

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Council & Staff Participation on External Community Boards, Commissions & Committees
POLICY NUMBER:	33
DATE APPROVED:	September 20, 2016 (#2016-125) – Effective November 1, 2016
DATE REVISED:	

1. TITLE:

1.1. This Policy may be cited as the “External Community Boards Policy” of the Municipality of the County of Antigonish.

2. PURPOSE:

2.1. The purpose of this policy is to outline the criteria and procedure for municipal officials serving as representatives of the Municipality on Community Boards that are managed by an organization that is not the Municipality,

2.2. This policy derives authority from Section 48(3) of the Municipal Government Act.

3. DEFINITIONS:

3.1. “External Community Board” means any community-based board, commission, committee or any other organizational leadership group that was created and is managed by an entity that is not the Municipality;

3.2. “Municipality” means the Municipality of the County of Antigonish;

3.3. “Municipal official” means a councillor or full-time permanent employee of the Municipality of the County of Antigonish;

4. POLICY:

4.1. General:

4.1.1. The Municipality shall appoint a municipal official to serve on an external community board only where all of the following criteria are met:

- i. The external community board has a particular goal or objective that aligns with the Municipality’s role in the community (**mission, vision & priorities**);
- ii. The external community board meets on a regular basis;
- iii. The external community board has a specific and approved terms of reference or similar governing documents; and
- iv. The external community board provides proof of insurance to the satisfaction of the Municipality.

4.1.2. Where all of the criteria listed in section 4.1.1 are not met, the Municipality shall not appoint a municipal official the external community board.

4.1.3. The Municipality may request that insurance coverage in addition to Directors and Officers Liability insurance be obtained based on the activities of the external community board.

4.1.4. This policy shall not apply to community boards, commissions, committees or other organizational leadership groups that are created and managed by the Municipality, as per Policy 37 (Rules of Order)

4.2. Requests:

4.2.1. All requests from external community boards for representation by a municipal official shall be made to the Municipal Clerk Treasurer.

i. Requests for an elected representative shall be considered by the Committee of the Whole;

ii. Requests for an employee representative shall be considered by the Municipal Clerk Treasurer but may be referred to the Committee of the Whole.

4.2.2. Requests for representation must demonstrate how all criteria in Section 4.1.1 are met, and define the specific role for the municipal official.

i. The Municipality may request, and shall promptly receive, current or historic financial statements from any external community board to which a municipal official is appointed.

4.2.3. External community boards may request representation from a specific municipal official; however, the Municipality reserves the right to appoint any municipal official or decline such a request for any reason.

4.2.4. In considering a request for appointment to an external community board, municipal officials should consider the commitment in terms of time and duties, and whether they can reasonably take that time and perform those duties in conjunction with their regular municipal duties.

4.2.5. External community boards that have made a request will be informed in writing by the Municipal Clerk Treasurer's office of any appointment.

4.3. Exceptions:

4.3.1. This policy does not apply to inter-municipal corporations where a municipal official is acting in that capacity.

4.3.2. This policy shall not preclude any municipal official from becoming a member of any community board as a private citizen.

i. It is the responsibility of any municipal official serving on a community board to know and understand their responsibilities concerning the Municipal Conflict of Interest Act.

EXTERNAL COMMUNITY BOARDS POLICY	
Date Approved: 2016	Amendments:
COMMITTEE / COMMUNITY BOARD MEMBERSHIP LIST	
COMMITTEE	MEMBERS
Committee of the Whole	All Members of Council
Occupational Health & Safety	1 Council + Alternate
ADVISORY COMMITTEES	
Sustainable Communities Advisory	3 Council; 3 Public
Planning Advisory	3 Council; 3 Public
Economic Development Advisory	3 Council; 3 Public
Active Transportation Advisory	3 Council; 3 Public
Emergency Management Advisory	2 Council; Clerk
Joint Police Advisory	2 Council; 3 Public
INTER-MUNICIPAL / LEGISLATED BOARDS	
Antigonish Heritage Museum Board	2 Council; 1 Public
Building for Youth Commission	3 Council; 1 Public
Eastern District Planning Commission	2 Council
Eastern Mainland Housing Authority	1 Public
Eastern Region Solid Waste Management Committee	1 Council
Fence Arbitration Board	1 Council
Pictou Antigonish Regional Library Board	1 Council
R.K. MacDonald Nursing Home Board	3 Council
EXTERNAL COMMUNITY BOARDS	
ACALA	
Antigonish Care Van	
Antigonish Poverty Reduction Coalition	
Antigonish Crime Prevention	1 Council
Destination Eastern and Northumberland Shores	1 Council
Emergency Fuel Fund	
Affordable Housing	
Antigonish Community Transit	
Early Childhood Intervention	
Department of Transportation Community Liaison Committee	1 Council; 1 Staff
Friends of Antigonish Library	
Antigonish Food Security Coalition	
Northumberland Rock Quarry Community Liaison	1 Council