



Town of Grimsby

Policy for Community Member Appointments to Committees/Boards

This policy outlines the guidelines for Community Member appointments on Committees and Boards of the Town of Grimsby. Committees/Boards with citizen engagement play an important part of the decision making process for the Town of Grimsby. The Town of Grimsby values the dedication and knowledge that citizen appointments offer to the Corporation and the community.

1. This Policy Applies to:

- a. All Advisory Committees and Boards that are held by the Town of Grimsby and that report to Standing Committees or Council.
- b. This policy may not apply to special event working groups / committees or special purpose committees. In these cases the staff liaison for the group will provide oversight to the committee using principles of this policy and others as applicable.

2. Committee Application and Appointment Principles

- a. Community member appointments on Town of Grimsby Committee/Boards shall be referred to as Committee Members once appointed.
- b. All applicants must be eligible to vote in the Town of Grimsby.
- c. All applicants must complete the Committee / Board Committee Member Application Form. The list of applicants may be reviewed by the Town Clerk, any member of the Selection Committee, any member of Town Council, and the Town Manager.
- d. Application forms shall be available upon request at the Town Clerk's office, and they will also be available on the Town of Grimsby website.
- e. Vacancies shall be publicly advertised and all applications will be considered.
- f. Applications will only be received/retained when a vacancy exists. All applications that are not selected will be discarded 2 months after the selections are approved.
- g. The methods of advertising committee vacancies may be tailored, in consultation with the Town, to the specific needs of the Committee.
- h. Applicants are limited to a maximum of one appointment per Council term, but may apply for up to three Committees/Boards. A second committee appointment may be made for a community member if special circumstances exist and if directed/approved by Council.
- i. All previous committee members must re-apply at the start of each new Committee term. Previous participation on a committee does not guarantee selection on subsequent committee terms.
- j. Current employees of the Town of Grimsby are not eligible for appointment.
- k. Vacancies on Committees that arise mid Council term will be re-advertised and reviewed by a Selection Committee with the intention of filling any vacancies within a maximum of three months.
- l. Community Member appointments are for the duration of a Council term, and until the next appointments are approved.
- m. The appointment will be terminated if the Community member ceases to reside in the Municipality or is not otherwise eligible to hold office.
- n. Community members who wish to resign their position must do so in writing to the staff member on the Committee and/or to the Clerk.

- o. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Overall fit with the Committee and previous experiences will also be considered.
- p. The Selection Committee By-law (#19-63) outlines the terms for carrying out the selection process.
- q. The Town Clerk and/or staff appointee to the Selection Committee will be responsible for communicating the decisions to all applicants.
- r. Length of Service Terms for appointments to Committees will be a maximum of two consecutive terms on the same committee (or a maximum of 8 consecutive years). This length of service term may be extended by 4 years if approved by resolution of Council.
- s. Council may appoint temporary Committee/Board members as they deem necessary, including the appointment of additional members of Council.

3. Meeting Participation Principles

- a. Each member of the Committee is an independent representative to the Committee and does not represent the concerns of outside interests. The members of the Committee shall work together for the purpose of developing a common approach that is reasonable and practical.
 - b. Community Member Appointments are considered volunteers with the Town of Grimsby; they are not paid employees or Members of Council.
 - c. Community Member Appointments are only considered to be volunteering for the Town of Grimsby when participating in Town events as part of meetings or requested engagements related to the Committee that they participate on.
 - d. Each appointee shall sign a Declaration of Appointed Office which is similar to that sworn by Council requiring the disclosure of any conflicts of interest.
 - e. It is the responsibility of all appointed members to comply with:
 - i. Town of Grimsby Procedural By-law No. 07-81.
 - ii. Workplace Violence and Harassment Policy
 - iii. Accessibility training
 - iv. Code of Conduct
 - v. The By-Laws or Terms of Reference for the Committee, if applicable.
 - vi. The Municipal Act, Municipal Freedom of Information and Protection of Privacy Act and any other applicable laws, policies and legislation.
 - f. The Committee members will determine a regular meeting schedule.
 - g. In the event of a conflict of interest, the Municipal Conflict of Interest Act shall be the guide for members of the Committee.
 - h. Members are required to provide advance notice if unable to attend any meeting.
 - i. The appointment will be terminated if the Community member is absent from the meeting of his/her committee or board for three consecutive months without a resolution from the committee or board authorizing the absence.
 - j. A member will not be replaced on a Committee within 6 months of a regular municipal election unless it is deemed necessary to do so by the Town.
 - k. The Town of Grimsby may, at its discretion, review the composition of the Committee at any time to ensure that it is working effectively.
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