

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW 19-2025

Being a By-law to Adopt a Citizen Appointment Policy for Boards and Committees of the
Village of Merrickville-Wolford

WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 11(1) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it appropriate and in the public interest to adopt a Citizen Appointment Policy for Boards and Committees of the Municipality;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. A Citizen Appointment Policy is hereby established and adopted and forms part of this by-law as Schedule "A". This Policy attached as Schedule "A" shall be made part of this By-law as fully as if recited herein.
2. Any by-laws that do not conform with this by-law are hereby repealed.
3. This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 24th day of March, 2025.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk



Schedule “A” to By-law 19-2025 Citizen Appointment Policy Committees and Boards

Approval Date	
Last Revised	
Policy Area	Clerk’s Department

1. PURPOSE

- 1.1 The Council of the Corporation of the Village of Merrickville-Wolford (the “Municipality”) recognizes that Committees and Boards play an important part in the decision-making process by providing Council and staff advice and expertise from the community.
- 1.2 The Municipality is committed to ensuring the appointment of qualified candidates to its Committees and Boards in a manner that is transparent, fair and consistent.
- 1.3 The purpose of this Policy is to establish a:
- a) Framework under which all committees established by Council will operate;
 - b) Framework for calling and receiving applications for public appointments;
 - c) Process for reviewing applications; and
 - d) Process for selecting persons to serve on Committees and Boards.

2. SCOPE

- 2.1 This Policy shall govern the actions of Council and of the municipal staff who support the recruitment of public representatives to Committees and Boards, and Council which selects and confirms each appointment and receives resignations.
- 2.2 This Policy does not apply to:
- a) Council Member appointments;
 - b) Provincial appointments made by the Order of Council; and
 - c) Selecting volunteers to working groups, when required.

2.3 Where criteria for a Committee is prescribed in legislation, the Terms of Reference for that Committee would have to adhere to legislation.

3. POLICY STATEMENT

Establishing Committees

3.1 Council may establish Committees in accordance with the Framework attached hereto as Appendix A, and determine the composition, mandate, duties and reporting responsibilities through the Terms of Reference of each Committee.

3.2 Terms of References will be developed on a case-by-case basis.

3.3 Committee activities shall be limited to the mandate and responsibilities set out in the Terms of Reference. Any additional duties or responsibilities, or any expansion of a Committee's mandate, must be approved by Council via a new Terms of Reference.

Recruitment Occurrences

3.4 The following occasions are where recruitment occurs:

- a) At the beginning of each new term of Council;
- b) Once annually in the last quarter of each year to fill vacancies;
- c) Where quorum becomes unattainable for a Committee;
- d) To appoint Members to a newly established Committees/Boards.

3.5 A notice of the call for applications will be issued by staff and shall include:

- a) Name of the Committee or Board;
- b) The number of positions to fill;
- c) Eligibility criteria, key qualifications and desired competencies, if applicable;
- d) Process for submitting applications and deadline for receipt of applications;
- e) Direction to obtain detailed information about the Committee/Board and meeting times; and
- f) Note regarding the confidentiality or personal information.

3.6 The following methods may be used to provide notice of recruitment:

- a) On the Municipality's website.
- b) The Municipality's social media channels.

- c) Signage at the Municipal Office and at community bulletin boards.
- d) Announcements at Council and Committee meetings, if appropriate and time permitting.

3.7 Persons wishing to apply to the Committee or Board must complete an Application Form as prescribed by the Clerk and provide any required or optional supporting materials.

3.8 Application Forms are to be submitted on or before the set application deadline. Alternate methods of submissions may be made available upon request.

3.9 Applicants may apply to more than one Committee or Board, however, applicants must submit one application per Committee/Board.

3.10 Applications will be received until 4:30 p.m. on the specified date.

3.11 Applicants must:

- a) Be a resident, or owner/tenant of property or business in the Municipality;
- b) Be at least 18 years of age (unless otherwise indicated in the Terms of Reference);
- c) Not be an employee of the Municipality;
- d) Meet any additional eligibility requirements required by legislation or Terms of Reference;
- e) Provide any information as required such as a resume, references, proof of accreditation, or education.

