
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. 2022-111 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:	Council Resolution 2022-111
ORIGINAL DATE:	February 24, 2022
LAST REVIEW DATE:	February 24, 2022
LAST UPDATE:	February 24, 2022
EFFECTIVE DATE:	February 24, 2022
RESPONSIBILITY:	Corporate Services/Office of the Regional Clerk

SUBJECT: COMMUNITY MEMBER COMMITTEE APPOINTMENT PROCEDURES

PURPOSE:

These procedures support Corporate Policy # G20-14 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:
 - o 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
 - o 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
 - o 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.

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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 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).

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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 Director's report and candidate applications and choose candidates to be interviewed by an interview panel.

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5. INTERVIEW PROCESS

- a. The PPC has delegated authority (February 24, 2022, Resolution No. 2022-111) 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.

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 31st of an election year.

APPROVAL SOURCE:	Council Resolution 2022-111
EFFECTIVE DATE:	February 24, 2022
RESPONSIBILITY:	Corporate Services/Office of the Regional Clerk

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

PURPOSE:

These procedures support Corporate Policy # G20-14 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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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 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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APPOINTMENT PROCEDURES**

5. INTERVIEW PROCESS

- a. The PPC has delegated authority (February 24, 2022, Resolution No. 2022-111) 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:	Council Resolution 2022-111
EFFECTIVE DATE:	February 24, 2022
RESPONSIBILITY:	Corporate Services/Office of the Regional Clerk

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

PURPOSE:

These procedures support Corporate Policy # G20-14 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

- a. 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.

The 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

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Nominator or a Municipal Nominator that could reasonably be perceived to interfere 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.*”)

- b. 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](#)

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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)

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:
 - 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).
- 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.

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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.

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MEMBER NOMINATION PROCEDURES**

5. INTERVIEW PROCESS

- a. The PPC has delegated authority (February 24, 2022, Resolution No. 2022-111) 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.

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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”.

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MEMBER NOMINATION PROCEDURES**

APPROVAL SOURCE:	Council Resolution 2022-111
EFFECTIVE DATE:	February 24, 2022
RESPONSIBILITY:	Corporate Services/Office of the Regional Clerk