

1. PURPOSE

- 1.1. The Corporation of the Municipality of Strathroy-Caradoc (the Municipality) is committed to appointing members of the public to various boards, committees, groups, or other bodies as required by statute, convention, invitation, or initiative, in a consistent and open manner. The purpose of this policy is to provide a process on how public appointments to Boards and Committees of Council are conducted by the Municipality.

2. DEFINITIONS

- 2.1. “Advisory Committee” means a committee established to provide advice to Council as mandated in their specific Terms of Reference. Advisory Committees will provide public input, advice, or information to Council through Committee recommendations/resolutions and/or staff reports. Advisory Committees do not give direction to Municipal administration, nor do they request, without the approval of the Municipal Council, the preparation of any administrative reports, research, or work assignments.
- 2.2. “Ad Hoc Committee” means a committee established by resolution of Council to carry out a specific function as mandated in the associated Terms of Reference for a prescribed period of time. They can be created quickly to mobilize a group to address a particular project and may cross functionality with other Boards, Committees, or Departments. Ad hoc committees have a specific end date that coincides with the completion of their mandate and citizen appointments can be made by Council as required.
- 2.3. “Appointment” means assigning a candidate to a Board and/or Committee.
- 2.4. “Clerk” means the Clerk of the Municipality of Strathroy-Caradoc, or their designate.
- 2.5. “Council” means the Council of the Corporation of the Municipality of Strathroy-Caradoc.
- 2.6. “Council Liaison” is the Council representative(s) appointed to any Board or Committee by the Council and the Council Liaison is a non-voting member of the Committee or Board.

- 2.7. “Eligibility” means the qualifications established by Council that an applicant must possess in order to serve on Boards and Committees.
- 2.8. “Local Board” means a municipal service board, police service board, planning board, or any other board, commission, committee body, or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.
- 2.9. “Municipality” means the Corporation of the Municipality of Strathroy-Caradoc.
- 2.10. “Policy” means this Public Appointment Policy for Boards and Committees of Council.
- 2.11. “Recording Clerk” means a staff member of the Municipality of Strathroy-Caradoc designated to record Board/Committee meeting proceedings in the form of minutes.
- 2.12. “Striking Committee” means a sub-committee of Council responsible for recommending a candidate/slate of candidates for Council’s consideration, and for ensuring consistency, fairness, and professionalism in the recruitment and selection process.
- 2.13. “Term of Council” refers to the Council term beginning after a regular Municipal Election, which is currently a four (4) year term.
- 2.14. “Terms of Reference” means the guiding principles of the Board or Committee, used to general describe the purpose, scope, member composition, and authority of the Board/Committee.
- 2.15. “Vacancy” means an unoccupied position on a Board and/or Committee.

3. SCOPE

- 3.1. The “Public Appointment Policy for Boards and Committees of Council” applies to all public appointments to the following types of committees:
 - a) Committees of Council;
 - b) Advisory committees;
 - c) Ad hoc committees established by Council, and

- d) Council-appointed, legislated boards or committees.
- 3.2. Specifically, this Policy applies to Council-appointees to the following boards and committees:
- a) Committee of Adjustment
 - b) Community Development Advisory Committee
 - c) Fire Services Advisory Committee
 - d) Museum Advisory Committee
 - e) Strathroy-Caradoc Police Services Board
 - f) Strathroy Business Improvement Area (B.I.A.) Board of Management
 - g) Tri-Township Arena Board
- 3.3. In the case where the Terms of Reference for a specific Board or Committee is inconsistent with any provisions of this Policy, this Policy shall prevail.
- 3.4. In the case where legislation relating to a specific Board or Committee is inconsistent with any provisions of this Policy, the legislation shall prevail.
- 3.5. A maximum of two Council Liaisons will be appointed to any Board or Committee
- 3.6. Council shall appoint a maximum of two Council representatives on other Boards and Committees as follows:
- a) Bluewater Recycling Association
 - b) Lake Huron Pipeline
 - c) Lower Thames Valley Conservation Authority
 - d) Southwest Medical Board
 - e) St. Clair Region Conservation Authority
 - f) Strathroy-Caradoc Housing Corporation

4. ELIGIBILITY REQUIREMENTS

- 4.1. Unless otherwise specified in the terms of reference or related legislation, all public members appointed to Boards and/or Advisory Committees must be residents or owners of property within the Municipality of Strathroy-Caradoc and at least 18 years of age.
- 4.2. Specific skills and experience for membership on each Board/Advisory Committee shall be established by way of the Terms of Reference.

- 4.3. Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment. Appointees are responsible for advising the Chair and Recording Clerk of any change with respect to their eligibility to serve.
- 4.4. Municipal staff are not permitted to serve as members on a Board/Advisory Committee.
- 4.5. Councillors are not permitted to serve on a Board/Advisory Committee unless in the role of Council liaison.
- 4.6. Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. Disclosure of potential conflicts will not result in automatic ineligibility. The nature of the conflict will be considered in determining whether the applicant should be appointed.

5. TERM OF PUBLIC APPOINTMENTS

- 5.1. Unless otherwise provided for by legislation, Terms of Reference, or operating procedures, the term of appointment shall generally coincide with the Term of Council, being four (4) years.

