

	Council Committee Nomination Process	
	Policy Type:	Governance Process
	Number:	GP-D-2.2
	To be Reviewed:	Once per term
	Approval Date:	April 26, 2021
	Motion Number:	21.C.167 23.C.397 23.C.286 24.C.398
	Revised Date(s):	September 11, 2023 December 11, 2023 December 9, 2024

Policy Statement

Members of Council will ensure that the following process with respect to accepting, reviewing, and recommending citizen representatives for appointment to Committees is followed:

1. Advertising

- 1.1. The Town will advertise for committees annually in the fall prior to the Organizational Meeting or as required based on vacancies/needs.

2. Application Review

- 2.1. Administration will receive applications.
- 2.2. Administration will review and recommend applicants for the interview process based on criteria as provided for in the Governance Committees of Council and Tribunal Boards Bylaws.
- 2.3. Reappointment application requests will be reviewed and rated by the Council representative from the committee and provided to the interview panel.
- 2.4. Council will have an opportunity to screen applications prior to the scheduling of interviews to ensure committee balance and matching applicant skill sets to committee mandates.

3. Interview Panel

- 3.1. The interview panel is comprised of the Council representative appointed to the Council Committee Nomination Panel and the Deputy Mayor as provided for in the current Deputy Mayor Rotation schedule.

4. Appointment Recommendations

- 4.1. The interview panel will provide their appointment recommendations to Legislative Affairs and a Closed Session report will be provided.
- 4.2. Council will recommend the appointment of citizen representatives during a public meeting of Council.