



MUNICIPALITY OF THE COUNTY OF KINGS

Citizen Appointment To Boards And Committees

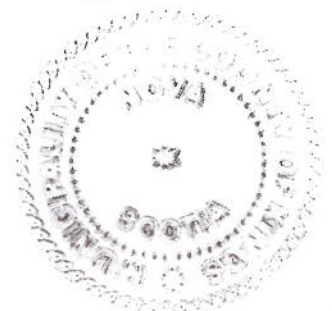
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Approval Date: December 6, 2005
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Purpose: It is the policy of the Municipality of the County of Kings to establish criteria by which the Municipal Council can select citizens to fill vacancies on 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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Page 2 of 2





MUNICIPALITY OF THE COUNTY OF KINGS
Citizen Appointment to Boards and Committees Application Form
(Boards, Committees, Commissions) ADMIN-01-002

Amended Sept 2019

Board/Committee applied for: _____

Name _____

E-Mail _____

Civic Address (include postal code)

Mailing Address (include postal code)

Preferred Phone # _____

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

***Please attach a cover letter and/or resume outlining any relevant experience and background that you would bring to the position for which you are applying.**

Self-Identification

The Municipality of the County of Kings is committed to ensuring the communities we serve are represented through our Citizen appointments to Municipal Committees. We are actively seeking applications from racially visible persons, persons with disabilities, members of other traditionally under-represented groups. We understand the process of self-identifying can be difficult for some people. However, we ask applicants to assist us in this mandate of increasing representation of equity seeking groups by selecting one or more of the following options

- | | |
|---|--|
| <input type="checkbox"/> Indigenous | <input type="checkbox"/> Women |
| <input type="checkbox"/> Black/African Nova Scotian | <input type="checkbox"/> Newcomer/Immigrant |
| <input type="checkbox"/> Visibly Racialized | <input type="checkbox"/> Youth (30 or under) |
| <input type="checkbox"/> Person with Disability | <input type="checkbox"/> 2SLGBTQ+ |

If successful, you may be contacted to provide your SIN for accounts payable purposes as 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 provide your qualifications to the Nominating Committee and evaluators as required to fill the citizen vacancy and understand that all or part of this application may be made available to the public in accordance with the federal Access to Information and Protection of Privacy Act and the provincial Freedom of Information and Protection of Privacy Act.

Signature _____ **Date** _____

Applications must be submitted prior to 4:30 pm on the closing date to:

Nominating Committee, Municipality of the County of Kings
181 Coldbrook Village Park Dr. Coldbrook, NS B4R 1B9

Email. nominatingcommittee@countyofkings.ca | Fax. 902-679-2820

**All applicants may be contacted to arrange a preliminary meeting or interview.
All applicants will be notified following the decision of the Municipal Council.**

For questions, please contact | nominatingcommittee@countyofkings.ca | ph. 902-690-6191



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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: _____