6. ADVERTISING VACANCIES

- 6.1. The following methods may be employed to advertise vacancies for Municipal Boards/Committees:
 - a) Local newspaper
 - b) Municipality of Strathroy-Caradoc website
 - c) E-mail distribution lists to individuals or groups
 - d) Municipality of Strathroy-Caradoc social media accounts
 - e) Announcements at Council and committee meetings
 - f) Postings at Municipal facilities

7. APPLICATION PROCESS

- 7.1. Applicants must complete an Advisory Committee and Local Board Application Form.
- 7.2. During the recruitment period, application forms will be available at the Customer Service Counter at the Municipal Office (52 Frank Street, Strathroy) and in

electronic form on the Municipality's website.

- 7.3. Completed applications may be submitted by completing an online application, regular mail, e-mail to clerk@strathroy-caradoc.ca, or in-person at the Customer Service Counter at the Municipal Office, to the attention of the Legal & Legislative Services Department.
- 7.4. Incumbents who are eligible and willing to seek reappointment to a Municipal Board or Committee must re-apply in the same manner as other applicants.
- 7.5. Members of the public who are interested in serving are welcome to apply to as many Board/Committee vacancies as they would like, however, members of the public may only serve on one Board/Committee at a time.
- 7.6. Applications received after the submission deadline and for non-advertised vacancies will not be considered.
- 7.7. In cases where there are insufficient applications from qualified and eligible applicants, the deadline for applications may be extended. Public notice of any extension to the deadline shall be given.

8. PUBLIC APPOINTMENT PROCESS – NEW TERM OF COUNCIL

- 8.1. By October 1st in a municipal election year, the Legal & Legislative Services Department shall advertise a list of public appointee positions and shall solicit and receive written applications, in the prescribed form, from those interested in being considered for one of the vacancies.
- 8.2. The Legal & Legislative Services Department shall review applications received for accuracy and to ensure that the applicants meet the requirements for the appointments being advertised as set out in the Board's/Committee's Terms of Reference, this Policy, and applicable legislation.
- 8.3. The Municipal Clerk (or designate) will prepare a summary of applicants that shows:
 - a) Name;
 - b) Ward of residence;
 - c) Whether a current incumbent and, if so, length of service;
 - d) Which board or committee is being applied for;

e) Disclosed potential conflicts of interest.

- 8.4. The summary of eligible applicants, along with their respective applications, shall be forwarded to the Striking Committee for consideration.
- 8.5. The Striking Committee will review and discuss personal information provided within the applications in closed session. Members of the Striking Committee may also contact references provided as part of the application process. The Striking Committee shall finalize its recommendations to Council regarding appointees to Boards and Committees in open session.
- 8.6. A public report from the Legal & Legislative Services Department communicating the recommendations of the Striking Committee will be prepared for Council approval.
- 8.7. Council shall approve all public appointments to Council Boards and Committees and Council Member appointments to Council Boards and Committees, and other Boards and Committees, no later than the regularly scheduled meeting of January following the election year.
- 8.8. All Council Board and Committee appointments shall be made by By-law.

9. PUBLIC APPOINTMENT PROCESS - DURING THE TERM OF COUNCIL

- 9.1. Should a member resign or otherwise cease to be a member of the Board or Committee, that Board/Committee shall pass a resolution recommending recruitment begin to fill the vacancy in compliance with their Terms of Reference and this Policy. The Legal & Legislative Services Department will then proceed with the recruitment of members pursuant to this Policy.
- 9.2. Appointments during the Term of Council shall be conducted in the same manner as those made under Section 8 above, with the following exceptions:
 - 9.2.1. In the event a Board/Advisory Committee member resigns within twelve (12) months of appointment, the Striking Committee may reconsider applications submitted during the initial recruitment period and may recommend appointments from the retained pool of applicants.
 - 9.2.2. The Appointment By-law Schedule "A" will be amended as required.

- 9.3. Successful applicants filling a vacancy will serve on the Board/Committee for the remainder of the Term of Council.

10. RESIGNATION/DISMISSAL PROCESS

- 10.1. Members who wish to resign from a Board/Committee shall submit a letter to the Chair and Recording Clerk to declare the position vacant. Notification will then be provided to the Municipal Clerk.
- 10.2. Council, at its discretion, can dismiss any Board/Committee in its entirety, or any member thereof, at any time.

11. ABSENTEEISM/DEEM TO HAVE RESIGNED

- 11.1. Member who miss three consecutive meetings without a notice with a valid reason shall be deemed to have resigned and the position will be declared vacant.
- 11.2. The Clerk will advise the absentee member that the member is no longer a member of the committee with a date of relief of duties.

12. CONDUCT OF MEMBERS

- 12.1. All members shall adhere to all respect in the workplaces policies and Codes of Conduct.

13. RESPONSIBILITY

- 13.1. The Legal & Legislative Services (Clerk's) Department is responsible for supporting the recruitment of citizens/public members for Boards and Committees.
- 13.2. The Municipal Clerk will be responsible for initiating the review of this Policy prior to each new term of Council, or as required.

14. REVIEW/REVISION DATE(S)



Municipality of Strathroy-Caradoc

Public Appointment Policy for Boards and Committees of Council

Effective: XXXX-XX-XX

DRAFT