



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

**SUBJECT: PEEL POLICES SERVICES BOARD COMMUNITY MEMBER
APPOINTMENT PROCEDURES**

PURPOSE:

These procedures support Corporate Policy # G00-XX titled "Community Member Appointments to Committees and Boards", by outlining the process to appoint a community member to the Peel Police Services Board (PPSB).

1. ELIGIBILITY REQUIREMENTS AND PREFERRED QUALIFICATIONS

- a. Eligibility requirements for the Peel Police Services Board (PPSB) community member appointment are outlined in the *Police Services Act*, as amended, ss. 27 (9) (c) and 27 (13) and are listed below.

The Member shall ***shall not be***:

- a member of council;
- an employee of the municipality;
- a judge;
- a justice of the peace;
- a police officer; or
- a person who practises criminal law as a defence counsel

- b. The following statement is adopted by Regional Council as additional criteria for evaluation of applicants for appointment to the PPSB.

Preference will be given to applicants for appointment to the Police Services Board who have met the following qualifications:

- is a Canadian citizen
- Is a minimum of 18 years of age at the time of application
- Is a resident, or the owner or tenant of land in the Region of Peel, or spouse of such person
- not a member of the Legislative Assembly, the Senate or House of Commons
- not a Crown employee
- is not otherwise disqualified from holding office or voting
- a demonstrated history of community service
- ability to devote up to 20 hours per month to Police Services Board matters including availability during normal business hours
- skills or leadership in a business or a profession which demonstrates ability to work effectively as a member of a board
- specific knowledge or experience which may be an asset to the Board (e.g., finance or human resources)
- good character (candidates 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).



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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 position
 - 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).

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- 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 Directors report and candidate applications and shall choose candidates to be interviewed by an interview panel.



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5. INTERVIEW PROCESS

- a. The PPC has delegated authority (Month XX, 2022, Resolution No. 2022-XXX) to establish an interview panel.
- b. The interview panel shall be comprised of the Regional Chair as ex-officio, and a minimum of one Regional Councillor from each of the Cities of Brampton and Mississauga; and, may include the Chair and/or Vice-Chair of the PPC, or designates; and/or, additional Regional Councillors who are members of the PPC.
- c. The Regional Clerk, or designate, will attend all interviews for procedural purposes.
- d. The interview panel members shall attend all interviews.
- e. The Program Director, or designated staff, will prepare interview questions, reflective of the preferred qualifications, to be reviewed by Human Resources staff.
- f. Applicants will be asked the same questions to ensure consistency and fairness in the evaluation process.
- g. The Regional Clerk's Office will coordinate the scheduling of interviews.
- h. The Regional Clerk's Office will forward candidate applications (letters and resumes), scoring matrix results, and interview questions to the Interview Panel members one week prior to the first interview date.
- i. Interviews and subsequent interview panel discussions regarding appointments will be held in closed session.
- j. 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. The 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.



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- c. Regional Council shall select and appoint the community member to the Peel Police Services Board.

7. MID-TERM APPOINTMENT PROCESS

- a. In accordance with section 27 (11) of the *Polices Services Act*, "If the position of a member who is appointed by a municipal council or holds office by virtue of being the head of a municipal council becomes vacant, the board shall notify the council, which shall forthwith appoint a replacement".
- b. 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.
- c. 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.
- d. 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.

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