3.12 Applicants must be 18 years of age or older to sit on a Committee/Board.

3.13 Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.

3.14 There are no limits to the number of Boards/Committees to which one person may be appointed.

3.15 Members of Council are permitted to serve on a Board/Committee where permitted within the Terms of Reference.

3.16 Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. The nature of the conflict will be considered in determining whether the applicant should be appointed.

Selection and Appointment

- 3.17 Council will serve as the selection panel to appoint members to serve on the Committees and Boards.
- 3.18 When the application deadline is reached, staff will circulate all applications in a confidential manner to Council with the agenda for the next available Council meeting.
- 3.19 Council shall discuss and consider all applications in Closed Session. As part of the Rise and Report, the successful applicants will be appointed in Open Session via resolution of Council.
- 3.20 When the number of applicants is greater than the number of vacancies, the unsuccessful applications will be retained only if with the applicant's permission.
- 3.21 Where new vacancies arise during or immediately after a recruitment drive, unsuccessful applicants from the last drive may be contacted to have their applications re-considered.
- 3.22 The term of appointment shall be in accordance with the Terms of Reference but shall be no longer than the term of Council.

Notification

- 3.23 All applicants will be notified in writing of Council's decision, thanking every applicant for their interest.
- 3.24 The membership list on the Municipality's website will be updated with the names of each new appointee.

Reappointments

- 3.25 Acknowledging the value of experience and the need for continuity, appointees who are eligible and wish to seek reappointment to serve a subsequent term shall be required to submit a new application at the call for applications.
- 3.26 Reappointment is not guaranteed.

Rescinding Appointments

- 3.27 Council may rescind appointment at any time without notice.

3.28 If a member misses three (3) consecutive meetings without a resolution of the Committee allowing for such, the appointee will be deemed to have forfeited their position.

Remuneration

3.29 The members of the Committee would only receive remuneration if required by legislation or in accordance with the specific Terms of Reference of such committee subject to budget approval.

4. RESPONSIBILITIES

4.1 Council shall:

- a) Approve all Terms of References.
- b) Consider applications to fill vacancies.
- c) Make appointments to the Committees and Boards by resolution.
- d) Receive all resignations.
- e) Approve this policy and any changes to this policy as needed.

4.2 The Clerk is responsible for:

- a) Directing compliance and resolving any conflicts with this policy.
- b) Managing any procedures including maintaining the application form.
- c) Providing notice of recruitment.
- d) Making application materials available to individuals who wish to apply for appointment as new members during an active recruitment drive.
- e) Preparing letters to send to all applicants concerning the status of their application.
- f) Notifying the Boards and Committees of appointments made by Council.
- g) Maintaining all records pertaining to appointments to Boards and Committees.

Reporting

4.3 No additional reporting is required.

Records Management

4.4 Staff must maintain all records relevant to administering this policy in accordance with the Village's Records Management By-law.

5. RELATED DOCUMENTS AND LEGISLATION

5.1 This policy is subject to the following:

- a) All applications containing personal information and submitted to the Municipality in response to the call for applications shall be treated as personal information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- b) Pursuant to Section 239(2)(b) of the *Municipal Act*, 2001, S.O. 2001, c.25 regarding closed meetings, a meeting or part of a meeting may be closed to the public if the subject matter being considered is about an identifiable individual. After due consideration in closed session, a vote on any recommendation for appointments arising from closed session deliberations shall be called in open session.
- c) The Municipality's Procedure By-law as it relates to rules of procedure for Meetings of Council and its Local Boards and Committees.

6. FEEDBACK

6.1 Feedback and to report suspected instances of noncompliance, please contact the Clerk at clerk@merrickville-wolford.ca.

7. APPROVAL AND REVIEW DETAILS

Approval & Review	Details
Approval Authority	Council
Administrator	Clerk
Next Review Date	November 2026