

Policy Number:	Non Council Member Committee Appointment Policy 03 /99
Coverage:	Village of Belledune
Council Approval:	<u>99 / 03 / 09</u> Y M D
Effective Date:	<u>99 / 03 / 09</u> Y M D

NON COUNCIL MEMBER COMMITTEE APPOINTMENT POLICY

Policy

It is the policy of the Municipality of Belledune to establish and maintain an orderly system for the administration and control of non-council member committee appointments.

1.0 Specific Objectives

1.1 The objectives of this policy are to:

- a. establish uniform standards and procedures respecting the appointment of non council members to committees
- b. provide council with guidelines and standards for non council members committee appointments
- c. ensure that non-council members are aware of the various committees, which they can participate in.
- d. ensure that the municipal council of Belledune is provided with a selection of interested persons for non council committee appointments

2.0 Responsibilities

2.1 The Council will:

- a. review, amend, and adopt changes to *Non Council Member Committee Appointment Policy* as considered appropriate
- b. evaluate the various committees requiring non council member representation, on an as need basis, and appoint members as per procedure

2.2 The administrative staff (CAO, Clerk Treasurer, Administrative Assistant) will:

- a. provide for the administration of the procedures outlined in the *Non Council Member Committee Appointment Policy*

3.0 Procedures

- 3.1 From time to time council may require the participation of non-council member representation for various committees. In order to identify and appoint those, individuals, who may be interested for committee appointment, the following procedure will be implemented.
- a. During the month of January of each year a flyer will be sent by mail to the general public of Belledune asking interested persons to submit their name to the municipal office for committee appointment consideration.
 - b. Councillors on an individual basis may, at any time, submit the names of interested persons for committee appointment consideration.
 - c. Administration will compile a list of the names submitted by individuals or by council members for the consideration by council.
 - d. When a non-council member committee appointment is required, council will review the list and by way of majority vote make the appointment.

Adopted this 9th day of March 1999

Brenda Cormier
Clerk/Treasurer

Andy Flanagan
Mayor