

**The Corporation Of The City Of Quinte West
By-Law Number 14-45**

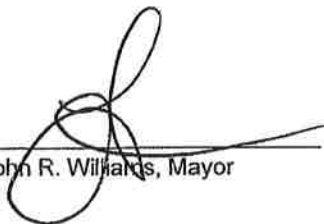
Being A By-Law To Adopt A Public Appointment Policy – Boards and Committees for the City of Quinte West.

Whereas it is deemed necessary and appropriate to establish a Public Appointment Policy to appoint members of the public to serve on Boards and Committees for the City of Quinte West;


Now Therefore The Council Of The Corporation Of The City Of Quinte West Hereby Enacts As Follows:

1. That this By-law shall be entitled the “**Public Appointment Policy – Boards & Committees By-law**”.
2. That a Public Appointment Policy – Boards & Committees is hereby adopted for the City of Quinte West
3. The said policy shall be as set out in Schedule “A” attached hereto and shall be deemed to form part of this by-law.
4. The Public Appointment Policy – Boards & Committees as set out in Schedule “A” may be amended from time to time by resolution of Council in its sole discretion.
5. This By-law shall take effect upon the final date of passing.

Read A First, Second And A Third Time And Finally Passed This 7th Day Of April, 2014.



John R. Williams, Mayor



Kevin Heath, City Clerk



PUBLIC APPOINTMENT POLICY – BOARDS & COMMITTEES

GUIDING PRINCIPLES

Introduction

A commitment to community participation and community service is considered key to the City of Quinte West's future. Part of that commitment can be fulfilled by recruiting and selecting Quinte West residents who will provide high calibre direction as board and committee members. Note: this policy does not apply to sub-committees of Recreation and Tourism Services.

The appointment of members of the public to serve on City boards and committees is generally important to the City in order to:

- a) Provide a variety of perspectives, reflecting the diversity of the community;
- b) Represent stakeholder groups;
- c) Bring specific skills and expertise that contribute to good governance;
- d) Represent specific groups of service users; and
- e) Bring external funding, sponsorship, volunteers, or profile to the community.

Purpose of the Policy

This policy provides a framework aimed at ensuring that the most suitable candidates are selected and appointed as board and committee members.

It provides a guide for Council Members and City staff involved in the process to ensure consistency, integrity, and fairness in administering the process and provides information about how the City's process works for those who are interested in applying.

Selection Strategy

Council recognizes that the needs of the City are best met when candidates are matched to the board and committees' individual requirements. Council shall make appointments that ensure that the board and committee members collectively cover the range of skills and experience required to effectively make decisions.

Boards & Committees Appointments Policy

Council also recognizes that the City is best served by boards and committees that reflect the geographic distribution and diversity of the community that they serve. Proactive strategies achieving this result shall be followed.

Variations from the Policy

Because this policy reflects the basic principles and values of Council, any variation from this policy should only be implemented in unusual circumstances and such variation must be approved by Council.

ELIGIBILITY

Eligibility Requirements

Persons selected for an appointment must be:

- (a) A resident of Quinte West;
- (b) At least 18 years of age (the age of majority in Ontario), unless deemed otherwise by Council, should an invite to participate from Quinte West youth be extended; and
- (c) Meet legislated requirements as applicable.

To remain on the board or committee, appointees are required to maintain this status throughout their term of office.

Restriction for Staff

Staff of the City are not eligible to apply for a City board or committee appointment, but they may be appointed on an ex-officio basis (by virtue of their position) to boards and committees, or may be given the right to attend and participate in discussions at board or committee meetings without being member of the boards or committee.

TERM AND LENGTH OF SERVICE

Length of Service

A set term will be established for each board and committee. In general, the term is four (4) years, concurrent with the term of Council that appoints the members or until a successor is appointed.

Board and committee members will be appointed by By-law.

Length of Service

Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment, may apply for a subsequent term.

Boards & Committees Appointments Policy

However, the City recognizes the importance of engaging as many residents as possible and infusing new ideas and perspectives from time to time. The City will strive to maintain a balance of experienced and new members to its Boards and Committees.

Partial Terms

In the event an appointed member serves only a partial term, that member shall be accredited for the duration of time served on the Board or Committee towards their length of service.

