



Staff Report to Capital West Accessibility Advisory Committee

DATE: Wednesday, September 25, 2024

DEPARTMENT: Legislative Services

SUBJECT: Recruitment Processes – Partner Municipalities

EXECUTIVE SUMMARY:

The Capital West Accessibility Advisory Committee is preparing to recruit citizen representatives to replace the West Shore Corporate Officers as voting members. Each partner municipality has submitted their recruitment process details and an outline has been included in this report.

BACKGROUND:

At the Special Capital West Accessibility Advisory Committee meeting held Wednesday, September 4, 2024, the following motion was made:

THAT the discussion regarding Committee citizen representation recruitment, advertising, and timelines be tabled to the next meeting on September 25, 2024.

Since the meeting, the partner municipalities have submitted their recruitment processes to the Committee administrative support for inclusion on this agenda for discussion.

COMMENTARY:

The following was provided by each municipality:

TOWNSHIP OF ESQUIMALT:

- Term appointments are made for a period of two years
- Terms commence on January 1 and conclude December 31 of the applicable years
- Annual recruitment is conducted in September – November
- Advertising is done in Vic News, website and social media, official notice boards
- All members wishing to seek re-appointment must advise of their interest to serve additional terms for consideration in the recruitment process

- Council shortlists and holds interviews October – November
- Council appointments are ratified in November
- Orientation held late November
- Vacancies are filled on an as needed basis and the new member resumes the balance of the term for the member they are replacing
- Advisory Body recruitment is established by Council Policy

TOWN OF VIEW ROYAL:

- Run 2 ads in the newspaper (Goldstream Gazette) on Oct. 9 and 16.
- Use the 3 social media postings during the weeks of Oct. 7, Oct. 14 and Oct. 21
- Close the volunteer position on Oct. 25.
- If we are fortunate enough to have more than one applicant, we would arrange to have the candidates interviewed by 2 of our Council members plus Elena and me shortly after the close date of Oct. 25.
- From the interview process, a report would go to Council in November.
- We note that it is rare for us to have more than one applicant for these types of positions so it may be that there is no interview process, but an appointment would still need to be done with a report to Council.

DISTRICT OF HIGHLANDS:

- Publish ads in the October 9 and 16 editions of the Goldstream Gazette
- Post the information on our website with the application.
- Close our process October 25th.
- Council will review the applications for all committees in a closed meeting either in November
Council does not generally interview applicants and base their decision on the applications received.

CITY OF COLWOOD:

- Term appointments are made for a four-year period (to coincide with Council term) current committees expire November 1, 2026
- Recruitment is when required, such as to fill a vacancy
- Advertising is done through the Goldstream Gazette, website, social media, and bulletin board
- Council makes decisions based on applications during a closed meeting of council
- Orientation is held prior to first meeting
- Advertising could occur on October 9th and 16th editions of the Gazette – closing on October 25th

- Appointments could be done October 28th, November 12th or November 25.

DISTRICT OF METCHOSIN:

- Publish ads in the October 9th and 16th editions of the Goldstream Gazette.
- Also advertise in the community paper “Metchosin MUSE” for Advisory Committee members and post on our website. The publication will next be circulated after October 1st.
- We will close October 25th and bring forward to Council in November.
- Appointment Terms are for a period of two years – January 1 to December 31
- Annual Recruitment is September - November
- Council appoints in November
- Vacancies are filled on an as needed basis

DISTRICT OF SOOKE:

- Advertise in the Sooke News Mirror October 9 and 16.
- Advertise on the Twitter (X) platform, District website, and a news release.
- Applications will close October 25th
- Placements to be determined by Council in November
- Appointments will be made before the end of 2024 with an effective date of 2025

CITY OF LANGFORD:

- Publish ads in the October 9th and 16th editions of the Goldstream Gazette.
- Also advertise on website and through City social media channels.
- Posting to run from October 9th and closing on October 23rd
- Interviews Monday, October 28th
- Council consideration of recommended applicant November 4, 2024, with an effective date of January 1, 2025.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

OPTIONS:

Option 1

THAT the partner municipalities of the Capital West Accessibility Advisory Committee each undertake their unique recruitment processes for one (1) citizen representative and report back to the host municipality by early 2025.

OR Option 2

THAT the partner municipalities of the Capital West Accessibility Advisory Committee do the following with respect to citizen recruitment:

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services