

From: Brouwer, Andrew
Sent: February-25-16 12:43 PM
To: Kallio, Christopher
Cc: McDougall, Ian; Lyons, Lisa
Subject: BIA Vacancy Process - Follow up

Hello Chris,

To summarize our next steps from our meeting this morning:

1. Terms of reference provide that the Town appoint two (2) directors to the Board of Management. Recent practice has been to appoint only one, being the Ward 5 Councillor.
2. Legislative Services will schedule a meeting with the Appointment Committee (Mayor and Councillors Bisanz and Twinney) at the earliest opportunity.
3. Appointment Committee will be advised of staff's recommended approach:
 - o Staff recommend that the vacancies be filled by a Member of Council and a restaurateur
 - o Committee Public Appointment Policy provides:

Council may fill vacant Committee positions identified in the Terms of Reference requiring specialized knowledge, experience or representation by invitation, by seeking the assistance of a recruitment agency or through outreach to specific organizations or other means deemed appropriate by Council or staff. Activities with respect to filling these positions will follow the regular application process outlined in this policy.
4. Should the Appointment Committee concur:
 - o Mayor to solicit interest by a Member of Council
 - o Economic Development Officer to solicit interest by a restaurateur
 - o Legislative Services will require the selected restaurateur complete an application form at some point for the purpose of having their contact information for our database
 - o Minutes from the Appointment Committee will go to a future Council meeting, making the process public
5. Legislative Services will schedule a meeting with the Appointment Committee to consider appointing the recommended restaurateur (closed session).
6. Committee of the Whole will consider the recommended restaurateur (closed session) as part of the Appointment Committee minutes in 5. and Councillor (open session).
7. Council will consider the recommended restaurateur (reporting out from minutes of 6.) and Councillor, both in open session.

If you have any questions or require further assistance, please let me know.

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