



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE:	Appointment Process – Advisory Committees, Commissions, and Board of Variance	NO.	ADMIN-40
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Effective Date:	September 9, 2024
Approved by:	Council
Reference:	ADM-24-057
Amends:	Dec 19, 2022 / May 25, 2015 / December 3, 2012

POLICY:

This policy provides guidelines for the annual recruitment process for Commissions, Committees, the Board of Variance, and other appointments of Council (“committees”).

PROCEDURE:

1. Terms of appointments for committees shall run from January to December.
2. Annually staff reviews appointments to determine which terms are due to expire in December of that year.
3. Staff advises members whose terms are due to expire and request that they submit a letter or email indicating whether they are interested in seeking re-appointment.
4. Staff publishes advertisements and public notice outlining these volunteer opportunities and inviting applications.
5. New applicants are required to submit a completed Township application form along with a detailed résumé outlining qualifications, volunteer experience, and other current community affiliations by the advertised recruitment deadline.
6. Staff prepares a report to Council for consideration at an *In Camera* meeting, including copies of all new applications submitted and names of eligible members seeking re-appointment.
7. Council may conduct brief interviews with each of the short-listed applicants at an *In Camera* meeting.
8. Council ratifies appointments and re-appointments at an *In Camera* meeting.
9. Council rises and reports on the appointments and reappointments at a subsequent open meeting.

Disqualification from Appointment:

- A person who is a Municipal employee of Esquimalt is not eligible to be appointed to a Commission, Committee, Board, or other appointment of Council.