Vacancies

A vacancy on the board or committee is created when a member resigns or vacates the position for any reason, effective the earliest of:

- a) The date of resignation;
- b) The date the member ceases to be qualified;
- c) The date the member is removed by Council; or
- d) The date of death or other incapacitation.

Where a vacancy occurs before the end of the term for the board or committee where Advertised Recruitment (Type 1) or Nomination by Invitation (Type 2) methods are used, candidates will be selected to fill the vacancy from the list of qualified candidates having due regard for the balance of skill sets required and diversity objectives.

Leaves of Absence

Board or committee members who run for elected office, or seek an appointment to City Council to fill a vacancy on Council, shall take a leave of absence from the board or committee. The leave is required to begin as of the day the member is nominated for election or applies for appointment to City Council.

Board or committee members, who wish to request a leave of absence for an extended period of time, may submit such request to the board or committee. The board or committee will forward such approved request to Council for appropriate action.

The vacancy may be filled on a temporary basis for the period of the leave in accordance with the processes noted above.

RECRUITMENT METHODS

Timing of Appointments

Generally, the public appointments process will begin as soon as possible after the municipal election to allow Council to consider potential applicants as soon as possible in the new term.

Boards & Committees Appointments Policy

Recruitment Methods

The type of qualifications being sought for board and committee members will determine the recruitment method.

Recruitment methods for any one board or committee may be one or more of the following:

- Type 1: Advertised Recruitment
- Type 2: Nomination by Invitation

Type 1: Advertised Recruitment

The Advertised Recruitment process is the standard process used by the City and is appropriate where the skills and interests required are general in nature. Applications are invited from the public at large through media advertising and the City's website.

Type 2: Nomination by Invitation

The Nomination by Invitation process is only appropriate where individuals are being actively recruited or where Council delegates the authority to nominate or appoint specific positions to a City official such as the Mayor or a senior City staff person.

The Mayor or City official will seek members who would bring the desired benefits and skills to the board or committee.

Board and Committee Composition and Recruitment Method Types

The composition of each board or committee will be determined by Council based on the needs of individual boards and committees, City interests, the impact of decisions made by the board or committee, the nature of the decisions, and the diverse perspectives/influences needed to facilitate delivery of the board or committee's mandate.

For any one board or committee, a combination of recruitment processes may be employed. Within each general process, other variations may be appropriate such as limiting the breadth of the recruitment area.

Advertising Vacancies

The extent and type of advertising may vary with the selection process and type of board or committee. General advertising is only required for Type 1 recruitment process targeted to the general population. Media advertisements are generally placed by the City Clerk (or designate) in accordance with the City's Notice By-law. Notice is also placed on the City's website.

The advertisement should describe the position broadly enough to elicit a wide response from qualified applicants and outline the eligibility criteria and key qualifications for the position.

Boards & Committees Appointments Policy

Where applicable, the advertisement should direct potential applicants to the City's website for more detailed information on the board or committee.

APPLICATION PROCESS

Applications

Application forms (Appendix A) shall be made available at the City Hall, the Frankford Ward Office and at both Public Library locations. Wherever possible, application forms shall also be made available in electronic form on the City's website, together with detailed information on the application process and requirements.

Applicants may submit their completed application forms electronically.

Applicants are requested to attach a short bio (summary of biographical information) that will be made public if the applicant is appointed, and may submit a resume or other pertinent information along with the completed application forms. A criminal records check may be required at the time of appointment to a board or committee.

Incumbents Must Reapply

Incumbents who are eligible and willing to seek reappointment to a City board or committee must re-apply in the same manner as other applicants.

Applicants – Potential Conflicts

Applicants should consider whether they have a real or perceived conflict of interest with the board or committee, including any direct or indirect pecuniary interest with the City. As part of the application process, applicants must identify and disclose any actual or potential conflicts of interest they may have.

Submission Deadlines

Council shall consider only applications received in the prescribed form by the deadline date. Late applications shall not be considered.

In cases where there are insufficient applications from qualified and eligible applicants, Council may extend the deadline for applications. Public notice of any extension to the deadline shall be given.

Portability of Skills

With the permission of the applicant, where skills and competencies are similar for different boards or committees, applicants who apply for one board or committee may be identified by Council for consideration on another board or committee with similar requirements.

