



Committee Framework and Citizen Appointment Policy

Policy Number: CLRK-1
Approval Date: March 12, 2024
Last Revised: Not applicable
Policy Area: Clerk's Division

1 PURPOSE

- 1.1 The Council of The Corporation of Loyalist Township (hereafter referred to as "Township") recognizes that Committees and Boards play an important part in the decision-making process by providing Council and staff advice and expertise from the community.
- 1.2 The Township is committed to ensuring the appointment of qualified candidates to its Committees and Boards in a manner that is transparent, fair and consistent.
- 1.3 The purpose of this policy is to establish a:
 - a. framework under which all committees established by Council will operate
 - b. framework for calling and receiving applications for public appointments;
 - c. process for reviewing the applications; and
 - d. process for selecting persons to be serve on Committees and Boards.

2 SCOPE

- 2.1 This policy shall govern the actions of Council and of the municipal staff who support the recruitment of public representatives to Committees and Boards, and Council which selects and confirms each appointment and receives resignations.
- 2.2 This policy does not apply to:
 - a. Council member appointments;
 - b. Provincial appointments made by the Order of Council; and
 - c. Selecting volunteers to working groups.
- 2.3 Where criteria for a Committee is prescribed in legislation, the terms of reference for that Committee would have to adhere to legislation.

3 POLICY STATEMENT

Establishing Committees

- 3.1 Council may establish Committees in accordance with the Framework attached hereto as Appendix A, and determine the composition, mandate, duties and reporting responsibilities through the terms of reference of each Committee.
- 3.2 Terms of references will be developed on a case-by-case basis.



Committee Framework and Citizen Appointment Policy

- 3.3 Committee activities shall be limited to the mandate and responsibilities set out in the terms of reference. Any additional duties or responsibilities, or any expansion of a committee's mandate, must be approved by Council via a new terms of reference.

Recruitment occurrences

- 3.4 There are three occasions when recruitment occurs:
- Once annually in the last quarter of each year to fill vacancies;
 - Where quorum becomes unattainable for a Committee;
 - To appoint members to a newly established Committees/Boards.
- 3.5 A notice of the call for applications will be issued by staff and shall include:
- Name of the Committee or Board;
 - The number of positions to fill;
 - Eligibility criteria, key qualifications and desired competencies, if applicable;
 - Process for submitting applications and deadline for receipt of applications;
 - Direction to obtain detailed information about the Committee/Board, current members and meeting times; and
 - Note regarding the confidentiality of personal information.
- 3.6 The following methods may be used to provide notice of recruitment:
- Ad in the local newspaper or local radio station.
 - On the Township's website.
 - The Township's social media channels.
 - Signage at the Township offices.
 - Announcements at Council and committee meetings, if appropriate and time permitting.

Application submission

- 3.7 Persons wishing to apply to the Committee or Board must complete an Application Form as prescribed by the Clerk and provide any required or optional support material.
- 3.8 Application Forms are to be submitted on or before the application deadline. Alternate methods of submissions may be made available upon request.
- 3.9 Applicants may apply to more than one Committee or Board, however, applicants must submit one application per Committee/Board.
- 3.10 Applications will be received until 4:30 p.m. on the specified date.



Committee Framework and Citizen Appointment Policy

Eligibility Requirements

3.11 Applicants must:

- a. be a resident, or owner/tenant of property or business in the Township;
- b. be at least 16 years of age (unless otherwise indicated in the terms of reference);
- c. not be an employee of the Township;
- d. meet any additional eligibility requirements required by legislation or terms of reference;
- e. provide any information as required such as a resume, references, proof of accreditation, or education.

3.12 Applicants who are under 18 years of age must provide consent from their parents/guardian if they are successful.

3.13 Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.

3.14 There are no limits to the number of Boards/Committees to which one person may be appointed.

3.15 Councillors are permitted to serve on a Board/Committee where permitted within the terms of reference.

3.16 Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. The nature of the conflict will be considered in determining whether the applicant should be appointed.

