

	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.286
	Revised Date(s):	September 11, 2023

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 Committees Bylaw.
- 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. The interview panel will have an opportunity to screen applications.

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, ~~and another member of Council as appointed by the Mayor at the Organizational Meeting.~~

4. Appointment Recommendations

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