

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

**SUBJECT: GREATER TORONTO AIRPORTS AUTHORITY (GTAA) COMMUNITY
MEMBER NOMINATION PROCEDURES**

PURPOSE:

These procedures support Corporate Policy # G00-XX titled "Community Member Appointments to Committees and Boards", by outlining the process to nominate three community members to the Greater Toronto Airports Authority Board for consideration.

1. ELIGIBILITY REQUIREMENTS AND PREFERRED QUALIFICATIONS

Eligibility qualifications to serve as a member on the Greater Toronto Airports Authority (GTAA) Board are outlined in section 2.3 of the GTAA General Operating By-law and provided below.

Member shall:

- be an individual who is at least eighteen (18) years of age;
- not be a corporation or any other entity;
- subject to Subsection 2.4(d)*, be a person who is either a Canada citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act*;
- not be a person who has been declared incapable by a court in Canada or in another country;
- not be a person who is an undischarged bankrupt
- not be a person who has been convicted of an indictable offence or who has been fined, sanctioned or otherwise penalized by a court or other authority of competent jurisdiction for violating securities legislation or requirements;
- not be or within the two-year period immediately preceding the date of the issuance of his or her membership have been:
 - a member of the Senate of Canada, the House of Commons or the legislature of a province, or
 - an elected official of a municipality located, in whole or in part, within the South Central Ontario region;
- not be or within the two-year period immediately preceding the date of the issuance of his or her membership have been:
 - an employee or agent of Her Majesty the Queen in Right of Canada or a province, or an employee of a crown corporation;
 - an officer or employee of a municipality located, in whole or in part, within the South Central Ontario region;
 - an employee of the Corporation or a shareholder of any subsidiary of the Corporation;
- not be a director, officer or employee of any person who has, or within the six months immediately preceding his or her issuance of a membership had, a financial or commercial agreement or arrangement with the Corporation, a Government Nominator or a Municipal Nominator that could reasonably be perceived to interfere



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

**SUBJECT: GREATER TORONTO AIRPORTS AUTHORITY (GTAA) COMMUNITY
MEMBER NOMINATION PROCEDURES**

with the ability of such director, officer, or employee to discharge his or her fiduciary duty to act honestly and in good faith in the best interests of the Corporation.

(* Section 2.4(d) of the operating by-law states that “There may be up to two Members at any time who are not Canadian citizens or permanent residents of Canada within the meaning of the *Immigration and Refugee Protection Act*.”)

The following statement is adopted by Regional Council as additional criteria for evaluation of applicants for nomination to the GTAA Board of Directors.

Preference will be given to applicants for nomination to the GTAA Board of Directors who, have met the following qualifications:

- is a resident, or the owner or tenant of land in the Region of Peel, or spouse of such person
- has knowledge and skills related to at least one of the following areas: transportation, aviation, business, engineering, commerce, finance, law, or as requested by the GTAA Board of Directors at the time of posting
- has excellent verbal and written communication skills
- has prior experience on a Board of Directors
- has time to devote a minimum of 20 hours per month to GTAA board matters including availability during normal business hours as well as evening hours, as attendance will be required at board, committee and public meetings
- has specific knowledge or experience which may be an asset to the board

2. APPLICATION FORM DEVELOPMENT

- a. The Program Director or designated program staff (staff) will contact the GTAA Board of Directors to confirm current preferred qualifications, which may be an asset to the board.
- b. The Program Director or designated staff will prepare an application form incorporating approved eligibility requirements and preferred qualifications, including any preferred qualifications provided by the GTAA Board of Directors with respect to a current vacancy.
- c. Existing committee application forms should be reviewed for consistency. New forms must be reviewed by Service Excellence and Innovation staff.
- d. 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](#)

**SUBJECT: GREATER TORONTO AIRPORTS AUTHORITY (GTAA) COMMUNITY
MEMBER NOMINATION PROCEDURES**

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:
 - 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;
 - on the Region's digital channels and social mediaand, may post the advertisement:
 - on the web pages of lower tier municipalities, and/or
 - with any relevant organization(s)

A copy of the notice/advertisement will be provided to the Brampton Board of Trade, the Caledon Chamber of Commerce, and the Mississauga Board of Trade.

- c. The advertisement should include:
 - a brief description of the position
 - minimum eligibility requirements and preferred qualifications
 - how to apply
 - contact information
 - application deadline date
 - a link to the Region's website
 - 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).
- 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.

**SUBJECT: GREATER TORONTO AIRPORTS AUTHORITY (GTAA) COMMUNITY
MEMBER NOMINATION PROCEDURES**

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.

**SUBJECT: GREATER TORONTO AIRPORTS AUTHORITY (GTAA) COMMUNITY
MEMBER NOMINATION PROCEDURES**

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 local municipality; 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 same interview panel members shall attend all interviews for a specific committee.
- 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 NOMINATION

- 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.

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

**SUBJECT: GREATER TORONTO AIRPORTS AUTHORITY (GTAA) COMMUNITY
MEMBER NOMINATION PROCEDURES**

- c. Regional Council shall select and nominate up to three community member candidates to the GTAA Board of Directors for consideration, by resolution.
- d. The Corporate Governance Committee of the GTAA will review the nominations and make a recommendation to the GTAA Board of Directors who will appoint one of the nominees as the Region of Peel Municipal Member.

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.

8. GTAA BOARD MEMBER APPOINTMENT AND TERM OF OFFICE

- a. The Secretary of the GTAA Board of Directors will notify the Region of Peel when an appointment is required.

Section 2.6. (a) of GTAA the General Operating By-law states that, The Secretary shall provide reasonable advance notice to the Municipal Nominator of the impending expiration of the term of a Municipal Member or notice to the Municipal Nominator following the termination of the membership of a Municipal Member as provided in Section 3.2(a). The Secretary shall send the notice in writing to the Municipal Nominator of such Municipal Member soliciting the names of up to three (3) candidates who meet the qualifications described in Section 2.3 and possess the experience, skills and ability required by the Board to replace the incumbent or terminated Municipal Member, as applicable."

- b. The Term of Office is three years.

Section 2.2 of GTAA General Operating By-law states that, "the Act and Subsection 2.5(d) and Section 3.2 of this By-law, a Member shall serve a term of up to three (3) years commencing upon the date of the issuance of their membership by the Board. No Member shall serve for more than nine (9) years in total".



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

**SUBJECT: GREATER TORONTO AIRPORTS AUTHORITY (GTAA) COMMUNITY
MEMBER NOMINATION PROCEDURES**

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