
Municipality of Sioux Lookout
Administrative Procedure No. 3-50

Subject: Employee Appointments to Council Boards, Committees and Commissions
Section: Personnel
Applies To: All Employees
Effective: December 16, 2009
Revised: January 22, 2015 (By-law No. 02-15); June 18, 2015 (By-law No. 52-15)

50.1 Preamble:

The Corporation of the Municipality of Sioux Lookout recognizes that Municipal employees can serve a valuable purpose by offering expertise, interest and time to serve on Council boards, committees and commissions and is committed to encouraging employee participation.

50.2 Policy Statement:

Municipal employees may serve on boards, committees and commissions appointed by Council from time to time, subject to the regulations outlined in this policy.

50.3 Regulations:

- 50.3.1** Municipal employees shall receive the approval of the Chief Administrative Officer, which shall not be unreasonably withheld, before they can offer their names for appointment to Municipal boards, committees and commissions.
- 50.3.2** Municipal employees, excluding Casual Staff, shall not serve on any board, committee or commission which has influence on or authority over their position or the operation of the department in which they are employed nor can they carry out work directly related to the committee they are on.
- 50.3.3** The employee shall, where required, declare a conflict of interest regarding any issue where their position as a Municipal employee may be brought into conflict with the actions of the board, committee, and/or commission on which they serve. Such declaration shall be made in conjunction with the Municipal Conflict of Interest guidelines.
- 50.3.4** Municipal employees shall not participate in activities of the board, committee or commission during their regular hours of work except where the employee's absence is approved as provided by Municipal Policies or Union Agreements.
- 50.3.5** Municipal employees shall apply for appointment to Council boards, committees or commissions, in writing via a letter of interest to the Deputy Clerk and following the process used by members of the public.
- 50.3.6** This policy shall not apply to a staff member who, as a requirement of their job, is directly appointed to Council boards, committees and commissions.
- 50.3.7** This policy shall be reviewed and updated as required, by the Human Resources Administrator.

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NO. 52-15

BEING A BY-LAW TO AMEND BY-LAW NO. 50-05 (BEING A BY-LAW TO ADOPT PERSONNEL POLICIES FOR THE MUNICIPALITY OF SIOUX LOOKOUT) TO ADOPT PERSONNEL POLICY NO. 3-50

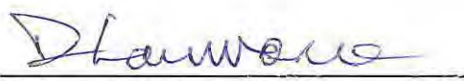
WHEREAS Council has passed By-law No. 50-05 to adopt Personnel Policies for the Municipality of Sioux Lookout, and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable to amend By-law No. 50-05 and one of the Policies;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT, ENACTS AS FOLLOWS:

1. THAT By-Law No. 50-05 be amended by deleting the following Policy effective June 18, 2015:
 - (a) Personnel Policy No. 3-50 – *Employee Appointments to Council Boards, Committees and Commissions*
2. THAT By-Law No. 50-05 be amended by adding the following Policy:
 - (a) Personnel Policy No. 3-50 – *Employee Appointments to Council Boards, Committees and Commissions*
3. THAT the Personnel Policy attached hereto as Appendix A is adopted as a Personnel Policy for The Corporation of the Municipality of Sioux Lookout effective June 18, 2015.
4. THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS SEVENTEENTH DAY OF JUNE, 2015.



Doug Lawrance, Mayor



Mary L. MacKenzie, Clerk