



## CORPORATE POLICY

Sub Topic:	Committee Public Appointment Policy	Policy No. CORP.3-01
Topic:	Municipal Governance	Applies To: Newmarket Committee Members
Section:	Corporate Services	Council Adoption Date: May 27, 2013
Effective Date:	Partially May 27, 2013 Remainder January 2015	Revision No:                      Date:

### Policy Statement & Strategic Plan Linkages

Boards, Committees, Task Forces and other bodies appointed by the Town of Newmarket (hereafter referred to as Committees) assist municipal government service delivery and provide community members a way to engage in civil service providing advice, expertise and oversight to municipal decision making. Committees and volunteers must be governed by fair and equitable policies, and consistent procedures.

This Policy relates to the key areas of focus: "Well-Equipped and Managed" and "Well-Respected" of the Strategic Plan. Establishing transparent and equitable procedures will ensure that committees established by Council are managed in a way that will encourage community involvement and inspire cooperation.

### Purpose

This Policy provides guidance to Council, staff and applicants on the principles and procedures governing the recruitment and appointment practices for all Committees of the Town of Newmarket, to make sure that a fair and equitable application and selection process is in place.

Boards and committees which are subject to separate legislative requirements, governing by-laws and/or any other legal requirements regarding committee appointments, and internal staff committees and task forces are not bound by this policy.

### Definitions

**Chair** - means the Presiding Officer of a Committee;

**Clerk** - means the Clerk of the Town or his/her designate;

**Committee** - means a Committee, Board or Task Force or other body constituted and appointed by Council;

**Member** - means a Member of a Committee;

**Term of Council** - means the period of time for which Council is elected to serve, as governed by applicable legislation.

**Terms of Reference** - means a document outlining the mandate and committee operational details. Terms of Reference must be approved by Council including any amendments.

## **Procedures**

### **1. Eligibility to serve**

To serve on a Committee of Council, an applicant or member must be:

- i. a resident of Newmarket or own property within Newmarket unless Council deems it appropriate in order to acquire specialized knowledge, experience or representation, to maintain continuity or any other reason Council deems appropriate;
- ii. 18 years or older unless otherwise specified in the Terms of Reference for the applicable Committee;
- iii. employed by an organization other than the Town of Newmarket or the Newmarket Public Library.
- iv. a Canadian citizen where required by law or the Committee's Terms of Reference;

### **2. Term and length of service**

Appointed Members shall:

- i. serve for a period of time equal to a full Term of Council unless specified in the Terms of Reference or one of the following scenarios occurs:
  - The appointment is revoked by Council;
  - They no longer meet the eligibility requirements;
  - They voluntarily resign;
  - The Committee is dissolved by Council.
- ii. only be eligible for appointment to a maximum of two Committees at one time. A member may, however, be selected to represent their Committee on another Committee or board as a non-voting liaison.
- iii. serve a maximum of two consecutive terms on any one Committee.

- iv. fill a vacancy for a partially completed term and be appointed to the end of that term. If appointed for an interim term of less than one year the member is still eligible for re-appointment for two consecutive terms on the same Committee.

### **3. Recruitment**

- i. Recruitment commences with each new Term of Council, where vacancies are required to be filled, and if applicable, following any changes to Terms of Reference, or after the establishment of any new Committee.
- ii. Council may fill vacant Committee positions identified in the Terms of Reference requiring specialized knowledge, experience or representation by invitation, by seeking the assistance of a recruitment agency or through outreach to specific organizations or other means deemed appropriate by Council or staff. Activities with respect to filling these positions will follow the regular application process outlined in this policy.

### **4. Vacancies**

- i. Vacancies created when a Member resigns or vacates the position are effective the date:
  - a. the resignation letter is received by the Clerk;
  - b. specified by the Member in the resignation letter;
  - c. the Member is removed by Council resolution;
  - d. the Member no longer qualifies for the position;
  - e. of the death or incapacitation of the Member;
- ii. Committees may pass a resolution requesting that a Member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or half of the scheduled meetings in any calendar year.

