

Advisory Committee and Special Purpose Body Application Procedure

Purpose

To ensure that the application process for advisory committees and/or special purpose bodies is transparent and expected.

Application Components

The application and publication notice must be:

- Inclusive to ensure that applications are representative of our diverse community;
- Accessible (i.e. alternative formats available, screen reader compatibility, etc.);
- Clear on the expectations of the application and the position; and
- Periodically updated based on community feedback and Staff engagement.

Procedure

There are several reasons to publish that a vacancy on a Committee or Board may occur, such as a term ending or resignation.

If there is a vacancy, applications will be published or circulated to the following:

- Regional Advisory Committee/Special Purpose Body Applications [webpage](#);
- Regional Public Notices;
- Regional social media websites;
- Community organizations and partners (i.e. area municipalities, local post secondary institutions, local libraries, etc.); and
- Local newspapers.

Applicants will be appointed by the Nominating Panel Committee. For more information see the Recruitment, Selection and Appointments of Citizen Members to Regional Advisory Committees Policy.