

**Date**

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The following was adopted as Policy by **Resolution No. 11.08.179** at the **Regular Council Meeting** held on August 16, 2011.

**Purpose**

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In order to assure consistency in the selection process, balanced representation across the District, and participation across the widest possible cross section of the public, the following process is to be followed for recommending new appointments to Council Committees.

**Policy**

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1. A Nominating Committee of Council shall be established in each three-year Council term to consist of the Mayor and two members of Council appointed by the Mayor, to make recommendations to Council of persons they feel should be appointed to the various Committees of Council.
2. The recording secretary of each Committee is required to notify Corporate Services immediately a vacancy occurs so that Council can consider the appointment of a person to complete the unexpired term of the retiring member.
3. By January 31 in each year, an advertisement shall be placed in the local newspaper having circulation within the Municipality and on the District website, advising citizens that the District will receive written applications of those persons interested in serving on any Committee and naming the Committees for which appointments are to be considered in that year.
4. When the District is advised of a vacancy, the matter of an appointment of a person to fill the vacancy shall be referred by staff to the Nominating Committee for a recommendation, and the Nominating Committee shall take into consideration firstly the original written applications received from individuals wishing to serve, and secondly, any other additional requests received from interested persons, and make its recommendations to Council.

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**Mayor**

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**Corporate Officer**