
CATEGORY: GOVERNMENT SERVICES

SUBCATEGORY: COUNCIL OPERATIONS

**SUBJECT: COMMUNITY MEMBER APPOINTMENTS TO COMMITTEES
AND BOARDS**

A. PURPOSE

The purpose of this policy is to provide a standardized process for community member appointments to Region of Peel committees and boards, that is consistent, fair, equitable and transparent.

Regional Council establishes Region of Peel committees at their discretion, or as a requirement of provincial legislation, and approves committee member composition and appointments by Council resolution. Committees may include the appointment of community members. Council may also appoint or nominate community members to certain regional boards.

This policy provides a framework for Regional Council to ensure that the community member appointment process is principle-based while ensuring the most suitable candidates are selected and appointed as members.

B. SCOPE

This policy applies to all community member committee or board appointments; and provides guidance to Regional staff and members of Regional Council involved in the process of appointing community members to committees or boards, unless Regional Council directs that an alternate appointment process be undertaken.

This policy does not apply to the appointment of Regional Councillors to committees, local boards, and special purpose bodies; or the appointment of community members to the Peel Agricultural Advisory Working Group.

C. DEFINITIONS

Board – for the purposes of this policy and related procedures, “board” means the Peel Police Services Board or the Greater Toronto Airports Authority Board.

Committee – for the purposes of this policy and related procedures, “committee” means Council Committee, advisory committee, or task force established by the Council of the Region of Peel.

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Community Member – for the purposes of this policy and related procedures, “community member” is any resident of Peel; owner or tenant of land in the Region of Peel, or spouse of such person; or a member of a community organization representing the interests of members of the community in the Region of Peel.

Community Organization – for the purposes of this policy and procedures, “community organization” means a stakeholder group or a professional organization representing the interests of members of the community in the Region of Peel.

D. POLICY

1. Community member committee appointments will take place after Regional Councillors have been appointed to committees at the beginning of a new Term of Council, or to committees established during the Mid-Term; and, when a previously appointed position becomes vacant.
2. Community member committee appointment procedures included as Schedule 'A' to this policy outline: community member eligibility requirements and preferred qualifications; application form development; public notice and advertising requirements; applicant submission, screening, and review processes; establishment of an interview panel; Regional Council's final review and appointment; and mid-term appointment process exceptions.
3. Community member appointment procedures for the Peel Police Services Board are included as Schedule 'B' to this policy.
4. Community member nomination procedures for the Greater Toronto Airports Authority Board are included as Schedule 'C' to this Policy.
5. Community members will serve a term concurrent with the Term of Council, or as outlined in the committee Terms of Reference, or as provided by legislation; and will retain office until their successors are appointed.
6. Resignation of a member during the term of the committee must be given in writing to the committee Chair. The Chair, through the Clerk's Office, will forward the request, as a communication item, to the Regional Council Policies and Procedures Committee (PPC) for action it deems as appropriate. The PPC will follow the Mid-term Appointment process or may choose to recommend to

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Regional Council not to fill a vacancy, except where a resignation will leave the committee unable to maintain quorum.

7. In order to maintain a high level of commitment, members may be required to resign if they have been absent for three consecutive meetings without good cause.
8. While there are no specific limits on the number of terms a community member may serve on a committee, Regional Council may give preference to qualified applicants who have not had a previous opportunity to serve over those who are seeking re-appointment after serving two consecutive terms.
9. Community members shall be appointed to all committees by resolution of Regional Council.
10. The first meeting (at the beginning of a new Term of Council) for a committee with a member composition including more than 50 per cent community members (i.e., community members are required to achieve quorum) will be scheduled after community member appointments have been approved by Regional Council.

E. RESPONSIBILITIES

1. *Community member candidates* are responsible for completing a committee application form and submitting it to the Regional Clerk's Office on or before the posted application deadline date. Applicants are required to reapply for committee membership at each new Term of Council.
2. *The Program Director or designate*, is responsible for management of the community member appointment procedures included as Schedules 'A', 'B' and 'C' to this policy including, for example: screening and summarizing applications for a report to the Regional Council Policies and Procedures Committee.
3. *The Regional Council Policies and Procedures Committee* (acting in a role similar to a local municipal nominating or appointment committee), is responsible for reviewing the Program Director's candidate application report (with related application materials) establishing an interview panel (as authorized by Resolution No. 2022-XXX and outlined in Schedule 'A') and selecting top candidates to be interviewed.

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4. *The Interview Panel*, (as established by the PPC under the guidelines provided in section 5 of Schedule 'A') is responsible for interviewing top candidates as chosen by the PPC and recommending candidates to Regional Council for approval.
5. *The Regional Clerk or designate*, is responsible for notifying Regional Council of the posting (providing the date of notice and advertisement publications); accepting applications; and coordinating interviews.
6. *Regional Council* is responsible for establishing committees, approving committee member composition, and selecting and appointing community members to committees by Council resolution.

F. PROCEDURES

1. Community Member Committee Appointment Procedures are included as Schedule 'A' to this Policy.
2. Community Member Appointment Procedures for the Peel Police Services Board are included as Schedule 'B' to this Policy
3. Community Member Nomination Procedures for the GTAA Board of Directors are included as Schedule 'C' to this Policy

APPROVAL SOURCE:	Provided by issuer &/or Clerk's, Legislative Services
ORIGINAL DATE:	Provided by original issuer
LAST REVIEW DATE:	Provided by issuer
LAST UPDATE:	Provided by issuer
EFFECTIVE DATE:	Provided by issuer
RESPONSIBILITY:	Department/Division/Section - provided by issuer