

| POLICY | |
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| Policy Number: CLK2021-001 | Date Approved: February 2, 2021 |
| Department: Clerk | Date Reviewed: |
| Committee Member Appointment Policy | |

1. Policy Statement

The Town of Kirkland Lake values public engagement. Involving residents in Committees of Council strengthens the sense of community and encourages public involvement.

2. Purpose

The purpose of this policy is to establish a selection process for appointing residents to Committees of Council to ensure all interested parties are treated equally.

3. Scope

This policy applies to the appointment of residents to all Town of Kirkland Lake Committees of Council in accordance with any further instruction within the respective Committee's Terms of Reference. The selection of Board members should follow the same process unless the Board's governing legislation outlines differently.

4. Definitions

Committee of Council: Established to provide guidance and advice to Council on matters pertaining to the Committee's mandate. It may include residents, members of Council and municipal staff. Their specific scope and purpose are outlined within their Terms of Reference.

Local Board: Public bodies connected to municipal government that are involved with the provision of services. They are governed by Provincial Acts and thus are subject to additional legislated rules and regulations. Boards operate with varying degrees of independence from Council.

Resident: A member of the public that lives within the municipal boundaries.

Terms of Reference: A document that outlines the Committee's purpose and further requirements for appointments.

5. Policy & Procedures

Committees and their appointments are determined by Council and are reviewed each term. The Committee's Terms of Reference will stipulate the length of the appointments/timeline for review outside of a Council term. Nearing the end of the term, or when a vacancy arises, a call for applications will be advertised through the municipal website and social media platforms. Submissions are to be received in writing to the Clerk's department noting relevant experience, availability and contact information. Residents wishing to sit on a Committee must live or own property within the municipal boundaries to be considered. Residents previously appointed to committees are not guaranteed to be re-appointed and need to express interest to continue being a member in writing within the same deadline posted for the new applications. Once the call for applications has closed, all applications received to the Clerk's department will be placed on the next Regular Meeting of Council agenda for consideration by Council in Closed Session, with the final resolution noting appointments to be passed in Open Session.

Unless otherwise stipulated, Committee appointments are volunteered positions. Volunteers for the Town of Kirkland Lake are expected to uphold themselves in a professional manner and abide by all Town policies and by-laws. Training may be required.

Committee members who miss 3 consecutive meetings without explanation to the Committee secretary will be deemed to have resigned and the committee will determine if the vacancy is required to be filled before the next term.

Council may review and make changes to committee appointments at any time if required.

6. Summary

Selecting residents to Committees of Council is determined by Council resolution. Applications must be made to the Clerk's department in writing. The Committee's Terms of Reference may outline further requirements for Council to consider during the selection process.