

# COMMUNITY MEMBER APPOINTMENT TO COUNCIL COMMITTEES

<b>Responsible Department:</b>	Corporate and Community Services
<b>Responsible Section:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Director Corporate and Community Services

## Procedure

- 1.1. This procedure is invoked upon a vacancy occurring for a Community Member position on a Committee of Council.
- 1.2. Membership is defined by the Terms of Reference of each individual Council Committee. A Committee's Terms of Reference document should be referred to for clarification.
- 1.3. This procedure does not apply for a vacant membership position designated for a specific representative group or stakeholder on a Council Committee; only positions specifically defined as a "Community Member".
- 1.4. Selection Process:
  - Council will call for a general expression of interest to fill the vacant position on the Committee;
  - Council will appropriately advertise the vacancy;
  - Review of applications by Selection Panel;
  - Interview by Selection Panel if necessary;
  - Recommendation for appointment to the Committee will be reported to Council;
  - Appointment of Community Member positions of a Committee are to be determined by Council.
- 1.5. Selection Guidelines (at a minimum):
  - Applicants will provide a short resume identifying relevant skills and experience to the Committee;
  - Applicants will provide a declaration of relevant interests;
  - Applicants will supply a statement as to why they believe they should be appointed to the Committee and what value they will bring;
  - Applicants will demonstrate the ability to adhere to Council Policies and Codes;
  - Applicants will demonstrate the ability to adhere to Council's Values;
  - Applicants will demonstrate the ability to work constructively with Council.

## History

Minute Number	Meeting Date	Description of Change
106/2017	June 27, 2017	New Policy Adopted
	September 1, 2021	Rebranded