
Number:	[enter policy number assigned by the Office of the Clerk after approval]
Title:	Committee Appointment Policy (Citizen Members)
Owner:	Office of the Clerk, Corporate and Financial Services
Approved By:	Council
Approval Date:	xxxx
Effective Date:	xxxx
Last Revision Date:	xxxx
Review Date:	every 5 years
Status (New/Revised):	New (See Appendix “B”)

Purpose:

To establish a policy for the appointment of Citizen Members to City of Richmond Hill Committees.

Background:

The City recognizes that the use of Committees is an effective means for public participation, public consultation and a source of input on City 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.

Policy Statement / Principles:

The City is committed to a fair and equitable approach and process for recruiting, selecting and appointing Citizen Members to Committees. The City will strive to ensure that the most suitable candidates are selected and appointed and that membership on Committees reflect the City’s diversity and demographics.

Definitions:

The definitions applicable to this policy are included in Appendix “A”.

Scope:

This policy applies to the appointment of Citizen Member to Committees. This Policy does not apply to the appointment of Members of Council to Committees or to ex officio members of Committees. It also 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 consistent with the *Public Libraries Act*, R.S.O. 1990, c.P44, or any City By-law establishing the composition of the Richmond Hill Public Library Board.

Policy:

Qualification of Citizen Members

1. To qualify for appointment as a Citizen Member of a Committee (with exceptions as provided for in paragraph 2), a person must be:
 - a) A Canadian citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act* (Canada);
 - b) A resident of Richmond Hill;
 - c) At least 18 years of age;
 - d) Not employed by the City or a Local Board of the City;
 - e) Not be a relative of a Member of Council; and,
 - f) Not otherwise disqualified under applicable law or a Committee's Terms of Reference.
2. Notwithstanding paragraph 1;
 - a) A Committee's Terms of Reference may provide that one or more Citizen Members be persons who are younger than 18 years old;
 - b) Where a Committee's Terms of Reference provides for the appointment of a business community representative, the business community representative does not need to be a resident of Richmond Hill provided that their business is located in Richmond Hill; and,
 - c) Where a Committee's Terms of Reference provides for the appointment of a representative of another interest group (for example, cultural groups), the representative of the interest group does not need to be a resident of Richmond Hill provided that the representative appointed shall maintain support of the recommended interest group.
3. To remain a Citizen Member of a Committee, a person appointed must maintain their qualifications for the entire duration of their Term of Appointment. A person who ceases to be qualified for appointment shall resign from the Committee. A person who ceases to be qualified for appointment and refuses or fails to resign shall be deemed to have resigned if the Clerk is satisfied that the person is no longer qualified for appointment.
4. Citizen Members of a Committee who subsequently receive a full time, permanent employment position with the City shall immediately resign from the Committee. Notwithstanding the foregoing, City 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, but not voting, at meetings.

Term of Appointment

5. The Term of Appointment for Citizen Members of a Committee will normally be the same as the Term of Council in which they are appointed. Notwithstanding the foregoing, the Terms of Reference for a particular Committee may provide that the duration of a Citizen Members appointment to that Committee will extend past the Term of Council that they were selected for.
6. Citizen Members who wish to be reappointed for an additional Term of Council must reapply and go through the approved selection process.
7. Citizen Members will normally only serve on one Committee at any one time, unless:
 - a) Despite recruitment, no other qualified candidate has been identified;

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- b) The person provides exceptional knowledge and experience to warrant, as determined by Council, serving on more than one Committee at the same time;
 - c) They are appointed to represent their Committee on another Committee; or
 - d) The Terms of Reference for two Committees provides that Citizen Members are automatically cross-appointed to both Committees.
8. Unless otherwise required by Law, all Citizen Members are appointed at the pleasure of Council and Council retains the right to remove or replace any appointed Citizen Member at any time and for any reason.

