



INFORMATION MANUAL

A-III-1
Legal Department
Office Consolidation
February 3, 2020

Subject: APPOINTMENTS
Department/Division: Boards and Committees
Source: City Council
Date: 2016 11 07

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POLICY STATEMENT	The City of Sault Ste. Marie is committed to ensuring the appointment of qualified candidates to boards and committees in a manner that is open, transparent, fair and equitable and strives for representation that is consistent with the makeup of the community.
PURPOSE	This policy outlines the process by which council members and citizens are appointed to boards and committees, whether they be boards and committees of Council, other boards and committees or boards and committees to which Council nominates members for consideration.
PUBLIC NOTICE	The Clerk's Department issues public notice to all media and the corporate website concerning upcoming vacancies on boards and committees including the form of application approved by Council and the timeline for receipt of applications..
APPLICATIONS	<p>A citizen must submit an application on the form provided by the City Clerk if he/she is interested in serving on a board or committee. Council members must indicate their interests in writing to the City Clerk following the same timeline as citizen applications.</p> <p>Council may make appointments at their discretion and are not limited to only eligible electors except where provided otherwise by statute. No citizen shall be appointed to more than five (5) boards and committees.</p>
ELIGIBILITY OF CITIZENS	
ELIGIBILITY OF CITY EMPLOYEES	<p>City employees are not eligible for appointment to the:</p> <ol style="list-style-type: none">1) Parks & Recreation Advisory Committee, or2) Committee of Revision.3) Public Library Board

NOMINATING
COMITTEE

A Nominating Committee, consisting of three members of Council and the Deputy City Clerk, Secretary/Treasurer — Committee of adjustment, Deputy CAO, Community Development and Enterprise Services, Manager of Recreation and Culture, Curator — Ermatinger/Clergue National Historic Site and the Accessibility Coordinator shall consider all citizen applications with reference to particular skills required by various boards and committees. The Nominating Committee shall provide a slate of recommended citizen applicants to Council for their consideration. **[Amended by By-law 2020-54]**

APPOINTMENTS

City Council will meet in open session, either at a regular meeting or a special meeting called for that purpose to make appointments to the boards and committees.

The agenda for such meetings shall contain the names of all applicants (council members and citizens) who have indicated an interest in serving on the boards and committees being considered. Further to the Municipal Freedom of Information and Protection of Privacy Act (MFFIPA) the application forms and supporting material for each applicant shall be circulated only to Council.

Council may request further information concerning an applicant, either in writing or by personal attendance at the meeting.

When considering citizen appointments to a particular board or committee, members of council shall consider the recommended slate of applicants recommended by the Nominating Committee. Council shall nominate members of Council for consideration of appointments requiring a member of Council.

Should the number of nominees exceed the number of vacancies for a board or committee, balloting will take place in accordance with the provisions for simultaneous recorded vote in the procedure by-law.

Every appointment made by Council to boards and committees shall be at the pleasure of Council, whether or not the appointment is for a specified time period.

APPOINTEES
NOTIFIED

The City Clerk notifies all appointees in writing of their appointments following the meeting.