



COUNCIL POLICY

Policy Title: Conflict of Interest: Citizen Appointees
Policy Number: CC006
Report Number: NAP91-16
Approved by: Council
Effective Date: 1991 July 02
Business Unit: City Clerk's Office

BACKGROUND

1. Council adopted the following policy to enable them to discern previous organizational affiliation when making volunteer citizen committee appointments.

PURPOSE

2. To provide Council with complete information when making citizen member decisions, and to provide clear wording in the advertisement for citizen member applications for Council's committees.

POLICY

3. The advertisement for citizens applying for volunteer member positions on Council committees must include the following:
 - 3.1 Your reason for applying and should also include status for eligibility qualifications;
 - 3.2 You must advise of any previous involvement with, employment affiliation and/or proceeding against the Organization you are applying for;
 - 3.3 A resume of no more than two 8.5" x 11" pages should be attached, stating background and experience; and
 - 3.4 Up to a maximum of three committees may be applied for, however, citizen representatives shall serve on only one committee.

PROCEDURE

4. Advertisement is to include the above.



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AMENDMENTS

Date of Council Decision	Report / Bylaw	Description
		2014 September 5: Policy format revisions
2006 September 11	C2006-43	Maximum number of committees a citizen may apply for changed from five (5) to three (3)