Composition

9. Memberships on Committees will, as much as possible, achieve a balance between a variety of technical expertise and other representation. In making appointments of Citizen Members to Committees, Council should consider the technical expertise and strive to ensure that appointments are representative of the City's diversity and demographics. City Staff may also assist Council in the selection of Citizen Members by including optional questions on any application form.
10. City Staff may assist Council in the selection of Citizen Members by including recommended skills matrices as part of a Committee's Terms of Reference and/or application process. City Staff may also assist Council in the selection of Citizen Members by including skills and experience questions on any application form.

Conflict of Interest

11. Citizen Members shall have regard to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50 and any other applicable legislation and Council-approved policies of the City.
12. Applicants shall disclose all potential and/or perceived conflicts known to them at the time of their application.
13. A Citizen Member of a Committee shall declare a direct or indirect conflict of interest in any related agenda item, and shall, having made such declaration, not participate in any discussion or vote on that agenda item.

Recruitment

14. To ensure appointment of Citizen Members as soon as possible following a regular municipal election, the recruitment process for a new Term of Council will normally begin prior to Voting Day.
15. The Clerk may hold information sessions prior to and/or during the recruitment process. These information 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 a Citizen Members' role on the respective Committees.

Advertising

16. The recruitment and selection process for Citizen Members will include public advertisements, including at least an advertisement on the City's Website. Additional digital channels may be used to advertise as determined by the Clerk in consultation with Communication Services.
17. Advertisements may include the following information:

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- Function or brief mandate statement of the Committee for which recruitment is taking place;
 - Frequency and time of meetings and any other expectations for participation of Citizen Members;
 - City policies that guide the selection process or the operation of the Committees;
 - Anticipated time commitments;
 - Date, time and location of the public information sessions that will be held for interested and prospective applicants to attend;
 - A request that applicants provide a letter outlining how their qualifications, specific skills, interests and background are relevant to the Committee that they are applying for. Applicants may also include a statement of work, life and education experience and/or a resume;
 - A 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.
18. Where appropriate, the Clerk may engage in active outreach to community and other interest groups.

Applications

19. Applicants for appointment as Citizen Members shall only be accepted on the paper or digital form(s) established by the Clerk for that purpose.
20. Applicants applying for more than one Committee must submit a separate application form for each Committee that they are applying for, and may be required to indicate on each application what other Committees they have applied to.
21. Only those applications received by the deadline established by the Clerk will be considered. In cases where there are insufficient applications from qualified and eligible applicants, the Clerk may extend the deadline for applications.
22. An initial screening of applications will be conducted by the Clerk. While all applications will be provided to Council, only those meeting the Citizen Member qualifications and/or Terms of Reference requirements will be identified and eligible for appointment by Council.
23. The onus is on applicants to submit complete and sufficient information for Council to evaluate the application when submitting their applications. Supplemental information will not be accepted after the application deadline has passed.
24. Applicants are not permitted to lobby Members of Council in respect to their application. Members of Council are not permitted to contact applicants about their potential appointment to a Committee except as provided for below in the respect to Interview and/or Selection Panels.

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25. The Clerk will retain a copy of all applications received for the remainder of the Term of Council in which they were received, or for which they were received. Applications will normally be destroyed following the end of the Term of Council in which they were received.

Appointment of Citizen Members

26. The Clerk shall provide Council with applications received by the deadline that meet the requirements and qualifications. The applications will normally be included on a confidential Closed Session Agenda for a regular Council Meeting, or a Special Council meeting called for the purpose of considering Committee appointments.
27. The Clerk may stagger the appointment of the various Committees over a period of up to three (3) months following the start of a new Term of Council. The Clerk will prioritize bringing forth applications for those Committees that are, in the opinion of staff, necessary to meet legislative timelines (e.g. Richmond Hill Public Library Board, Committee of Adjustment, Heritage Richmond Hill).
28. During the Meeting at which the appointments to a Committee are considered; Council may either:
- a) Select Citizen Members for appointment;
 - b) Direct the Clerk to schedule interviews with one or more applicants for a future regular or special Council meeting; or
 - c) Direct a selection panel, facilitated by the Clerk, comprised of two (2) to three (3) Members of Council to recommend to Council a slate of candidates for appointment to the Committee.
29. Upon appointment by Council, the Mayor (or the Clerk under the Mayor's direction) will send letters of appointment to all successful applicants. The Clerk will notify all unsuccessful applicants, including notifying them that their applications will be retained until the end of the Term of Council, should a vacancy on the Committee they applied to occurs during the term.
30. Appointed Citizen Members will be required to take an Oath (or Affirmation) of Office in the form approved by the Clerk before being able to participate in meetings of the Committee. The Oath will require Citizen Members to abide by the Conflict of Interest rules in this Policy.

