



Administrative Policy # 2025-03

Citizen Appointments to Committees, Commissions and Boards

Purpose:

The purpose of this policy is to establish criteria by which Town Council can appoint citizens to fill vacancies on Committees, Commissions, Boards, Advisory Boards, etc. and by which guidelines can be provided to those citizen appointees.

Policy:

1. The Town of Digby will advertise all available vacancies prior to the expiration date of term of office.
2. Applicants must be residents of the Town of Digby and must have lived in Digby for a minimum of six (6) months.
3. All vacancies will be advertised on the Town Website, Facebook Page and/or local publications.
4. The nomination Committee will review applications received and select individuals most suitable for the positions available and recommend their selection to Council for appointment.
5. Council shall make appointments by resolution.
6. The term of Office will be for a period of three (3) years beginning on the date of appointment.
7. Upon completion of this three (3) year term of office, the citizen appointee may reapply for an additional three (3) year term.
8. However, following the completion of the appointee's second three (3) year term of office (six (6) years total) the citizen appointee will not be able to reapply, for a

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minimum of one (1) term of office. (Three (3) years). Council reserves the right to reappoint an appointee who has completed their second term of office in the event the town has not received any suitable applications for the vacancy.

9. When more than one citizen appointment is required to a committee, commission or board on the same date one appointment will be for a three (3) year term, the other will be a two (2) year term to ensure continuity.
10. Sections 6, 7, 8 & 9 do not apply to appointments to the Digby Water Commission or any other Board, Commission or Authority, whose memberships are defined in their incorporation documents.
11. Written contact will be made with all applicants, whether or not they have been successful in being selected for a vacancy.
12. Citizen appointees may be required to make a presentation to Council at least twice a year.
13. A person appointed by the council as a member of a board, commission or committee pursuant to this Policy or any other Policy or By-law of the Town of Digby, or Act of the Legislature who, without leave of the board, commission or committee, is absent from three (3) regular meetings per year, ceases to be a member.
14. Any Citizen Appointee unable to continue service for any reasons should submit a written letter of resignation.
15. Any Citizen Appointee must adhere to the Code of Conduct for Citizen Members Appointed by Council on Advisory Committees, Boards, Commissions, and Committees as may be amended from time to time and sign the "Statement of Commitment to the Code".
16. Conversely the Council may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected.
17. The Town of Digby appreciates the time and energy dedicated by citizen appointees.

Responsibilities:

18. The Council or its designated committee will:
 - (1) Review, amend, and adopt changes in the Citizen Appointments to Committees, Commissions and Boards Policy

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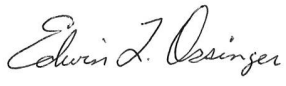
- 19 The Chief Administrative Officer (or designate) will:
- (1) Ensure the implementation of the Citizen Appointments to Committees, Commissions and Boards Policy.
 - (2) Recommend changes to the Citizen Appointments to Committees, Commissions and Boards Policy where considered appropriate.
 - (3) Monitor the effectiveness of the Citizen Appointments to Committees, Commissions and Boards Policy.

Other:

20. This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) years from the date of adoption.

Repeal:

21. This policy repeals and replaces Administrative Policy #2004-03 Citizen Appointments to Committees, Commissions and Boards.

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice:	<u>February 18, 2025</u>
<i>Date of adoption:</i>	<u>March 3, 2025</u>
Policy effective date:	<u>March 4, 2025</u>
I certify that this Administrative Policy # 2025-03 Citizen Appointments to Committees, Commissions, and Boards was adopted by Council as indicated above.	
 <hr/>	<u>March 4, 2025</u>
CAO/Clerk	Date