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## TOWN OF HIGH LEVEL

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### POLICY NO. 236-11

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Authority: Council  
Council Motion: 435-11  
Date Approved: October 19, 2011

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#### **Policy Statement**

The Town of High Level values public engagement and it is one of the fundamentals of the Community Sustainability Plan. Involving public in committees strengthens the sense of community and encourages public involvement.

#### **Purpose of Policy**

The purpose of this policy is to establish guidelines when appointing public members to the Town of High Level Council Committees, Boards, Authorities and Commissions.

#### **1. Definitions**

For the purpose of this Policy:

**Committee** means any Council Committee, Board, Authority or Commission that Council desires or is required to appoint a member of the public.

**Ratepayer** means any person who owns property within the corporate limits of the Town of High Level either individually or as an owner of a company that pays municipal property taxes.

**Resident** means any person whose primary residence is within the corporate limits of the Town of High Level.

#### **2. Procedures**

##### **2.1 Appointments**

- a) All appointments to Council Committees will be made by Town of High Level Council in collaboration with this policy.
- b) All appointments must be made by resolution.
- c) Council may review membership of Committee members and may, for any reason it considers it proper, revoke the appointed member from any Committee and appoint a successor to fill the vacancy.

## **2.2 Advertising**

Positions on Committees will be advertised on an annual basis in October for the upcoming term.

## **2.3 Application Process**

- a) Individuals will be required to submit a letter to Council expressing their interest to be on a Committee.
- b) Current members requesting to be reappointed to any Committees, Boards, shall be required to submit a letter requesting to be reappointed.
- c) Applicants must be a resident or a ratepayer within the Town of High Level.

## **2.4 Responsibilities**

Individuals appointed to a Committee must:

- a) As part of the condition of accepting an appointment, agree to abide by the mandate, objectives and terms of reference of the Committee.
- b) Comply and conduct themselves in accordance to the Council and Committees Procedural Bylaw #893-10.

## **2.5 Length of Appointments**

All appointment shall be for a one year term from November 1<sup>st</sup> – October 31<sup>st</sup>.

- a) If an appointment is made during a term, the term will still expire on October 31<sup>st</sup>.

## **2.6 Deemed Resignation**

Members who miss three consecutive meetings without explanation will be deemed to have resigned from that Committee.