



Township Of Uxbridge

Public Appointment Policy

established: October 2020

1. POLICY STATEMENT

The purpose of the Township of Uxbridge Public Appointment Policy is to ensure a fair and equitable appointment process to advisory committees and local boards where the most qualified applicants are appointed as members.

This Policy applies to appointments to all Township of Uxbridge boards and committees. This Policy does not apply to Uxbridge boards and committees which are subject to their own applicable legislative requirements, governing by-laws and/or other legal requirements regarding board and committee appointments, such as the Library Board.

2. DEFINITIONS

- 2.1 “Board, Committee” means any Advisory Committee, Statutory Committee or Board, established by a resolution of Council or by enabling legislation, to provide advice, make recommendations; fulfill a statutory or quasi-judicial role; organize events; or provide program support among other functions.
- 2.2 “Clerk” means the Clerk of the Township of Uxbridge, or his or her designate.
- 2.3 “Council” means the Council of the Corporation of the Township of Uxbridge.
- 2.4 “Eligibility” means the qualifications established by Council that an applicant must possess in order to serve on boards and committees.
- 2.5 “Member” means a person appointed by Council to serve on a Board or Committee.
- 2.6 “Term of Council” means the period of time for which Council is elected to serve, as governed by applicable legislation.
- 2.7 “Terms of Reference” a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like. Terms of Reference must be approved by Council, including any amendments.

3. ELIGIBILITY & GENERAL QUALIFICATIONS OF MEMBERS

- 3.1 A Member must be 18 or more years of age to serve on boards and committees, unless otherwise specified in the Terms of Reference for the applicable Board or Committee, or where youth representation is required.
- 3.2 A Member will be a resident of Uxbridge, or own property or a business within Uxbridge, unless it is deemed by Council that there is need to acquire specialized knowledge, experience or representation, or a need to maintain continuity within a board or committee and requires reappointment of a member who has moved from Uxbridge.
- 3.3 Notwithstanding Section 3.2, up to twenty (20) percent of members appointed to a board or committee may reside outside the Township of Uxbridge without owning property or operating a business within the Township of Uxbridge.
- 3.4 Members are responsible for advising the Clerk of any change with respect to their eligibility to serve on Boards and Committees. The Clerk in consultation with the appropriate Staff will then decide if the member is still eligible to serve on the boards and committees based on other qualifying criteria.
- 3.5 Employees of the Township of Uxbridge or a local board are not eligible to serve as a member, unless provided for in legislation.

4. TERM & LENGTH OF SERVICE ON A BOARD OR COMMITTEE

- 4.1 Members will be appointed for the current Term of Council, unless otherwise the period of time is set out for in the terms of reference for the applicable board or committee, and will continue to serve until any of the following scenarios occur:
 - i) Their term expires;
 - ii) Their appointment is revoked by Council;
 - iii) They no longer meet the required eligibility; and,
 - iii) The board or committee to which they are appointed is dissolved by Council.
- 4.2 Notwithstanding Section 4.1, members will continue to be appointed and serve beyond their term of appointment until the appointment of successors.
- 4.3 Members will not be appointed to more than two (2) boards or committees in a term of council.
- 4.4 Members will not be appointed for more than two (2) consecutive terms on the same board or committee. Notwithstanding the foregoing, Council may reappoint a member beyond two (2) consecutive terms if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members.
- 4.5 Members eligible for reappointment must complete an application form and submit it to the Clerk.

- 4.6 Members that have served two (2) consecutive terms on one (1) board or committee may apply to serve on another board or committee.

5. MEMBER RECRUITMENT PROCESS

- 5.1 The recruitment of members will begin at a new Term of Council, or otherwise where vacancies are required to be filled, and, if applicable, following any changes to the terms of reference for the applicable boards and committees, or after the establishment of any new boards and committees.
- 5.2 The recruitment process includes written advertisements on the Township's website and in the local paper.
- 5.3 Advertisements for vacancies on boards and committees will contain the following information:
- A. Member eligibility;
 - B. Meeting frequency and time;
 - C. Information on how to obtain the following: 1) an application form; 2) Board and Committee Terms of Reference; and 3) information with respect to attending a board or committee meeting prior to submitting an application;
 - D. Details with respect to submitting an application including, without limitation, application deadline, where to submit the application or the application process;
 - E. A note that personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*;
 - F. A note that the vacancy is a volunteer position.
 - G. The Terms of Reference for the board or committee.
- 5.4 Vacancies on boards and committees will be advertised in appropriate locations as determined by the Clerk.
- 5.5 Boards and committees may have one or more position in its composition designated to a stakeholder group with a specialized knowledge, experience or representation Council may fill this type of vacancy in the following manner: 1) by invitation; 2) by seeking the assistance of a recruitment agency; or, 3) outreach to specific organizations or other means deemed appropriate by Council. Activities with respect to filling board and committee vacancies where specialized expertise is required will be coordinated by the Clerk, in consultation with applicable staff.
- 5.6 The Township of Uxbridge is an inclusive organization with goals and objectives to accelerate equity, celebrate diversity, and foster a culture of inclusion. This includes

specific goals to ensure the organization, including boards and committees, represent the diversity of the community.

