

Community Council Member Re-appointment Checklist

All Community Council members may be reappointed but can only serve a maximum of three consecutive terms or a total of six years before needing to step off from Council for at least one year. It is important to document the reappointment process and to maintain a confidential file for each member, which shall be maintained by the regional Supervisor of Administrative Services once reappointment is completed.

It is the responsibility of the Integrated Services Manager (working along with the Council Chair) to complete this checklist and forward it together with the reappointment questionnaire, (if applicable, criminal record re-check) to the Director of Regional Operations for reappointment. A complete duplicate copy of the member's reappointment file will be forwarded to the Office of the Executive Director of Communications and Stakeholder Relations.

Name of Council Member (Re-appointee):

Reappointment Questionnaire

- Completed

Criminal record check

- Current and valid (Validity End Date: ____ _____)
- Completed – criminal record re-check

Council voted recommending reappointment of member

- Date:

Council term (to be based from the reappointment letter issued by the Director of Regional Operations)

- From: _____ To: _____