



TOWN OF RICHMOND HILL

APPOINTMENT POLICY - ADVISORY COMMITTEES, TASK FORCES, STEERING COMMITTEES

Effective Date: June 24, 2008

Date of Last Revision:

Purpose

To establish guidelines for the appointment of citizen members to Town of Richmond Hill Committees.

Definitions

“business representative” means owners or operators of businesses operating in the Town of Richmond Hill.

“child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family, and includes child-in-law and step-child.

“citizen member” means all persons who are appointed to Committees other than members of Council and those persons who serve on Committees, in accordance with their terms of reference, or by virtue of another office (ex-officio).

“Clerk” means the Clerk of the Town of Richmond Hill.

“Committee” means any advisory committee, task force, steering committee, Committee of Adjustment, Committee of Revision and Property Standards Committee of the Town of Richmond Hill that Council appoints citizen members to.

“Council” means the Council of the Town of Richmond Hill.

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child, and includes parents-in-law and step-parents.

“policy” means the Appointment Policy of the Town of Richmond Hill.

“relative” is defined as a spouse, same-sex partner, parent and/or child.

“same-sex partner” means a person of the same sex with whom the person is living in a conjugal relationship outside marriage.

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

“terms of reference” means the terms of reference for all advisory committee, task force, steering committees, Committee of Adjustment, Committee of Revision and Property Standards Committee of the Town of Richmond Hill approved by Council.

“Town” means the Town of Richmond Hill.

Policy Statement

The Town Council and staff recognize that the use of advisory committees is an effective means for public participation, public consultation and a source of input on Town policies and programs. 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 members on a variety of matters. Through Committees, the residents of the Town are able to have greater input on the issues that affect them.

To encourage participation, the Town will adopt the general concepts of equality, accessibility and accommodation, to ensure that all citizen members have equal opportunity. Membership on Committees will as much as possible, reflect the Town’s diversity and demographics in such areas as gender, official language, geographic representation and race.

This is a policy regarding the recruitment and selection process for citizen members of Committees.

This policy outlines a fair and equitable approach and process for recruiting, selecting and appointing citizen members to Committees to ensure that the most suitable candidates are selected and appointed.

This policy provides a guide for Council and staff involved in the process to ensure consistency, integrity, and fairness in administering the process and provides information on how the Town's process works for those who are interested in applying to Committees.

Policy Application

This policy applies to citizen member appointments to Committees. For greater clarity, it does not apply to the appointment of Members of Council to Committees or to ex officio members of Committees.

Qualification of Members

Unless expressed otherwise in the terms of reference of a particular Committee, all citizen members of Committees must be residents of the Town, provided notwithstanding the foregoing, business representatives (where there are business representatives on a Committee in accordance with its terms of reference) need not be residents of the Town and where members of a Committee represent a particular interest group, such as the education community or are nominated to serve on a Committee by another body, such as the Library Board, those members need not be residents of the Town. To remain on the Committee, citizen members (other than those representing a particular interest group, such as the education community or who are nominated to serve on a Committee by another body, such as the Library Board) are required to maintain this status (either resident or business representative status as defined herein, as the case may be) through their term of office.

Unless expressed otherwise in the terms of reference of a particular Committee, all citizen members of Committees must be at least 18 years of age

Full time permanent staff of the Town is not eligible for positions as citizen members on any Committee. Citizen members who subsequently receive a full time, permanent position with the Town shall immediately resign from the Committee. Notwithstanding the foregoing, Town staff may be appointed on an ex-officio basis (by virtue of their position) or may be given the right to attend and participate in discussions at meetings.

Relatives of members of Council are not eligible for appointment to Committees.

Citizen members shall have regard to the *Municipal Conflict of Interest Act* and any other applicable legislation and council-approved policies of the Town. Applicants shall disclose all potential and/or perceived conflicts known to them at the time of application. It is the responsibility of the citizen member to declare a direct or indirect conflict of interest on related items.

Term of Office

The term of office is in accordance with the applicable terms of reference.

Citizen members who wish to be reappointed for an additional term must reapply and go through the approved selection process.

Citizen members may serve on only one Committee at any one time. A citizen member may however, be selected to represent their Committee on another Committee.

Despite the term of appointment, all citizen members save and except those persons appointed to the Committee of Adjustment, Committee of Revision and Property Standards Committee are appointed at the pleasure of Council and Council retains the right to replace any appointed citizen member at any time and for any reason.

Composition

The memberships of Committees shall, as much as possible, achieve a balance between a variety of technical expertise and other representation.

Recruitment

The recruitment of citizen members shall be held as soon as possible after the municipal election to allow the appointment of citizen members to Committees early in the new term of office.

Information sessions are to be held prior to and/or during the recruitment process. These sessions shall provide the public and potential applicants with information regarding the Council governance structure, the mandate and responsibilities of the Committees for which citizen members are required, and the citizen members' role on the respective Committees.

The principles of equity and accommodation for all applicants shall be adopted and implemented by enforcing application deadlines, selection criteria, and interviewing procedures using the same questions and same evaluation criteria for all applicants.