- 5.7 As an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the Board & Committee recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

6. APPLICATION PROCESS

- 6.1 All applicants will submit to the Clerk a completed application, together with a resume or other supporting information, where applicable.
- 6.2 Completed applications must be submitted before the deadline prescribed by the Clerk in order to be considered for appointment to boards and committees.
- 6.3 Applicants applying to more than one vacancy will be requested to prioritize their preference.
- 6.4 Applicants may be required to complete supplementary screening requirements, such as a criminal record check; all applicants interacting to children or vulnerable populations will be required to complete a vulnerable sector screening. These requirements will be noted in the recruitment advertisement and are considered part of the eligibility requirements for members of a particular board or committee.

7. SELECTION PROCESS

- 7.1 The Clerk shall review all applications and make a recommendation to Council based on eligibility and qualification requirements to fill the vacancy(s). The recommended candidate(s) shall be at the sole discretion of the Clerk.
- 7.2 Notwithstanding Section 7.1, the staff liaison, or the Council representative(s) on the board or committee may be invited to participate in the evaluation process of applicants.
- 7.3 The Clerk may require that applicants participate in an interview with representatives from the relevant committee or board, including staff liaison and/or Council members serving on the committee or board, to determine the most qualified candidate for the vacancy. All applicants being interviewed for the same board or committee will be asked the same questions in order to ensure a fair and equitable appointment process. The applicant's responses will be evaluated using a measured or scored approach.

- 7.4 The Clerk, or his or her designate, shall make a formal recommendation to Council regarding the candidate most qualified to fill the vacancy.
- 7.5 Council shall make the final decision regarding the appointment of members to boards and committees. This shall be done through a motion during a regular meeting of Council.
- 7.6 Once Council makes its appointments, the Township will send a letter to all successful and unsuccessful applicants congratulating them on their appointment or thanking them for their interest in applying, respectively.
- 7.7 All newly appointed members of boards and committees will sign two (2) copies of the Code of Conduct that will be provided to members. Members will keep one (1) copy for their reference and return one (1) copy to the Clerk.
- 7.8 Once a new member is appointed to a board or committee, the Clerk, or his or her designate, shall notify the Chair of the particular board or committee, of the appointment.
- 7.9 The Clerk shall maintain a confidential database containing all appointments to boards and committees.

8. VACANCIES

- 8.1 Vacancies on boards and committees are created when a member resigns or vacates the position, effective:
 - A. The date of the resignation;
 - B. The date the member is removed by Council resolution;
 - C. The date the member no longer qualifies for the position;
 - D. The date of the death of the member.
- 8.2 Boards and committees may pass a resolution requesting that a member's position be declared vacant when a member has been absent without reason for three (3) consecutive meetings or (5) meetings in any calendar year.
- 8.3 A member who is resigning from their appointed position shall submit a written letter of resignation to the Clerk.

9. NEW MEMBERS

- 9.1 The Clerk shall provide new members the following:
 - A. Meeting dates;

- B. A copy of the Code of Conduct;
- C. Terms of Reference;
- D. A copy of the Township's Procedural By-law;
- E. The contact information for the Chair and Member(s) of Council serving on the committee or board.

9.2 The Clerk shall inform the Chair of the board or committee regarding the addition of a new member(s).

10. LEAVE OF ABSENCE

10.1 A member who would like to take a leave of absence for an extended period of time must obtain the approval of the board or committee. The approved request shall be forwarded to the Clerk.

10.2 Council may appoint a temporary member to the board or committee. The temporary vacancy will be filled as prescribed in Sections 6 and 7 of this Policy. The member whose spot is vacant as a result of the leave of absence will not be included towards establishing a quorum until the temporary vacancy is filled.

11. COMPLETION OF A MEMBER'S TERM

11.1 At the completion of a member's term or once Council receives the resignation, the member shall be sent a letter thanking them for their service.

12. EXCEPTIONS TO THIS POLICY

12.1 Where a conflict exists between the provisions of this policy and any legislative or legal requirement, the legislative or legal requirement will prevail.

13. ADMINISTRATION OF THIS POLICY

13.1 The Clerk is responsible for interpreting and administering this policy, and such interpretations shall be final.