



COUNCIL-APPOINTED COMMITTEES COUNCIL PROCEDURE

GOV-070.1
Effective Date:
July 14, 2026

The Council-Appointed Committees Council Procedure GOV-070.1 falls under the Council-Appointed Committees Council Policy GOV-070.

OBJECTIVE

This Council Procedure establishes processes for Council-Appointed Committees, including review of applications, appointment of Members, and annual recognition.

DEFINITIONS

All undefined capitalized terms in this Council Procedure have the same meaning as set out in Council-Appointed Committees Council Policy GOV-070.

PROCEDURE

REVIEW AND SELECTION

1. In a closed session, Council will review all submitted applications, Skills Matrix evaluations, appointment recommendations and any other information that may be pertinent to the selection process. Council will also take into account each Member's attendance record and service history on the Committee when considering reappointment.
2. By consensus, Council will select Applicants who have applied for a position on a Committee and bring forward its appointment recommendations to a public Council meeting.
3. In the absence of a consensus, Council shall identify shortlisted Applicants and conduct interviews,
 - a. Interviews will be held during an informal meeting with each Applicant.
 - b. During interviews, Council will assess the Applicant's qualifications and provide an overview of Committee requirements, including role, responsibilities, time commitment and other relevant matters.
4. Upon completion of any interviews, Council will reconvene in a closed session to make final selections and bring forward appointment recommendations to a public Council meeting.

5. Notwithstanding sections 1 through 4, Council may choose to delegate its authority under this Procedure and the Council-Appointed Committees Policy through a Bylaw to a Selection Committee.

APPOINTMENT OF MEMBERS

6. Council will appoint Members to Committees in accordance with Governing Legislation.
7. Council will revoke the appointment of a Member at their discretion or as provided for in Governing Legislation and will comply with the Council-Appointed Committees Council Policy and this Procedure to appoint a successor to fill any vacancy created.

RECOGNITION OF MEMBERS

8. Council will recognize all active Members on an annual basis.
9. In consultation with Legislative Services, Council shall annually determine the appropriate way to recognize Members.

APPROVAL

This Council Procedure is approved by:

Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

RELATED DOCUMENTS

- Council-Appointed Committees Council Policy GOV-070
- Council-Appointed Committees Administrative Procedure GOV-070.2

DETAILS AND REVISION HISTORY

Date	Action	Description
July 14, 2026	New	New Council-Appointed Committees Council Procedure GOV-070.1