Mid-Term Vacancies

31. Unless required by law, positions that become vacant on a Committee during the last eight (8) months of a Term of Council shall remain vacant.
32. Except as provided for in paragraph 33, the Clerk is not obligated to conduct a public recruitment to fill a vacancy occurring during a Term of Council when there are a sufficient number of remaining applicants from the initial recruitment interested in serving on the Committee for the remainder of the Term of Council.
33. The Clerk is required to conduct a public recruitment to fill a vacancy occurring during a Term of Council when:
- a) Required to do so by law (e.g. Richmond Hill Public Library Board);
 - b) There is an insufficient number of remaining applicants interested in serving on the Committee to fill all the vacancies;

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- c) 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.
- 34. When a vacancy occurs on a Committee, the Clerk will contact the applicants from the initial recruitment who were not selected for appointment to determine their interest to be appointed to that Committee. If interested, the Clerk will confirm that the person is still qualified for appointment to that Committee.
- 35. Where the Clerk is not required to conduct a public recruitment, the applications of the remaining applicants who are both interested and qualified, will be presented to Council for its consideration.

Nominations by Other Bodies

- 36. Where the Terms of Reference for a Committee requires representation on behalf of another organization, the Clerk will require that organization to provide the name, contact details, and any relative biographical details in writing, for Council’s consideration.

Confidentiality Requirements and Obligations

- 37. The City acknowledges that the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (MFIPPA) imposes confidentiality duties and obligations on the City of Richmond Hill and Members of Council to refrain from disclosing personal information, including information regarding applications for appointment as Citizen Members of Committees
- 38. 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 Closed Session meeting sessions, except to other Members of Council or Staff.

Roles and Responsibilities:

Council

Council is responsible for:

- Establishing Committees and their Terms of Reference
- Appointing and removing Citizen Members of Committees.

City Clerk

The City Clerk is responsible for:

- Interpreting and administering this Policy
- Establishing procedures, processes and forms to implement this Policy.

Related Documents and Procedures:

- Procedure By-law 125-23 (as amended or superseded)
- Approved Terms of Reference for various City Committees

**Appendix “A”
Definitions**

In this policy:

“Business Representative”	means an owner or operator of a business operating in the City of Richmond Hill
“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).
“City”	means the Corporation of the City of Richmond Hill.
“Clerk” and “City Clerk”	means the Clerk of the City of Richmond Hill, or his or her designate.
“Committee”	means any advisory Committee, task force, steering Committee, Committee of Adjustment, Committee of Revision and Property Standards Committee of the City of Richmond Hill that Council appoints Citizen Members to.
“Council”	means the Council of the City of Richmond Hill.
“Policy”	means this Committee Appointment Policy (Citizen Members).
“Relative”	includes: (a) spouse (including married, same-sex partner, common-law partner, or any other person in a long-term conjugal relationship); (b) children (including 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); (c) siblings (a brother or sister, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters or foster brothers or sisters); (d) parents (a person who has demonstrated a settled intention to treat a child as a member of his or her family and includes parents-in-law and step-parents.); (e) grandparent (including step-grandparent); (f) aunt or uncle.
“Term of Appointment”	means the length of time for which a person is appointed as a Citizen Member of a Committee.
“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 City of Richmond Hill approved by Council.

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**Appendix "B"
Revision & Review Table**

Date	Status (new, no changes required, amended, repealed, administrative changes applied)	Approved or Reviewed By (Title)
	New (replaces Appointment Policy – Advisory Committees, Task Forces, Steering Committees approved June 24, 2008)	