

---

**SUBJECT: COMMUNITY MEMBER COMMITTEE APPOINTMENT PROCEDURES**


---

**PURPOSE:**

These procedures support Corporate Policy # G00-XX titled “Community Member Appointments to Committees and Boards”, to establish a standardized community member appointment process that is consistent, fair, equitable and transparent to the public.

**1. ELIGIBILITY REQUIREMENTS AND PREFERRED QUALIFICATIONS**

- a. The minimum eligibility requirements for all community member committee appointments include that:
  - a candidate shall be:
    - a Canadian citizen
    - a minimum of 18 years of age at the time of application
    - a resident, or the 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
  - a candidate shall not be:
    - an elected official of Regional Council or of the Council of a municipality in the Region of Peel, or
    - an employee of the Region of Peel or of a municipality in the Region of Peel
  - a candidate will be required to provide, as a condition of appointment, confirmation that they do not have a criminal record for which a pardon has not been granted
- b. Additional eligibility requirements and preferred qualifications, specific to an approved committee mandate and/or applicable legislation, shall be outlined in the Committee Terms of Reference.
- c. Committee Terms of Reference (with previously approved eligibility requirements and preferred qualifications) will be provided to Regional Council at the first Term of Council meeting after the Inaugural meeting, in a report from the Regional Clerk, or designate, regarding the Region’s governance structure, committees and boards, and required appointments.
- d. After the establishment of a *new committee* (requiring the appointment of community members) at the beginning or during a Term of Council, the Program Director, or designate, will provide a report to Regional Council recommending eligibility requirements and preferred qualifications that comply with Council direction, applicable legislation and/or best practices, to be included in the Committee Terms of Reference.

---

**SUBJECT: COMMUNITY MEMBER COMMITTEE APPOINTMENT PROCEDURES**

---

**2. APPLICATION FORM DEVELOPMENT**

- a. The Program Director or designated program staff (staff) will prepare an application form incorporating approved eligibility requirements and preferred qualifications.
- b. Existing committee application forms should be reviewed for consistency. New forms must be reviewed by Service Excellence and Innovation staff.
- c. Program staff will coordinate with Information Management staff to add new or revised application forms to Pathways on the forms page at this link: [Pathways Forms Library](#)

**3. PUBLIC NOTICE AND ADVERTISEMENTS**

- a. Application forms, with general notice information, will be made available on the Region of Peel's web page for a minimum of three consecutive weeks prior to the posted application due date. Typically, the posting is included under News Releases/Public Notice, however, Marketing & Communications staff will confirm the posting location.
- b. The Program Director, or designated staff, will prepare an advertisement, in consultation with Marketing & Communications staff, to be posted for a minimum of three weeks prior to the posted application due date:
  - o in local newspaper(s) having general circulation in the Region of Peel, the Town of Caledon and the Cities of Brampton and Mississauga; including local ethnic media outlets
  - o on the Region's digital channels and social mediaand, may post the advertisement:
  - o on the web pages of lower tier municipalities, and/or
  - o with any relevant organization(s)
- c. The advertisement should include:
  - o a brief description of the committee mandate
  - o minimum eligibility requirements and preferred qualifications
  - o how to apply
  - o contact information
  - o application deadline date
  - o a link to the Region's website
  - o notification that only those selected for an interview will be contacted.
- d. Program staff shall provide the advertisement to a designated [Legislative Specialist](#) for review.
- e. The Regional Clerk's Office shall notify the Regional Chair and Regional Council confirming the date of notice and advertisement publication(s).

**SCHEDULE 'A' TO CORPORATE POLICY G00-XX  
COMMUNITY MEMBER APPOINTMENTS TO COMMITTEES AND BOARDS**

---

**SUBJECT: COMMUNITY MEMBER COMMITTEE APPOINTMENT PROCEDURES**

---

- f. The Program Director, or designate, and Members of Regional Council may also contact and solicit individuals (for submission of applications) who meet the criteria as set out in the eligibility requirements and preferred qualifications.

