THE CORPORATION OF THE TOWN OF SMITHS FALLS

BY LAW NO. 10729-2026

BY-LAW AMEND 10729-2026 BEING A POLICY RESPECTING THE APPOINTMENT OF CITIZEN MEMBERS TO TOWN OF SMITHS FALLS BOARDS AND COMMITTEES

WHEREAS Section 9 of the Municipal Act, 2001 as amended confers upon municipalities the authority to govern their affairs as they consider appropriate, and

WHEREAS the Council of the Corporation of the Town of Smiths Falls deems it advisable to Policy Respecting the Appointment of Citizen Members for the Town of Smiths Falls Boards and Committees

NOW THEREFORE the Council of the Corporation of the Town of Smiths Falls enacts as follows:

1. THAT the Policy Respecting the Appointment of Citizen Members for the Town of Smiths Falls Boards and Committees, attached hereto as Schedule "A" of this By-law is hereby adopted as an official document of the Town of Smiths Falls.

2. THAT Bylaw 10729-2026 be amended.

3. THAT the provisions of this by-law shall come into force and take effect upon the passing thereof.

Read a first and second time this 19th day of October, 2026

Read a third time and passed this 19th day of October, 2026

Mayor

Clerk

SMITHS FALLS
RISE AT THE FALLS

Policy Respecting the Appointment of Members Town of Smiths Falls Boards and Committees

Date Approved: January 4, 2010 (via By-law:8279-2010)
Amended via By-law 8286-2010 (Feb 16/2010)
Amended By-law via 8374-2010

Purpose

(a) The Council of The Corporation of the Town of Smiths Falls 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.

(b) The Town is committed to ensuring the appointment of qualified candidates to its Committees and Boards in a manner that is transparent, fair and consistent.

(c) 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 the applications; and
d. process for selecting persons to be serve on Committees and Boards.

Scope

(a) 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.

(b) 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.

(c) Where criteria for a Committee is prescribed in legislation, the terms of reference for that Committee would have to adhere to legislation.

Establishing Committees

(a) Council may establish Committees upon preparation, review and adoption of Terms of Reference by staff. Composition, mandate, duties and reporting responsibilities to be established through the terms of reference of each Committee.

(b) Terms of references will be developed on a case-by-case basis.

(c) 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 or amended terms of reference.

Recruitment Occurrences

(a) There are three occasions when recruitment occurs:
a. Once annually in the last quarter of each year to fill vacancies;
b. Where quorum becomes unattainable for a Committee;
c. To appoint members to a newly established Committees/Boards.

(b) 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, current members and meeting times; and
f. Note regarding the confidentiality of personal information.

(c) The following methods may be used to provide notice of recruitment:
a. Ad in the local newspaper or local radio station.
b. On the Town's website.
c. The Town's social media channels.
d. Signage at the Town offices.
e. Announcements at Council and committee meetings, if appropriate and time permitting.

Recruitment

(a) That the selection process be open to all residents/property owners and/or business owners of the Town of Smiths Falls who are at least 18 years of age and a Canadian Citizen. (Note: Additional requirements may be requested by the individual Boards and Committees, if they are governed by separate legislation, policies or mandates);

(b) Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment;

(c) Non-Residents, who are at least 18 years of age, will be permitted to apply for Advisory Boards only. All other provisions of this policy will remain in

effect. At no time shall non-resident membership exceed 1/3 membership. When candidates are deemed to be equally qualified, preference will be given to local residents. An Advisory Board is a body that advises staff on certain issues as to what recommendations staff will bring forward to Council. Advisory Board members are not compensated monetarily.

(d) That Town Council wishes to ensure that its Boards and Committees reflect the Town's population and encourages all residents and business owners to consider this opportunity.

