

Council Appointments Policy

Policy 1-7 / Resolution 466-06

AMENDED BY: R202-24

POLICY 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 Commissions, and Committees.

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

- a) 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.
- b) 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.
- c) Council appointments are made after Council is given the opportunity to review and discuss the vacant position and consider candidates for the appointment.

1. APPLICATION PROCESS:

- 1.1 In September of each year the City will advertise requesting that persons interested in volunteering to serve on Council appointed Boards or Committees complete and submit a Volunteer application to the Corporate Services Department.
- 1.2 Resumes will be retained on file for a one-year period.

2. SELECTION AND APPOINTMENT PROCESS:

- 2.1 Upon expiration of a Council appointment, or when a vacancy otherwise occurs, staff shall, from the applications received, recommend appropriate candidates to fill the vacant position.
- 2.2 In accordance with Section 90(1)(a) of the *Community Charter*, Council, at a Special In-Camera Meeting, shall review staff's recommendations for filling the vacant position(s) and make appointment to the position(s).
- 2.3 Council resolutions to appoint members will subsequently be reported publicly in an open meeting of Council.
- 2.4 All applicants will be notified in writing of Council's decision.
- 2.5 Whenever possible, Council appointments shall be made once a year at the first Council meeting in December of each year, to coincide with any Committee appointments terminating at year end.
- 2.6 Terms of appointment shall be in compliance with corresponding Committee or Board terms of reference and/or governing bylaws and policies.