Selection and Appointment

3.17 Council will serve as the selection panel to appoint members to serve on the Committees and Boards.

3.18 When the application deadline is reached, staff will circulate all applications in a confidential manner with the agenda for the next available Council meeting.

3.19 The selection panel may be a scoring matrix to assess applicants. The scoring matrix is used to compare basic qualitative attributes of each of the applicants. It is a tool to make initial assessments of each applicant. The scoring matrix and subsequent analysis may inform a shortlist of candidates to undergo a second level of scrutiny, or it may inform the final list of candidates by the selection panel.



Committee Framework and Citizen Appointment Policy

- 3.20 Where it is considered appropriate or when recommended by staff, the selection panel may:
- a. arrange for confidential interviews with the applicants and identify the stakeholders who will make up the interview panel and their reporting structure with recommendations regarding appointments.
 - b. perform reference checks if consent is received from the applicant.
 - c. consider an endorsement received by the Chair of an existing Committee or Board.
- 3.21 When the number of applicants is greater than the number of vacancies, the unsuccessful applications will be retained only if with the applicant's permission.
- 3.22 Where new vacancies arise during or immediately after a recruitment drive, unsuccessful applicants from the last drive may be contacted to have their applications re-considered.
- 3.23 The Clerk will prepare the necessary by-laws approving the members' appointments to each of the Committees/Boards for approval by Council at a next available Council meeting.
- 3.24 The term of appointment shall be in accordance with the terms of reference but no longer than the term of Council.

Notification

- 3.25 All applicants will be notified in writing of Council's decision, thanking every applicant for their interest.
- 3.26 The membership list on Township's website will be updated with the names of each new appointee.

Reappointments

- 3.27 Acknowledging the value of experience and the need for continuity, appointees who are eligible and wish to seek reappointment to serve a subsequent term shall be required to submit a new application at the call for applications.
- 3.28 Reappointment is not guaranteed.

Rescinding Appointments

- 3.29 Council may rescind appointment at any time without notice.
- 3.30 If a member misses three consecutive meetings without a resolution of the Committee allowing for such, the appointee will be deemed to have forfeited their position.



Committee Framework and Citizen Appointment Policy

Remuneration

- 3.31 The members of the Committees would receive remuneration if required within legislation or in accordance with the terms of reference of such committee subject to budget approval.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Council shall:
- a. Approving all Terms of References.
 - b. Consider applications to fill vacancies.
 - c. Make appointments to the Committees and Board by by-law.
 - d. Receive all resignations.
 - e. Approve this policy and any changes to this policy as needed.
- 4.2 The Clerk is responsible for:
- a. directing compliance and resolving any conflicts with this policy.
 - b. managing any procedures including maintaining the application form and the scoring matrix.
 - c. providing notice of recruitment;
 - d. making application materials available to individuals who wish to apply for appointment as new members during an active recruitment drive;
 - e. preparing letters to send to all applicants concerning the status of their application.
 - f. notifying the Board and Committees of appointments made by Council.
 - g. maintaining all records pertaining to appointments to Boards/Committees.

Reporting

- 4.3 No additional reporting is required.

Records management

- 4.4 Staff must maintain all records relevant to administering this policy in a recognized Township's Records Retention By-law.

5 RELATED DOCUMENTS AND LEGISLATION

- 5.1 This policy is subject to the following:
- a. All applications containing personal information and submitted to the Township in response to the call for applications shall be treated as personal information in accordance with the Part II of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.



Committee Framework and Citizen Appointment Policy

- b. Pursuant to Section 239(2)(b) of the Municipal Act, 2001, S.O. 2001, c. 25 regarding closed meetings, a meeting or part of a meeting may be closed to the public if the subject matter being considered is about an identifiable individual. After due consideration in closed session, a vote on any recommendation for appointments arising from closed session deliberations shall be called in open session.
- c. The Township's Procedural By-law as it relates to rules of procedure for Meetings of Council and its Local Boards and Committees.

6 FEEDBACK

- 6.1 Feedback and to report suspected instances of noncompliance, reach out to the Clerk at clerk@loyalist.ca

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Administrator	Township Clerk
Next Review Date	2026/11/15