boards and/or Committees
- (n) Members of Town Boards and Committees are bound by the Municipal Conflict of Interest Act. Copies of this act are available in the Town Clerk's Office or on the Province of Ontario's e laws web-site: www.e-laws.gov.on.ca

Recognition of Members

- (o) That members of the Town's Boards and Committees be recognized for their work by the Mayor and Council, in the form of an Annual Appreciation Reception and by invitation to the Town's Annual Christmas Party.



SAMPLE NOTICE **TOWN OF SMITHS FALLS** **APPOINTMENTS TO COMMITTEES AND BOARDS**

TAKE NOTICE THAT applications, whether by delivery, fax, email or regular mail addressed to the undersigned, will be received until _____ p.m., _____ from any member of the general public who desires to have their name considered for appointments to the following local Boards and Committees.

Applicants must be residents/property owners and/or business owners of the Town of Smiths Falls who are at least 18 years of age and a Canadian Citizen. Non-Residents, who are at least 18 years of age, will be permitted to apply for Advisory Boards only. When candidates are deemed to be equally qualified, preference will be given to local residents. Individuals are being sought for the following Boards and Committees for a four year term. There are a limited number of members required for each committee or board.

LIST OF ALL BOARDS/COMMITTEES

Please complete the attached application form and return to the Town Clerk's Office by the application deadline. Application forms will be reviewed by the Town Council and staff and applicants may be considered for interviews based on the information provided in their application. Members will be appointed to the Town's Boards and Committees based on their interest, experience and availability. Written notification will be sent to all the applicants once Council has made their final appointments.

If applying for more than one Town Board and/or Committee, applicants are asked to complete separate application form for each submission (prioritizing your selection). Although numerous applications may be submitted for the various Boards and/or Committees, a maximum of two appointments will be made.

Members of the public who are currently serving on boards/committees and are interested in continuing to serve the Town are requested to follow the same submission process.

Kerry Costello, Town Clerk
Town of Smiths Falls
P.O. Box 695
77 Beckwith Street North
Smiths Falls, ON K7A 4T6
Phone: (613) 283-4124
Fax: (613) 283-4764
kcostello@smithsfalls.ca



APPLICATION FORM

(PLEASE PRINT)

1. Application for Appointment to (name of Board or Committee):

2. Name: _____

PLEASE NOTE Business Owners who are Non-Residents: Business names are registered with the Companies and Personal Property Security Branch (CPPSB) of the Ministry of Government and Consumer Services (MGCS) and are placed on the Public Record maintained by CPPSB for public disclosure. The onus is on the Business owner to provide proof of ownership before their application can be submitted.

3. Mailing Address: _____
(Please include Postal Code)

4. Telephone Number(s): Home: _____

Work: _____

Cell: _____

5. E-mail Address: _____

6. Business/Work Experience in the Past Five (5) Years:
(Note: if self-employed or retired, please indicate your current or previous occupation)

7. How is your business/work experience or educational background related to the mandate of the Board/Committee? Please explain.

8. Please state why you are interested in serving on this Board/Committee?

Note: If you are a Non-Resident please demonstrate the nature of your interest in the Smiths Falls community (e.g. employment, born here, proximity of their residence and/or work

9. What skills, abilities and specialized knowledge do you have that will assist this body?

10. Have you read the Board/Committee description and are you able to commit the time required to carry out these duties?

11. Have you previously been a member of this or any other Town of Smiths Falls Board/Committee? If "yes", please identify which Committee and when you served.

12. Are you applying to serve on another Board/Committee? If "yes", please indicate the name of the Committee and prioritize your application(s).

Please note that a if applying for more than one Town Board and/or Committee, applicants are asked to complete separate application form for each submission (prioritize your selections).

14. Please add any additional information and/or comments below:
(Resumes can be submitted with your application form but will not be accepted instead of).

Signature

Date

Personal information on this form is collected under the authority of Section 238 of the Municipal Act, 2001, S.O.2001,c.25 (as amended) and will be used to determine the qualifications for appointment to Town Boards and Committees. Names of successful applicants may be made public, provided to the media and posted on the Town of Smiths Falls' web-site. Questions about this collection should be directed to the Clerks Office.

PLEASE RETURN TO:
Nadine Bennett, Deputy Clerk
Town of Smiths Falls
P.O. Box 695
77 Beckwith Street North
Smiths Falls, ON K7A 4T6
Phone: (613) 283-4124
Fax: (613) 283-4764
nbennett@smithsfalls.ca