Advertising

The recruitment and selection process for citizen members will include advertisements placed by the Town Clerk, in a community newspaper as well as on the Town's Website. Advertisements will also be distributed through Town-owned facilities. The advertisements may include the following information:

- function or brief mandate statement of the Committee for which recruitment is taking place;
- frequency and time of meetings and where possible any other expectations for participation of citizen members;
- Town policies that guide the selection process or the operation of the Committees;
- anticipated time commitment;
- date, time and location of the public information sessions that will be held for interested and prospective applicants to attend;
- a request that the applicant provide a letter outlining how their qualifications, specific skills, interests and background are relevant to the Committees. The applicant may also include a statement of work, life and educational experience and/or a resume;

- request for applicants to either select one Committee of interest or to prioritize the Committees of interest, and if applicable, to state their consent to be considered for any Committees they had not applied for specifically;
- indication that an individual can be appointed to serve on only one Committee at a time; and
- where the application form is made available.

For active outreach to designated groups, advertising may be specifically targeted to the particular groups where there are potential citizen members, such as ethnic newspapers, trade bulletins and publications and community newsletters.

Applications

- Application forms shall be made available in the Municipal Offices and in Town-owned facilities. Application forms shall also be made available on the Town's Website together with detailed information on the application process and requirements.
- Applicants applying for more than one Committee must submit a separate application form for each Committee.
- At the time of filing an application, applicants must identify and disclose any actual or potential conflicts of interest they may have. Disclosure of potential conflicts does not mean that an applicant is automatically ineligible for an appointment but the Selection Panel may assess potential conflicts in its determination of whether the applicant should be considered further.
- All applications will be sent to the Town Clerk to be processed.
- All applications will be acknowledged by the Town Clerk.
- An initial screening of applications will be conducted by the Town Clerk. Only those meeting the age and residency qualifications will be brought forward to the next stage.
- Only those applications received by the published deadline will be considered. In cases where there are insufficient applications from qualified and eligible applicants, the Town Clerk may extend the deadline for applications and public notice of any extension to the deadline shall be given.

Nominations by Other Bodies

Notwithstanding anything herein to the contrary, where members of a Committee are to be nominated to serve on a Committee by another body, such as the Library Board, all nomination recommendations will be forwarded to the appropriate Selection Panel for consideration.

Staff Review Team

A Staff Review Team composed of the Town Clerk, a representative from Human Resources and a representative appointed by the Chief Administrative Officer will review the applications. The Staff Review Team will apply this policy and Committee-specific qualifications to reach a consensus on how each applicant demonstrates each required qualification for the position.

The Staff Review Team will prepare a summary for each applicant that shows their name, whether eligible and reason if not eligible and whether the application is complete; the ward of residence; whether a current incumbent and if so, length of service; which qualifications are demonstrated in the application; disclosed diversity information and disclosed potential conflicts of interest. The Staff Review Team will provide the results of this evaluation to the respective Selection Panels. The Town Clerk will provide advice and assistance to the Selection Panels.

Selection Panel

At the beginning of each new term of Council, the Mayor shall appoint a minimum of two Members of Council to sit on each Selection Panel to review applications and make recommendations to Council for each Committee.

Members of the Staff Review Team and any other staff identified by the Selection Panel shall also be invited as advisors/observers.

The Staff Review Team shall prepare selection criteria based on the specific expertise needed by the Committee and the need to reflect the community. The Staff Review Team will prepare questions to be asked of each candidate should interviews be conducted and will review applications based on the selection criteria to determine which applicants will be interviewed. Interviews will be encouraged and shall be conducted by the Selection Panel. The Town Clerk will provide support to the Selection Panel with the interview process.

The Town Clerk shall forward the Selection Panel recommendations through a confidential report in closed session to Committee of the Whole.

In addition to the persons recommended to Council for appointment, the Selection Panel is encouraged to identify a number of alternates from the short-listed candidates for first consideration when vacancies occur during the term. The names of identified alternatives are submitted to Council along with the names of the persons being recommended for appointment. The names of identified alternates should remain confidential, but these individuals may be advised of their status by the Town Clerk.

When a vacancy occurs before the end of the term, the Town Clerk shall contact identified alternates to verify continued eligibility and interest. The Town Clerk shall report this information to Council for their consideration for nomination.

Committee of the Whole may review the Selection Panel recommendations at a closed meeting and refer endorsement of appointments to Council.

All citizen member appointments will be made in a public meeting of Council and no vote shall be taken by ballot or any other method of secret voting.

Confidentiality Requirements and Obligations

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) imposes confidentiality duties and obligations on the Town of Richmond Hill and Members of Council to refrain from disclosing personal information. In furtherance of those duties and obligations, the following procedures are provided:

Only members of the Selection Panel and designated Town staff who are providing support in the selection process shall be provided with copies of the applications. However, other members of Council who will be voting at Council when the nominations are considered may request to see the applications. Members of Council shall return all applications and related confidential material in their possession to the Town Clerk once Council approves the appointments.

Members of Council may not copy, disclose or otherwise disseminate information contained in any confidential lists of applicants, or in any applications, confidential reports, or other information received at in-camera sessions, nor may they repeat any confidential information heard at those meetings.

Evaluation

Citizen members and Committees may undergo an evaluation process during the term. This evaluation will be coordinated through the Staff Review Team and may include an evaluation where citizen members are assessed by members of Council and Town staff that interact with the Committee or other relevant contacts.

As part of the assessment, attendance and level of participation will be considered. The Staff Review Team will be involved in the development of standard evaluation criteria that may be used, subject to Council approval.