(e) That membership on all Boards and Committees, with the exception of those terms of office defined by provincial or federal legislation, will be recommended to the incoming Council, to serve for a period of four years, which coincides with the Term of Council; All members of the various Boards/Committees will continue to serve until the new appointments are made via resolution by the new Council. The position of Councillors who are not re-elected shall be deemed vacant at the end of their Council term unless otherwise filled by appointment of an interim representative. Councillors who are re-elected will continue to serve until the new appointments are made via resolution by the new Council.

(f) That the Town Clerk be directed to advertise all citizen member vacancies on Boards and Committees on the Town's website (as a minimum) and/or relevant local media, and through other appropriate methods;

(g) That applicants be permitted to apply for membership on the various Boards and/or Committees however no more than two (2) appointments to the Boards and/or Committees shall be made by Council; Applicants will be encouraged to prioritize their applications.

(h) That an Orientation Session(s)/Meeting be held at the start of the term of each new Council by the Staff Resource for each Board/Committee.

(i) That a standard application (attached as Appendix A) and information regarding Committees shall be made available at the Town Clerk's Office, and the Town's web-site (www.smithsfalls.ca); and

(j) That completed application forms be returned to the Town Clerk's Office by the application deadline date, as set out in the advertised Public Notice.

Selection Process

(a) Council as a whole will:

a. Review citizen member applications to Town Boards and Committees to determine a short-list of applicants during an In-Camera session of Committee of the Whole. Applications/resumes will be circulated in a confidential manner.

b. Interview applicants (In-Camera session of Committee of the Whole); where required. If Council determines that an interview is appropriate, the staff resource for the Boards or Committees to which the citizen member vacancy applies, shall attend the interviews and serve as a non-voting resource person. The interview questions shall be reviewed by Human Resources before the interview process.

c. After full discussion at Committee of the Whole as a Priority Issue, a resolution to formally appoint members to the various Boards and Committees will be brought forward to a Council meeting.

Interview Process (if required)

(b) That Interviews be conducted, where required, with those applicants who are most suited to serve on the Town Boards and Committees as follows;

a. Applicants will be notified verbally or in writing of their interview date and time by the Town Clerk's office; and

b. The allotted time for each interview will be approximately ten (10) minutes in length; and,

c. An established set of interview questions will be developed by the various Town Boards and Committees with the assistance of the Town Clerk's Office; and,

d. The Town Clerk's Office will notify all applicants in writing once the appointments have been approved by Council.

Role and Responsibility of Members

(c) Members will be appointed to Town's Boards and Committees based on their interest, experience and availability. All eligible applicants are encouraged to make themselves familiar with the Terms of Reference and mandated activities of the Boards and Committees; and

(d) Members are required to attend and participate fully in the meetings;

a. Members of the Town Boards and Committees, who miss three (3) consecutive meetings without Committee approval, may be subject to replacement on the Agency, Board or Committees; and

b. Any citizen member of the Town Agencies, Boards and Committees who is absent for more than fifty per cent (50%) of the meetings during their term of appointment shall not be eligible for reappointment; and

c. Appointed members are expected make themselves familiar with the Terms of Reference and mandated activities of the Boards and/or Committees

d. Council may rescind appointment(s) at any time without notice.

e. Members of Town Boards and Committees are bound by the Code of Conduct and the Municipal Conflict of Interest Act. Copies of this act are available in the Town Clerk's Office, Town's website or on the Province of Ontario's e laws web-site: www.e-laws.gov.on.ca

(e) 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 application.

Remuneration and Recognition

The members of the Committees would receive remuneration if required within legislation or in accordance with the terms of reference of such committee subject to budget approval. Members of the Town's Boards and Committees be recognized for their work by the Mayor and Council.

RELATED DOCUMENTS AND LEGISLATION

This policy is subject to the following:

a. All applications containing personal information and submitted to the Town in response to the call for applications shall be treated as personal information in accordance with the Part II of 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 thejj 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 Towns Procedural By-law as it relates to rules of procedure for Meetings of Council and its Local Boards and Committees.