

Approved by Council – May 8, 2017

**SELECTION OF MEMBERS ON BOARDS AND COMMISSIONS**

**BACKGROUND**

In this policy the term "board" shall refer to either a board or commission created by the Town of Redcliff and whose members are appointed by Redcliff Town Council.

The Town of Redcliff needs to have citizens at large appointed to various boards.

Staff advertises any vacancies on these boards in a newspaper circulating in the Town, message boards, Town website, and through various social media outlets, to secure interested participants.

The policy for being appointed to a Town of Redcliff board shall be as follows:

**POLICY**

To be considered for membership of a Town of Redcliff Board or Commission, the applicant will be required to reside within the community at large, or as directed by the appropriate bylaw or legislation that authorizes the creation of the board or commission.

Staff shall advertise for prospective members of boards and upon receiving applications shall forward said applications to Council for consideration.

Town Council shall:

- a) review applications received for membership on the specific board;
- b) select candidates for or conduct interviews if they deem it necessary in order to arrive at the candidates for appointment to the specific board.

Should Council deem no applicants are acceptable they shall:

- a) direct the Municipal Manager to re-advertise for additional applicants; or
- b) reconsider the number of members on the specific board and adjust the size of any such board, by:
  - i) not appointing members, or
  - ii) amending the applicable Bylaw pertaining to the specific board.

Should the number of applicants exceed the number of vacancies, Council may include and seek input from other current members of the specific Board in the evaluation of particular candidates. They may also ask the Council member of the specific Board to review applications or conduct interviews to narrow the field and make a recommendation to Council for appointment. The final decision for appointment still rests with Council.