**4. APPLICANT SUBMISSIONS, SCREENING AND REVIEW****a. Applicant Submissions:**

- Application forms will be available for download from the Region of Peel web page or provided to applicants by the Office of the Regional Clerk if requested.
- All applicants shall complete an application form outlining their eligibility, preferred qualifications, and experience. Applicants may choose to also submit a cover letter and resumé.
- Applicants who are unable to complete the application form due to accessibility matters may submit a cover letter and resumé in its stead.
- Applications must be received by the Regional Clerk's Office on or before the advertised deadline date.
- Applications received after the deadline date will be noted by the Clerk's Office as received late and not eligible.
- The Regional Clerk's Office will provide notice of receipt to the applicant; and, a designated Legislative Specialist will forward all received applications to the responsible Program Director or designate.

**b. Staff Application Screening:**

- The Program Director or designated program staff (staff) will prepare a scoring matrix (based on the approved eligibility requirements and preferred qualifications) to provide guidance to the Regional Council Policies and Procedures Committee for review and comparison of applications.
- The Program Director or designated staff will screen all applications to determine which candidates meet the minimum eligibility requirements; were received on or before the deadline date; and, comply with the preferred qualifications. ***Ineligible and late applications will not be reviewed.***
- The Program Director, in consultation with the Clerk or designate, will provide a report to the PPC, in closed session, including: a summary list of all applications; and, application packages from those who meet the minimum eligibility requirements and comply with the preferred qualifications. Other candidate applications may be made available to members of the PPC or Regional Council upon request.

**c. Regional Council Policies and Procedures Committee (PPC) Candidate Review:**

- The PPC will review the Program Director's report and candidate applications and choose candidates to be interviewed by an interview panel.

---

**SUBJECT: COMMUNITY MEMBER COMMITTEE APPOINTMENT PROCEDURES**

---

## **5. INTERVIEW PROCESS**

- a. The PPC has delegated authority (Month XX, 2022, Resolution No. 2022-XXX) to establish an interview panel.
- b. At the discretion of the PPC, the panel may be comprised of the Program Director or designate; the Chair and/or Vice-Chair of the PPC, or designates; and/or, additional Regional Council Members who are members of the PPC or subject committee.
- c. The Regional Clerk, or designate, will attend all interviews for procedural purposes.
- d. A separate interview panel may be established for each specific committee (e.g., for the Audit and Risk Committee, the Diversity, Equity and Anti-racism Committee, and the Region of Peel Accessibility Advisory Committee).
- e. The same interview panel members shall attend all interviews for a specific committee.
- f. The Program Director, or designated staff, will prepare interview questions, reflective of the preferred qualifications, to be reviewed by Human Resources staff.
- g. Applicants for all positions will be asked the same questions to ensure consistency and fairness in the evaluation process.
- h. The Regional Clerk's Office will coordinate the scheduling of interviews.
- i. The Regional Clerk's Office will forward candidate applications (letters and resumes), scoring matrix, and interview questions to the Interview Panel members one week prior to the first interview date.
- j. Interviews and subsequent interview panel discussions regarding appointments will be held in closed session.
- k. The interview panel will choose the final candidate(s) to be recommended to Regional Council for approval.

## **6. REGIONAL COUNCIL REVIEW, SELECTION AND APPOINTMENT**

- a. Interview panel recommendations will be consolidated by the Program Director, in consultation with the Clerk or designate, in a report to Regional Council, in closed session, for Council's consideration and approval.
- b. The report will include a complete summary list of all interviewed candidates with scoring matrix results (as an appendix) for Council's reference.



**SCHEDULE 'A' TO CORPORATE POLICY G00-XX  
COMMUNITY MEMBER APPOINTMENTS TO COMMITTEES AND BOARDS**

---

**SUBJECT: COMMUNITY MEMBER COMMITTEE APPOINTMENT PROCEDURES**

---

- c. Regional Council shall select and appoint all community committee members by resolution.

**7. MID-TERM APPOINTMENT PROCESS**

- a. When a vacancy needs to be filled during the Term of Council, staff will review the previous applications and confirm those candidates that are still eligible and available.
- b. Previous eligible and available applications will be submitted to the Regional Council Policies and Procedures Committee for consideration and the above process will be followed beginning at section 4. b.
- c. If no suitable previous applicants are available to serve, the Mid-term vacancies are filled following the same procedure as outlined above beginning at section 3.a., with public notice being for two weeks rather than three.
- d. Vacancies shall not be filled after March 31<sup>st</sup> of an election year.

<b>APPROVAL SOURCE:</b>	Example: Program Director/Manager
<b>EFFECTIVE DATE:</b>	Example: Month XX, 2022
<b>RESPONSIBILITY:</b>	Example: Corporate Services/Office of the Regional Clerk