



Staff Report for Committee of the Whole Meeting

Date of Meeting: February 4, 2026

Report Number: SRCFS.26.004

Department: Corporate and Financial Services

Division: Office of the Clerk

Subject: **SRCFS.26.004 - Committee Appointment Policy
(Citizen Members)**

Purpose:

To recommend the adoption of a new policy for the appointment of Citizen Members to Committees.

Recommendation(s):

- a) That staff report SRCFS.26.004 be received;
- b) That the "Appointment Policy - Advisory Committees, Taks Forces, Steering Committees" (Attachment "A" to Staff Report SRCFS.26.004) be repealed and replaced with the new "Committee Appointment Policy (Citizen Members)" attached as Attachment "B" to Staff Report SRCFS.26.004.

Contact Person(s):

- Stephen M.A. Huycke, Director, Legislative Services/City Clerk, extension 2529
- Sherry Adams, Commissioner of Corporate and Financial Services, extension 2521

Report Approval:

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Key Messages:

- Council endorsed staff developing a new policy regarding Citizen Member appointments to Committees
- The new Committee Appointment Policy (Citizen Members) includes all changes that were approved by Council on October 15, 2025

Background:

The City's Appointment Policy for Advisory Committees, Task Forces and Steering Committees came into effect June 24, 2008. No revisions have been made to the policy since 2008, and the policy has not been consistently followed. Staff conducted a thorough review of the policy and made recommendations to Council on updating the policy and process for appointing Citizen Members to Committees. On October 15, 2025, Council adopted the following recommendations in Staff Report SRCFS.25.041 (Attachment "C"):

- "a) That staff report SRCFS.25.041 regarding Committee Appointment Policy Options, be received;
- b) That Council direct the City Clerk to amend the Terms of References for Committees as generally described in staff report SRCFS.25.041;
- c) That staff be directed to report back to Council with a revised Appointment Policy that includes the following:
 - i. The ability for Permanent Residents (as defined in the Immigration and Refugee Protection Act) to be appointed;
 - ii. That mid-term appointments be made, in general, from applicants who applied at the beginning of the term;
 - iii. Citizen Members only be eligible for appointment to one Committee except in exceptional circumstances as generally described in staff report SRCFS.25.041; and
 - iv. That appointments of Citizen Members to Committees at the start of each new Term of Council be staggered over a two to three month period, prioritizing the Richmond Hill Public Library Board, Committee of Adjustment and the Heritage Richmond Hill Committee.

Attachment "B" is a new "Committee Appointment Policy (Citizen Members)" which incorporates the Council adopted staff recommendations.

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Discussion:

Currently, Council appoints Citizen Members to the following Committees:

- Accessibility Advisory Committee
- Affordable Housing Strategy Implementation Committee
- Committee of Adjustment
- David Dunlap Observatory Park Project Steering Committee
- Heritage Centre Advisory Committee
- Heritage Richmond Hill
- Property Standards Committee
- Richmond Hill Public Library Board
- Road Watch Committee
- Village of Richmond Hill Business Improvement Area Board of Directors.

The proposed new appointment policy would, except as noted below, apply to future appointments to these and any other future Committee, Boards or Task Forces. Highlights of the proposed policy, which implement Council's October 15, 2026 approvals, are discussed below.

Broaden Community Representation

The proposed new policy expands Citizen Member appointment opportunities. Paragraph 1 a) of the new policy permits permanent residents of Canada, not just Canadian Citizens, to be appointed as Citizen Members. This change provides for broader community representation and inclusivity, promotes equity and reflects the diversity of the community by enabling long-term residents, who contribute meaningfully to civic life, to participate in municipal governance.

Serving on Multiple Committees

The proposed policy allows a Citizen Member to serve on more than one Committee only if:

- Despite recruitment, no other qualified candidate has been identified;
- The person provides exceptional knowledge and experience to warrant serving on more than one Committee at the same time;
- They are appointed to represent their primary Committee on another Committee; or
- The Terms of Reference for two Committees provides that Citizen Members are automatically cross-appointed to both Committees.

Terms of Reference - Skills Matrices

Committees play an important part in the corporate decision-making process by providing a means for staff and Council to receive the views and advice from Citizen

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Members on a variety of matters. To enhance the views and advice that Committees can provide, paragraph 10 of the new policy permits staff to include recommended skills matrices as part of a Committee's Terms of Reference and/or application process. Skills matrices are used to identify knowledge and experience that would benefit a particular Committee based on its mandate. Applicants could then be considered for appointment by Council based on how their knowledge, expertise or experience could benefit Committee discussions. It should be noted that the creation of skills matrices for Committees will be an ongoing process and may not be fully completed for all Committees at the start of the next Term of Council. It should also be noted that a skills matrix will not be used for the Accessibility Advisory Committee because the *Accessibility for Ontarians with Disabilities Act, 2005* already includes similar requirements.