PRIVACY ISSUES, CODES OF CONDUCT, CONFLICT OF INTEREST

Members of Council – Potential Conflicts of Interest

Members of Council are governed by the *Municipal Conflict of Interest Act*. Members of Council who have a conflict of interest or who perceive a conflict of interest with respect to an applicant for a board or committee appointment must declare the conflict at any meeting where they are present and the matter is being discussed. Where the meeting is not open to the public (closed session), Members of Council must declare the conflict and leave the meeting or the part of the meeting during which the matter is under consideration.

Information Provided to Members of Council and Designated City Staff

Members of Council shall be permitted to review a confidential list of applicants who have applied prior to the short listing process (subject to any Conflicts of Interest).

Only members of Council and designated City staff who are providing support in the selection process shall be provided with copies of the applications.

Confidentiality Requirements and Obligations

Members of Council shall return all applications and related confidential material in their possession (including any lists of applicants) to the City Clerk (or designate) once Council approves the appointments.

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 sessions, nor may they repeat any confidential information heard at those meetings.

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), imposes mandatory confidentiality obligations on the City of Quinte West and Members of Council to refrain from disclosing personal information and to protect the privacy of information obtained in closed sessions.

These mandatory obligations are further strengthened by the provisions of the Code of Conduct for Members of Council. These provisions prohibit Members of Council from disclosing, confidential information obtained as a result of their office, including personal information under MFIPPA.

SELECTION PROCESS

Screen for Eligibility

The City Clerk (or designate) will review the eligibility requirements and identify those applicants that are ineligible for appointment either because they have not met the eligibility criteria or due to late submission. The City Clerk (or designate) will also identify which applications are incomplete and whether an applicant is a current incumbent and, if so, the length of service.

The City Clerk (or designate) will prepare a summary of applicants that shows:

- a) Name;
- b) Whether eligible and reason if not eligible (e.g. late application, non-resident, under 18, etc.) and whether the application is complete;
- c) The ward of residence;
- d) Whether a current incumbent and, if so, length of service;
- e) Which board or committee is being applied for;
- f) Disclosed potential conflicts of interest.

The Mayor, Chief Administrative Officer and/or City Clerk may consult with Senior City Staff and/or Board or Committee members as required prior to the review of applications by Council.

Short-listing Process

Council, in closed session, will review the applications and the summary prepared by the City Clerk (or designate) to determine whether additional information about any candidate should be obtained before proceeding with the short-listing process and direct staff to secure the information needed. Council may also refuse to consider incomplete applications without seeking further information.

Where there are insufficient numbers of applicants to conduct a competitive selection process, Council may:

- a) Extend the deadline for submission; or
- b) Request City staff to pursue aggressive recruitment activities and/or re-advertise the position.

Selection Objectives

All selection bodies will strive to achieve a balance of:

- a) Qualified applicants covering the range of qualifications specified for the board or committee;
- b) Experienced and new members;

Boards & Committees Appointments Policy

- c) Geographic representation; and
- d) Representation of the diversity and demographics of the community including age, gender, sexual orientation, aboriginal status, race and disability.

Alternates

In addition to the candidates recommended for appointment, Council is encouraged to identify a number of alternates from the short-listed candidates for first consideration when vacancies occur during the term.

When a vacancy occurs before the end of the term, the City Clerk (or designate) shall contact identified alternates to verify continued eligibility and interest. The City Clerk (or designate) shall report this information to Council.

Communication Following Appointments

All selected members of committees and boards will be appointed in regular open session of Council. When Council, or other delegated authority, makes an appointment, the City Clerk (or designate) shall immediately advise all applicants of the status of their applications, thanking all candidates for their interest. All applications shall be acknowledged after Council has made appointments to the boards or committees. Additionally, all boards and committees are notified of the appointment of members.

STANDARDS OF CONDUCT OF CITY APPOINTEES

Orientation for New Board Members

City staff shall arrange briefing session(s) to provide an initial orientation for all newly appointed members on the operation of the board or committee and City expectations. Topics should include information related to the board's mandate, current issues, program statistics and operations, as well as the board or committee's relationship to the City, Code of Conduct and City policies and objectives for the board or committee including the City's objective of removing barriers to accessing services in a diverse community.

General Standards of Conduct

Members of the public who are appointed to a City board or committee shall serve and be seen to serve in a conscientious and diligent manner, and in a manner that accommodates access to services the City's diverse communities.

