



Title:	Public Appointment to Committees and Boards of Council Policy		
Policy Group: Your Government and People			Policy Administrator: Corporate and Legislative Services
Resolution No. CW-146-2022			Policy Number: CLS-07
Approval Date: 2022-06-09			Revision Date: 2026-06-09

1. Policy Statement

- a) The Council of the Corporation of the County of Prince Edward (hereafter referred to as "The County") recognizes that Statutory and Advisory Committees and Boards play an important part in the decision-making process by providing Council and staff advice and expertise from the community.
- b) The County is committed to ensuring the appointment of qualified candidates to Statutory and Advisory Committees and Boards in a manner that is transparent, fair and consistent.

2. Purpose

- a) The purpose of this Policy is to establish:
 - i. a framework for calling and receiving applications for public appointments to The County Committees and Boards;
 - ii. a process for reviewing the applications; and
 - iii. a process for selecting persons to be appointed to the respective Committees and Boards.

3. Scope

- a) This Policy shall govern the actions of the Clerk's Office, Council and the Nominating Committee formed by Council to make recommendations to Council regarding appointments.
- b) This Policy does not apply to provincial appointments made by the Order of Council.

4. Legislative Authority

- a) This policy is subject to the following:
 - i. All applications containing personal information and submitted to the County in response to the call for applications shall be treated as personal information in accordance with the Part II of the [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.](#)
 - ii. Pursuant to Section 239(2)(b) of the [Municipal Act, 2001, S.O. 2001, c. 25](#) regarding closed meetings, a meeting or part of a meeting may be closed to the public if the subject matter being considered is about an identifiable individual. After due consideration in closed session, a vote on any recommendation for appointments arising from closed session deliberations shall be called in open session.
 - iii. The [County's Procedural By-law](#) as it relates to rules of procedure for Meetings of Council and its Local Boards and Committees.

5. Definitions

- a) **"Advisory Committees"** means those which provide advice and recommendations to Council as requested on areas within their mandates with no authority for decision making or independent actions.
- b) **"Chair"** means the individual appointed by a Committee to act as the chair of the Committee at any given meeting.
- c) **"Clerk"** means the person appointed by Council under Section 228 of the [Municipal Act, 2001, S.O. 2001, c. 25.](#)
- d) **"Local Boards"** means those established by legislation and members are appointed by Council. They have authority to address their responsibilities as determined under the relevant legislation. Examples include Police Services Board and the Prince Edward County Library Board.
- e) **"Member"** means an individual who has been appointed by Council as a member of a Committee.
- f) **"Nominating Committee"** means a Committee established by Council, made 6 members of Council, appointed to the Term of Council, makes recommendations to Council regarding the appointment of members of the public to all external and internal Committees. They receive and review all

applications from members of the public who wish to serve on Committees or Boards.

- g) **"Scoring Matrix"** means a scorecard used to compare basic quantitative and qualitative suitability of candidates.
- h) **"Staff"** means the County staff member(s) who provide administrative and legislative assistance.
- i) **"Statutory Committees"** means those permitted or required by provincial legislation and perform functions as specified in the relevant legislation. Examples include the Committee of Adjustment, Municipal Election Audit Compliance Committee, Accessibility Advisory Committee, and the Heritage Advisory Committee.

6. Calling for and receiving applications

- a) Recruitment occurrences
 - i. There are three occasions when recruitment occurs:
 - Immediately after a municipal election.
 - At least twice annually to fill vacancies.
 - To appoint members to a newly established Committee/Board.
- b) Call for applications
 - i. A notice of call for applications will be issued by the Clerk's Office in accordance with Section 6(a)(i) of this Policy.
 - ii. The notice of the call for applications will include:
 - Name of the Committee or Board;
 - The number of positions to fill;
 - Eligibility criteria, key qualifications and desired competencies, if applicable;
 - Process for submitting applications and deadline for receipt of applications;
 - Direction to detailed information about the committee/board, current members and meeting times; and
 - Note regarding the confidentiality of personal information.
 - ii. The following methods may be used to provide notice of recruitment:
 - ad in the local newspaper or local radio station;
 - The County's website
 - The County's social media channels

