

**CITY OF CASTLEGAR
EMPLOYEE POLICY AND PROCEDURE MANUAL**

Council Appointments Policy			
Section:	Administrative	Resolution No:	466-06
Policy Number:	1-7	Amended by:	
Effective Date:	August 14, 2006	File:	1-7.policy.doc

GENERAL STATEMENT:

The Council of the City of Castlegar recognizes that in order to fulfill obligations under the *Local Government Act, the Community Charter* and City of Castlegar Bylaws, and as a way of soliciting public input, Council, from time to time, will appoint members of the community to various Boards and Committees.

This Council Appointment Policy has been adopted by Council in order to ensure that:

- i) members of the community who wish to offer their services to the City, in a volunteer capacity, have the opportunity to apply to Council to provide such service; and
- ii) whenever possible, citizen representation on City Boards or Committees should reflect a broad range of interests and is representative of a cross-section of members of our community;
- iii) Council appointments are made after all members of Council are given the opportunity to review and discuss the vacant position and consider candidates for the appointment.

APPLICATION PROCESS:

1. In September of each year the City will place an advertisement in *two (2)/three (3)* consecutive issues of the local newspaper requesting that persons interested in volunteering to serve on Council appointed Boards or Committees submit a written application, including resume, to the City.
2. Wherever possible, Council appointments will be made by selecting candidates who have previously submitted an application to the City; however, it is understood that from time to time it may be necessary for the City to advertise for applications for special Ad Hoc Committees.

SELECTION PROCESS:

1. Upon expiration of a Council appointment, or when a vacancy otherwise occurs, the Finance and Corporate Services Committee, in consultation with the Mayor, shall, from the applications received, select appropriate candidates to fill the vacant position.
2. Council, at a Special In Camera meeting, shall discuss the vacant position and the candidates recommended by the Finance and Corporate Services Committee for appointment to the position. (This shall be in accordance with Section 90(1)(a) of the *Community Charter*).

APPOINTMENT PROCESS:

1. Once an appointee has been selected, a report will be prepared for a Regular meeting of City Council, recommending the appointment, and shall include the effective and termination dates of the appointment.
2. Whenever possible, Council appointments shall be made once a year, at the Inaugural meeting, or, in non-election years, at the first Council meeting held in December of each year.