



MUNICIPALITY OF THE COUNTY OF KINGS

Citizen Appointment To Boards And Committees

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Purpose: It is the policy of the Municipality of the County of Kings to establish criteria by which the Municipal Council can select citizens to fill vacancies on Boards and Committees, etc. and by which guidelines can be provided to those citizen appointees.

- Policy:**
- The Municipality of the County of Kings will advertise all available vacancies prior to the expiration date of the term of office and place notification on the website;
 - Applicants must be residents of the Municipality of the County of Kings, and must have lived in the Municipality for a minimum of 6 months;
 - All vacancies will be advertised in the local newspapers, and application forms, applicable policies, etc., will be made available at the Municipal Clerk's Office;
 - Members of the Nominating Committee will review those applications received and will recommend to Municipal Council individuals for the positions available;
 - Upon completion of the term of office, the citizen appointee may reapply for an additional term;
 - However, following the completion of the appointee's second term of office, the citizen appointee will not be eligible to reapply for any position, for a minimum of one term of office;
 - Written contact will be made with all applicants, whether or not they have been successful in being selected for a vacancy, following the expiry of the notice of reconsideration period of Council, and information on the citizen appointees selected forwarded to the appropriate agency;

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- An annual honorarium will be paid to all citizen appointees, as per the Policy on Councillor and Committee Remuneration;
- Any citizen appointee unable to fulfill the attendance requirement for the Board or Committee or unable to continue service for other reasons shall submit a written letter of resignation to the Municipal Clerk;
- Conversely, the Municipality may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected.

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Citizen Appointment To Boards And Committees Application Form

(Boards, Committees, Commissions)

ADMIN-01-002

Board/Committee applied for: _____

Name _____ **E-Mail** _____

Civic Address (include postal code)

Mailing Address (include postal code)

Daytime Phone # _____ **Cellular Phone #** _____

Length of Residence in Municipality of the County of Kings: _____

Relevant experience and background that you would bring to the position for which you are applying: Please attach additional documentation if desired. (Ex. cover letter or resume)

If successful, you may be contacted to provide your SIN for accounts payable purposes because some committees receive honorariums therefore you would receive a T4A Form before February 28th of each year.

By submitting your application you are authorizing the Municipality of Kings to post a summary of your qualifications for the citizen boards/committees.

Signature _____ **Date** _____

Applications must be submitted prior to 4:30 pm on the closing date to:
Lisa Amon, Municipality of the County of Kings PO Box 100, Kentville, NS B4N 1N5
lamon@countyofkings.ca Fax 902-679-2820

All applicants will be notified following the decision of the Municipal Council.

For office use only: Closing Date: _____ Application Received: _____
Council Appointment/Nomination Date: _____
Term: _____ to _____
Replacing: _____ Honorarium amount: _____
SIN: _____ Copy to AP: _____
Notification 60 days prior to term expiring: _____
Post Vacancy at the end of term: _____