

Title: Recruitment and Selection to Council Committees

Resolution: 045-2015 Feb 23, 2015

Revised:

Special Notes/Cross Reference:

Next Review Date:

Council Procedure Bylaw 2014-10

POLICY STATEMENT : The Town of Westlock Council recognizes that the involvement of community volunteers, on Boards and Committees is a vital part of local government.

PURPOSE : To ensure a fair and open process for recruitment to the positions available.

GUIDELINES / PROCEDURES / RESPONSIBILITIES:

Committee – shall mean a Town of Westlock Council Board or Committee.

Public Member – shall mean the individual, who is not a member of Council appointed to a specific Committee.

In the event of a vacancy or new position arising on a Council appointed Committee, the following procedure will be followed for recruitment and appointment to the position.

1. When a Public Member resigns, they must do so in writing directed to the Chairperson of the Committee.
2. The Chairperson of the Committee will direct the notice to the Department Head member on the Committee.
3. The Department Head advises the Chief Administrative Officer, who then forwards an advertisement for recruitment.
4. Advertising will be done by newspaper, website, and social media pages and other means as determined.
5. Applicants will be asked to submit a letter of intent providing the following information:
 - a) Complete contact details, including place of residence. (this is required for those positions that are for non Town of Westlock residents)
 - b) Description of why applicant is interested in the Committee position.
 - c) The skills and knowledge the applicant brings to the Committee.
6. Following the deadline for receipt of applications, the applicants will be scheduled for an interview.


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Town of WESTLOCK

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7. Interviews shall be conducted by the Mayor, Chair of the Committee and Department Head for the Committee.
8. The Committee shall submit recommendations to Town Council.
9. Council shall hold an In Camera Committee of the Whole meeting to review the recommendations.
10. Town Council by resolution at a Council meeting shall appoint a member(s) to the Committee.
11. The Department Head notifies both the successful and unsuccessful applicants of the decision.
12. If there are not any suitable applications; or no applications are received, the position is to be re-advertised.
13. If the second round of advertising is unsuccessful, direction will be received from the Chief Administration Officer. Council and the Committee Chair will be updated as to the status.



Mayor, Ralph Leriger

Deputy Mayor, Curtis Snell



Dean Krause, C.A.O.