

For Information

REPORT TITLE: Procedures to Appoint Community Members to Committees and Boards

FROM: Gary Kent, CPA, CGA, ICD.D, Chief Financial Officer and Commissioner of Corporate Services

OBJECTIVE

The purpose of this report is to provide an overview of the Council approved procedures to appoint community members to the Audit and Risk Committee (ARC), Diversity, Equity and Anti-Racism Committee (DEAR), Region of Peel Accessibility Advisory Committee (AAC) and the Peel Police Services Board (PPSB).

REPORT HIGHLIGHTS

- Policy G20-14 “Community Member Appointments to Committees and Boards” (included as Appendix I) provides guidance regarding the roles and responsibilities of staff, the Regional Council Policies and Procedures Committee (PPC) and Regional Council in appointing community members to committees and boards.
- Staff are responsible for management of the procedures outlined in Schedules “A”, “B” and “C” to the policy including for example: posting of advertisements, development of a scoring matrix, and screening and summarizing applications for a report to the PPC.
- The PPC is responsible for:
 - reviewing community member applications as provided in the related closed session reports listed on the February 16, 2023, PPC meeting agenda
 - selecting top candidates to be interviewed, and
 - establishing an interview panel(s).
- The PPC has delegated authority (by Regional Council Resolution No. 2022-111) to establish an interview panel(s). A separate interview panel may be established for each specific committee and board (i.e., AAC, ARC, DEAR and PPSB).
- At the discretion of the PPC, the interview 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 committees.
- Staff in Legislative Services will coordinate interviews and provide the interview panel with selected candidate applications, scoring matrix, and interview questions (as provided by program staff) one week prior to the interview date.
- The Regional Clerk, or designate, will attend all interviews for procedural purposes.
- The interview panel will choose the final candidate(s) to be recommended to Regional Council for approval.
- 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.

DISCUSSION

1. Background

Regional Council approved Policy G20-14 “Community Member Appointments to Committees and Boards” (Appendix I). The purpose of the 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.

The Policy provides guidance regarding the roles and responsibilities of applicants, staff, the Regional Council Policies and Procedures Committee (PPC) and Regional Council regarding the community member appointment process.

a) Policy G20-14 - Overview of Roles and Responsibilities

Community member candidates are responsible for completing an 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.

- Applications were received by staff through an on-line application form and the Regional Clerk’s email.

The Program Director, or designate, is responsible for management of the community member appointment procedures included as Schedule “A”, “B” and “C” to Policy G20-14 (Appendix I) including for example: posting of advertisements, development of a scoring matrix, and screening and summarizing applications for a report to the PPC.

- Closed session reports included on the February 16, 2023, PPC meeting agenda provide an overview of the application screening process and a summary of candidates for the AAC, ARC and DEAR committees, as well as the PPSB for the PPC’s review.

The Regional Council Policies and Procedures Committee (acting in a role similar to a local municipal nominating or appointment committee) is responsible for:

- reviewing community member applications (with related application materials) as provided in the closed session reports listed on the February 16, 2023, PPC meeting agenda
- selecting top candidates to be interviewed, and
- establishing an interview panel(s) (as authorized by Regional Council Resolution No. 2022-111).

The Interview Panel is responsible for interviewing top candidates as chosen by the PPC and recommending candidates to Regional Council for approval.

- A separate interview panel may be established for each specific committee.
- The same interview panel members shall attend all interviews for a specific committee or board.
- Applicants for all positions will be asked the same questions to ensure consistency and fairness in the evaluation process

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The Regional Clerk, or designate, is responsible for notifying Regional Council of the posting; accepting applications; and coordinating interviews.

- A notice of posting for AAC, ARC and DEAR was provided by email to Regional Council on Friday, November 4, 2022.
- A notice of posting for PPSB was provided by email to Regional Council on December 7, 2022.
- Applications were received by staff through an on-line application form and/or the Regional Clerk's email.

Regional Council is responsible for establishing committees, approving committee member composition, and selecting and appointing community members to committees by Council resolution.

- Establishment of committees and member composition was approved by Council on December 8, 2022.
- Regional Council will make community member appointments to committees after receipt of recommendations from the interview panel(s).

2. Direction and Next Steps

Direction

At its February 16, 2023 meeting, the PPC will be requested to:

- Choose candidates to be interviewed for membership on the AAC, ARC, and DEAR committees, and the PPSB, from the applications provided in the closed session reports listed on the February 16, 2023, PPC meeting agenda.
- Establish interview panels. In accordance with Policy G20-14, the panel may be comprised of:
 - the relevant Program Director or designate; (AAC and DEAR is Juliet Jackson, Director of Culture and Inclusion; ARC is Jennifer Weinman, Director of Internal Audit and Stephanie Nagel, Director of Corporate Finance and Treasurer)
 - the Chair and/or Vice-Chair of the PPC, or designates;
 - and, additional Regional Council Members who are members of the PPC or subject committees (Council committee members for AAC, ARC and DEAR are included as Appendix II)

Next Steps

- The Program Director, or designated staff, will finalize interview questions, reflective of the preferred qualifications (to be reviewed by Human Resources staff).
- Staff in Legislative Services will coordinate the scheduling of interviews and forward candidate applications (and/or letters and resumes), scoring matrix, and interview questions (as provided by program staff) to the Interview Panel members one week prior to the interview date.
- Interviews and subsequent interview panel discussions regarding appointments will be held in closed session.
- The interview panel will choose the final candidate(s) to be recommended to Regional Council for approval.

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APPENDICES

Appendix I - Policy G20-14 - Community Member Appointments to Committees and Boards
Appendix II – Council Committee Members - ARC, AAC and DEAR Committees

G. Kent.

Gary Kent, CPA, CGA, ICD.D, Chief Financial Officer and Commissioner of Corporate Services

Authored By: Jill Jones, Legislative Specialist