



Policy	Appointments to Boards and Other Bodies
Category	Governance
Authority	Municipal Act, 2001
Approved by	Council
Effective Date	December 1, 2014
Review Date	May 1, 2018

Policy Statement

The Corporation of the Municipality of Meaford encourages the participation of the general public in municipal decision making and governance through the appointment of citizens to various agencies, boards, committees, task forces, working groups and other such bodies created from time to time.

The Municipality of Meaford is committed to the general concepts of accessibility, accommodation and equal opportunity to ensure appointments are reflective of the municipality's diversity and demographics in such areas as gender, age, geographic representation and disability.

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

Purpose

The purpose of this policy and procedure is to establish an open process that ensures Council appointments are undertaken in a fair and consistent manner.

Policy Requirements

1.0 Citizen Appointments

1.1 Qualifications

- a) A member must be 18 or more years of age to serve on boards and other bodies, unless otherwise specified in the Terms of Reference for the applicable body, or where youth representation is required.



- b) A member must be an eligible elector of the Municipality of Meaford.
- c) Full time permanent employees of the Municipality of Meaford are not eligible for positions as citizen members, unless otherwise specified in the Terms of Reference, establishing by-law or statute.

1.2 Appointments

- a) Members will be appointed by the Council of the Municipality of Meaford by By-law for the term of Council, unless otherwise specified in the Terms of Reference, establishing by-law or statute.
- b) A person appointed to fill a partially completed term is appointed to the end of that term of office.
- c) Members serve at the pleasure of Council and continue to serve until such time successors are appointed.
- d) Resignations become official once received by the body to which the member was appointed.
- e) As a general rule, citizen members may serve on only one body at any one time. A member may be selected to represent their organization on another board, committee, task force, working group or other body.
- f) To ensure equal opportunity and a diversity of perspectives, members will not be appointed for more than two (2) consecutive terms on the same board or body. Notwithstanding the foregoing, Council may reappoint a member if deemed necessary to maintain continuity and to achieve balance between new and experienced members.
- g) Unless otherwise specified in the Terms of Reference, establishing by-law or statute, members who miss three consecutive meetings shall be deemed resigned; however, the board or body may grant a leave of absence request by resolution specifying the duration. Quorum is not affected by such a leave of absence unless otherwise specified in the Terms of Reference, establishing by-law or statute.

1.3 Application and Recruitment Process

- a) Candidates for appointment and re-appointment must complete an application form outlining their areas of interest, experience and expertise. Applicants may provide additional information as they deem necessary.



- b) The recruitment process shall be undertaken immediately following the Municipal Election in order for members to be appointed in a timely manner.
- c) Vacancies shall be filled in a similar fashion as term appointments.
- d) The recruitment process shall include written advertisements, social media, outreach and notice on the municipal website and any other measure at the discretion of the Clerk or as directed by Council.
- e) Boards and bodies may undertake pro-active recruitment by informing potential applicants on the areas of responsibility, time commitment and key projects through an information session or other means deemed appropriate. Notwithstanding, the appointment and re-appointment process shall be as set out in this policy and procedure.
- f) Applicants may be required to complete supplementary screening requirements, such as a criminal record check. All applicants with the potential of dealing with children or other vulnerable persons will be required to complete vulnerable sector screening.
- g) The Nomination Committee may choose to conduct telephone interviews in order to make a recommendation, including but not limited to a situation when the number of applicants surpasses the number of vacant positions.

2.0 Appointment of Council Members on External Boards/Committees

- 2.1 Appointments of Council members on external boards/committees shall be undertaken pursuant to Section 57 of the Council Procedural By-law (being by-law 095-2013) as amended.
- 2.2 Appointed members shall provide timely updates to Council on the work of the organization they are appointed to, ensuring minutes are provided to the Clerk for inclusion on Council agendas for information purposes.

3.0. Nominating Committee

- 3.1. A Nominating Committee shall be comprised of the Mayor, Deputy Mayor and Councillor who received the most votes in the municipal election. All three members will be required at a meeting for quorum purposes.
- 3.2 The Nominating Committee shall review citizen applications for recommendation to Council.



3.3 Meetings of the Nominating Committee shall be conducted in keeping with the Council Procedural By-law in force and effect.

4.0 Contraventions

Failure to comply with this policy and procedure may result in inconsistent response, coordination and appointment. Inconsistent application may hinder an open process that ensures Council appointments are undertaken in a fair and consistent manner.