Selection Process

No significant changes to the selection process are included in the new policy. Committee applications will still be presented to Council at a regular or special meeting, normally in Closed Session. The only change relates to timing of appointments at the start of a new Term of Council. Instead of completing all appointments at the first two Council meetings of the new Term, appointments will be staggered over the first three (3) months of the new Term. Appointments will be prioritized to meet legislative and operational needs.

Mid Term Vacancies

As proposed in Staff Report SRCFS.24.041, in the new policy mid-term vacancies will generally be filled from applicants who previously applied for a particular Committee at the beginning of the Term. Additionally, vacancies would not be filled during the last eight (8) months of a Term of Council (e.g. no vacancies would be filled from March 15 onward). Under the new policy, when a vacancy on a Committee occurs, staff in the Office of the Clerk will contact the applicants from the beginning of the Term to determine if they are still interested in serving on that Committee. If they are, no public recruitment will be conducted unless:

- Required to do so by law (e.g. Richmond Hill Public Library Board);
- There is an insufficient number of remaining applicants interested in serving on the Committee to fill all the vacancies;
- The number of remaining applicants from the initial recruitment interested in serving on the Committee is equal to the number of vacant positions on that Committee

Library Board and Business Improvement Area (BIA) Board of Directors

Appointments to the Library Board and Business Improvement Area (BIA) Board of Directors are subject to their own legislative rules. For example, under section 12 of the *Public Libraries Act*, the City is obligated to fill all Library Board vacancies unless the

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vacancy occurs less than 45 days before the end of the current Term (e.g. Council is obligated to fill any vacancy that occurs prior to October 1 in the year of a regular elections). Additionally, under section 11 of that Act, the Clerk is required to give public notice of all vacancies on the Library Board and invite applications (e.g. the City cannot just use past applications). For the BIA, appointments to the Board of Directors, other than Members of Council, are normally selected by the BIA Members and then appointed by Council. The proposed policy acknowledges that the unique legislative rules supersede the policy. The Policy “Scope” states:

“[this policy]...does not apply to the appointment of the Board of Directors of the Village of Richmond Hill Business Improvement Area which is subject to its own legislative and/or by-law rules. The provisions of this Policy applies to the appointment of Citizen Members of the Richmond Hill Public Library Board only to the extent that it is not inconsistent with the *Public Libraries Act*, R.S.O. 1990, c.P44, or any City By-law establishing the composition of the Board.”

Additional Changes

In addition to the above previously approved changes, the proposed new Committee Appointment Policy includes the following additional rules to ensure fairness and transparency in the Committee appointment process:

- Applicants for appointment are not permitted to lobby members of Council prior to Council’s meeting on appointment (paragraph 24)
- Members of Council are not permitted to contact applicants outside of the formal appointment process.

These rules will ensure that all applicants are subject to the same chance of appointment. If, however, Members of Council want to get to know the applicants prior to appointment, the policy recognizes that Council can:

- Hold interviews with shortlisted applicants prior to appointment
- Strike a selection panel to interview applicants and make recommendations to Council on appointments.

Next Steps

If Council adopts the new Committee Appointment Policy (Citizen Members), staff will begin to enhance the Committee Appointment process for the 2026 to 2030 Term of Council by:

- Developing skills matrices for Committees and Boards (where appropriate)
- Develop application forms that incorporate the collection of information required by the policy

Recruitment for Committees for the 2026 to 2030 Term of Council will begin in the early fall of 2026.

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Financial Implications:

There are no financial implications from adopting the proposed Council Office Staffing and Access Policy.

Relationship to Strategic Plan 2024-2027:

The new Committee Appointment Policy (Citizen Members) is related to Pillar 2, Focusing on People, Priority 1- Engage the community, stakeholders and staff to support informed participation and to ensure that all voices can contribute toward effective decision-making.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Attachment A - 2008 Appointment Policy - Advisory Committees, Taks Forces, Steering Committees
- Attachment B - proposed Committee Appointment Policy (Citizen Members)
- Attachment C - Staff Report SRCFS.25.041 - Committee Appointment Policy Options

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Report Approval Details

Document Title:	SRCFS.26.004 - Committee Appointment Policy_final.docx
Attachments:	- SRCFS.26.004 - Attachment A - 2008 Committee Appointment Policy.pdf - SRCFS.26.004 - Attachment B - proposed Committee Appointment Policy (Citizen Members).docx - SRCFS.26.004 - Attachment C - Staff Report SRCFS.25.041 - Committee Appointment Policy Options.pdf
Final Approval Date:	Jan 19, 2026

This report and all of its attachments were approved and signed as outlined below:

Stephen Huycke - Jan 19, 2026 - 10:49 AM

Sherry Adams - Jan 19, 2026 - 12:12 PM

Darlene Joslin - Jan 19, 2026 - 2:44 PM