No member of a City board or committee shall use the influence of the office to which he or she is appointed for any purpose other than for the exercise of official duties.

Members are expected to perform their duties in a transparent manner that promotes public confidence and will bear close public scrutiny.

Boards & Committees Appointments Policy

Members shall strive to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature and the City of Quinte West Council as well as any polices established by the board or committee.

Ceasing to Meet General Requirements

Any board or committee member who accepts an office or employment, or has a conflict of interest that is incompatible with continued service on the board or committee, ceases to be a resident of Quinte West, or ceases to meet other general requirements of the appointment set in Eligibility and Qualifications shall immediately notify the board or committee, and the board or committee shall so notify the relevant nominating panel for appropriate action.

Meeting Attendance Requirements

The board or committee has the discretion to permit or excuse a member's absence without further action.

Board or committee members who are absent from two (2) consecutive regularly scheduled meetings of the board or committee, without permission of the board or committee, are to be contacted by the Chair or Secretary to confirm their commitment to the board or committee. When any board or committee member is absent for three (3) consecutive regularly scheduled meetings of the board or committee, without permission of the board or committee, the board or committee shall provide written notice of the absence to Council. Council will evaluate the extenuating circumstances and determine appropriate actions up to and including removal from the Committee/Board.

EFFECTIVE DATE

This policy shall take effect and come into force upon adoption by Council. Any such appointments already in place which may be contrary to this policy shall be deemed to be grandfathered until the completion of this term of Council (or to November 30, 2014).



A Natural Attraction

City of Quinte West Committee/Board Member Information Sheet

Welcome!

Thank you for your interest in serving on various Committees or Boards within the City of Quinte West. The City of Quinte West recognizes Committee and Board members as an essential resource for the current and future development of our community. We support, facilitate and value the efforts of all our members.

Committee / Board Members are expected to:

- Be willing to learn and to participate in orientation and training programs.
- Be reliable in the performance of their duties.
- Work as a part of a team with fellow Committee/Board members and staff.
- Conduct themselves with dignity, courtesy and consideration toward others.
- Respect the confidentiality of information.
- Commit to valuing and understanding the importance of their contributions.

Screening

All members go through a screening process that may vary depending on the Committee/Board position. Screening procedures include an application form, and may be subject to an interview, reference checks, or a police records check.

Orientation and Training

In pursuit of excellence and investing in our members, the Corporation of the City of Quinte West provides position-specific training as well as ongoing training opportunities for all of our members.

Policies

Members are protected by, and subject to, applicable laws and the City of Quinte West's Policies regarding Confidentiality, Harassment, and Conflict of Interest.

Discretionary Matters

Members who do not adhere to the policies and procedures of the City of Quinte West, or fail to satisfactorily perform their assignment duties may be subject to dismissal.

***Thank you for your interest in serving "Your Community"!
- The City of Quinte West -***



A Natural Attraction

**Application for Public Voluntary Service on
City Boards and/or Committees**

Name of Applicant:		
Address:		
Ward: TR SI MU FR		
Postal Code:	Fax#	Phone # (Res.)
Phone# (work)	Phone # (cell)	E-mail
I wish to volunteer as a member on a Board/Committee dealing with the following services:		
1st Choice:		
2nd Choice:		
3rd Choice		
List the reasons for seeking appointment to this Board(s) or Committee(s) and other pertinent information you may deem helpful for Council in considering your application.		
List the skills and/or qualifications you would bring to the Board or Committee position.		
List prior community involvement or experience with the City or externally.		
Please indicate below if you have previously served on a City Board or Committee:		
Name of Committee: _____ Number of Years: _____		
For Application to the Accessibility Advisory Committee		
The Ontarians with Disabilities Act, 2001 (ODA) requires municipalities that have a population over 10,000 to establish a local Accessibility Advisory Committee. The majority of the members must be people with disabilities.		
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resume attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bio attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reference attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____ <i>Applicant's Signature</i>		_____ <i>Date</i>
DEADLINE TO RECEIVE APPLICATIONS – (insert date)		

Personal information on this form is collected under the authority of the Municipal Act 2001, SO 2001, c25 will be used to consider your application for APPOINTMENT TO City of Quinte West Boards and Committees. Questions about the collection of this personal information should be directed to the City Clerk's Department, 7 Creswell Drive, Trenton, ON, K8V 5R6, 613-392-2841.