

<b>TOWN OF STRATFORD - COUNCIL POLICY</b>			
<b>NAME:</b>	<b>COMMITTEE APPOINTMENT PROCESS</b>	<b>POLICY NUMBER:</b>	<b>2015-SC-01</b>
<b>COMMITTEE:</b>	<b>SUSTAINABILITY COMMITTEE</b>	<b>APPROVAL DATE:</b>	September 14, 2016

**1. Introduction**

The Town of Stratford has a vision of a more sustainable community which includes being welcoming to, and meeting the needs of, all residents regardless of ability, religion, ethnicity, sexuality or other distinguishing factor. To help ensure that we are meeting these goals, the town is taking steps to increase the representation of diverse communities on town committees. This policy establishes a process for the appointment of committee members to help to ensure that the members of town committees are representative of the broader community.

**2. Committee Appointment Process**

Town Committee members are usually appointed for two year terms and as vacancies occur or special needs arise. Beginning in September 2016 and every two years thereafter, the town will issue a call for committee volunteers. The town shall also host an information session in those Septembers for residents to find out more about committee volunteer opportunities.

**3. Application Form**

A committee volunteer application form will be made available on the town’s website for residents to complete at any time. Residents will be asked to provide the following information:

- Name, address and contact information
- Areas of interest
- Skills
- Experience
- Demographic Information to determine diversity (gender, age range, ability, language, ethnicity)

A paper version of the committee volunteer application form will be provided to any resident that requests one. The website and application form shall include the following statement:

*Your voluntary response to the diversity questions will assist us in determining whether the Town of committees are representative of the diverse residents we serve. The information is confidential and only used for statistical and diversity representation purposes.*

#### **4. Assessment and Appointment Process**

Council shall consider only those persons who applied when filling committee vacancies where possible. Council members may encourage residents to fill out the committee application form.

The applicant list will be reviewed by a Review Committee that is made up of the Mayor, a member of Council appointed by the Mayor, and a member of the Diversity and Inclusion Sub-committee appointed by the Mayor, supported by the CAO or designate. The Review Committee will make recommendations to Council for appointments with the aim of increasing diversity to better represent the diversity of the community.

Council shall appoint committee members from among the list of applicants taking into consideration the following factors:

- The recommendations of the Review Committee and the goal of reflecting the diversity of the community where possible
- Committees should contain a mix of experienced and new volunteers to maintain continuity
- Committee members should have interest and/or experience that would be helpful to the committee