### **5. Appointment Committee**

An Appointment Committee shall be:

- i. established at the beginning of each new term of Council, composed of three members of Council, governed by the Terms of Reference.

### **Cross-References**

Procedure By-law 2013-xx  
Canadian Code for Volunteer Involvement

### **Appendices**

Appendix A – Procedures

**Appendix 'A' - Procedures**  
to  
Town of Newmarket  
Board and Committee Public Appointment Policy CORP.3.01

**1. Recruitment – New Term of Council**

- i. Legislative Services Staff who prepare advertisements for recruitment will ensure the ads contain the following information:
  - a. Member eligibility;
  - b. Committee meeting frequency and time;
  - c. Information on how to obtain an application form, and the terms of reference;
  - d. Details with respect to submitting an application including, the application deadline and where and how to submit the application;
  - e. A Notice of Collection as outlined in the Protection of Personal Information Policy and the *Municipal Freedom of Information and Protection of Privacy Act*;
  - f. A note that the vacancy is a volunteer position.
- ii. Advertisements will be placed in appropriate locations determined by the Clerk in conjunction with the Director, Communications.
- iii. Positions requiring specialized recruitment shall be advertised appropriately in accordance with section 3(ii) of the Policy.
- iv. Provided the applicant's consent is provided, the Clerk will maintain a list of applicants (referred to as the "Roster") for future consideration.
- v. The Clerk together with applicable staff will review all applications and prepare a recommended short list of candidates to interview and/or select based on required skillset, representation or other desirable criteria.
- vi. The staff recommended short-list of candidates, together with all eligible applications will be presented to the Appointment Committee for review, interviews and/or selection.

**2. Recruitment – Mid-term Vacancies**

- i. Vacancies will be identified by the Town Clerk as per section 4 of the Policy.
- ii. All available positions will be advertised as in the same manner as per the recruitment process for a new term of Council.
- iii. The Clerk together with applicable staff will review all applications and prepare a recommended short list of candidates to interview and/or select based on the required skillset, representation or other desirable criteria.
- iv. The staff recommended short-list of candidates, together with all eligible applications will be presented to the Appointment Committee for review, interviews and/or selection.

**Appendix 'A' - Procedures**  
to  
Town of Newmarket  
Board and Committee Public Appointment Policy CORP.3.01

**3. Application Procedures**

- i. All applicants will submit to the Clerk a completed application, together with a resume or other supporting information as required.
- ii. Completed applications must be submitted before the deadline prescribed by the Clerk in order to be considered for appointment.
- iii. In accordance with section 2(ii) of this policy, applicants applying to more than one vacancy will be requested to prioritize their preference.
- iv. Members eligible for re-appointment must complete an application form and submit it to the Clerk.

**4. Appointment Procedures**

- i. The Appointment Committee operates according to their Terms of Reference and reviews and evaluates the received applications and recommends one applicant per vacancy.
- ii. The Clerk will place information regarding applicants recommended by the Appointment Committee on a Confidential Agenda for consideration by Council in camera, in accordance with Section 239 (b) of the *Municipal Act, 2001 S.O. 2001, c.25*.
- iii. Once Council makes its appointments, the Clerk will send a letter to all successful and unsuccessful applicants.
- iv. The Clerk will notify the applicable staff of the appointment and provide them with information on how to contact the new Member.
- v. The Clerk will maintain a roster of other qualified applicants to fill future vacancies for the current Term of Council. All listed applicants shall be advised of their status.

**5. Resignation Procedures**

- i. A Member who is resigning from their appointed position will submit a written letter of resignation to the Clerk.
- ii. Resignation of Members shall be effective at the date of receipt of the letter, or on a date specified in the letter. Council will be informed of the resignation in whatever manner the Clerk deems appropriate.
- iii. Members who do not submit their resignation but who are no longer eligible to serve will be deemed to have resigned at the date they become ineligible.