

## Region of Queens Municipality

### Administrative Policy 3 - Respecting COUNCIL APPOINTMENTS TO COMMITTEES

**WHEREAS** the Municipal Government Act provides that Council may, by policy, require that where a council member is nominated or appointed by the Council to a board, committee, or other position or is otherwise appointed as a representative of the municipality, Council is desirous of adopting requirements and expectations of all such appointments;

**AND WHEREAS** the Municipality is desirous of establishing a policy for such situations;

**THEREFORE BE IT RESOLVED** that prior to the first meeting of Council after each regular election, each member of Council shall submit to the Mayor the committees that they wish to be a member of and thereafter the Mayor and Deputy Mayor shall meet to deliberate on all requests and bring forward the proposed committee appointments to the second meeting of Council after such election for possible debate and amendments, followed by the approval of Council, with all appointments for two years unless otherwise established by independent terms of reference or external policy;

**AND FURTHER BE IT RESOLVED** that upon the expiration of the established committee appointments, all members shall retire from their respective committees and be eligible for re-appointment, but no member of Council shall be eligible to be re-appointed to more than 50% of the current appointments for the next two-year term or such term as established by independent terms of reference of external policy with future committee appointments being recommended by the Mayor and Deputy Mayor to Council for approval;

**AND FURTHER BE IT RESOLVED** that members of Council subject to this policy shall circulate all minutes, reports, budgets, financial statements, and other relevant material to all members of Council within two weeks of receipt during the term of their appointment; and failing to do so for more than two consecutive meetings shall be grounds for Council to remove the Council member from that committee without appeal by the Council member;

**AND FURTHER BE IT RESOLVED** that Council members appointed according to this policy shall be representatives of Council at the committee or board meetings and shall act as liaison between the committee or board and Council, but shall not act as an advocate or lobbyist for that committee or board at Council meetings or with municipal staff to gain a financial or other advantage that are not available to other groups or organizations evenly;

**AND FURTHER BE IT RESOLVED** Council shall only appoint Council members to external committees where Council has a direct financial interest in the board or committee other than nominal or only through the provision of grant funding, is a partial or full owner of assets of the board of committee, or is required according to provincial or federal legislation;

**AND FURTHER BE IT RESOLVED** that where a member of Council is appointed by the Council to any board or committee or other position, or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses, to which the member is entitled shall be paid to Region of Queens Municipality;

**AND FURTHER BE IT RESOLVED** that Administrative Policy 3 Respecting REMUNERATION TO MEMBERS OF COUNCIL APPOINTED TO EXTERNAL COMMITTEES adopted by the Council of Region of Queen Municipality on the 15th day of February, 1999, is hereby repealed.

**THIS IS TO CERTIFY** that this Administrative Policy was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held on the 9th day of April, 2019.

  
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Mayor

  
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Chief Administrative Officer

Approved by Council: April 9, 2019

In Effect: April 9, 2019