- Announcements at Council and committee meetings
- Email distribution to Committee/Board Chairs

c) Application submission

- i. Persons wishing to apply to the Committee or Board must complete an Application Form and provide any required or optional support material in the prescribed format.
- ii. Complete Application Forms are to be submitted on or before the application deadline. Alternate methods of submissions may be made available upon request.
- iii. Applicants may apply to more than one Committee or Board.
- iv. Applications will be received un 11:59 p.m. on the specified date. Applications received after the submission deadline and for non-advertised vacancies will not be considered, but may be retained to fill future vacancies.
- v. All personal information will be treated in confidence and protected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

7. Eligibility Requirements

- a) Applicants must:
 - i. be a resident, or owner/tenant of property or business in the County;
 - ii. be at least 16 years of age;
 - iii. not be an employee of the County;
 - iv. meet any additional eligibility requirements required by legislation or otherwise such as a specific skill set and experience required for membership established by the terms of reference; and
 - v. provide any information as required such as references, proof of accreditation, or education.
- b) Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.
- c) There are no limits to the number of Boards/Committees to which one person may be appointed.
- d) Councillors are permitted to serve on a Board/Committee where permitted within the terms of reference.

- e) Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. The nature of the conflict will be considered in determining whether the applicant should be appointed.

8. Nominating Committee

- a) Immediately after the municipal election, Council shall form a Nominating Committee of Council which shall be responsible for reviewing the applications received and making recommendations to Council on persons to be appointed to Committees/Boards.
- b) The designated Nominating Committee, made up of no more than 6 Members of Council, will nominate individuals and shall communicate those recommended for appointment to Council via a Clerk's Office staff report for approval.

9. Selection and appointment

- a) When the application deadline is reached, staff will circulate all applications received within the prescribed timelines with agenda materials for the next available meeting of Nominating Committee members only. The applications will be circulated confidentially and through secured measures.
- b) All applications to fill membership or vacancies that may occur for any Committee or Board will be considered by Nominating Committee established to review and make recommendations to Council on appointments
- c) All applicants will be scored utilizing the scoring matrix. The scoring matrix is used to compare basic quantitative and qualitative attributes of each of the applicants. It is a tool to make initial assessments of each applicant which is then reviewed in a more detailed qualitative and contextual analysis. The scoring matrix and subsequent analysis may inform a shortlist of candidates to undergo a second level of scrutiny or it may inform the final list of recommended candidates from the Nominating Committee.
- d) Where it is considered appropriate, the Nominating Committee or at the recommendation of staff may:
 - i. to arrange for confidential interviews with the applicants, and identify the stakeholders who will make up the interview panel and their reporting structure with recommendations regarding appointments; and/or
 - ii. to perform reference checks if consent is received from the applicant.

- iii. staff may from time to time score applicants to assist the Nominating Committee in decision making,
- e) Where an existing Committee or Board would like to make an endorsement in support of an applicant, they shall communicate that endorsement in writing to the Clerk's Office which shall be then provided to Council and/or Nominating Committee, as applicable
- f) When the number of applicants is greater than the number of vacancies, the unsuccessful applications will be not be retained. A new application must be submitted with each new recruitment drive. Where new vacancies arise during or immediately after a recruitment drive, unsuccessful applicants from the last drive may be contacted to have their applications re-considered.
- g) The Clerk's Office will prepare a closed staff report recommending names for appointment based on the review and recommendations of the Nominating Committee. Council will convene in a closed meeting to consider the recommended appointments with approval of the final recommendations taking place as part of an open meeting.
- h) The Clerk will prepare the necessary By-laws approving the members' appointments to each of the Committees/Local Boards for approval by Council at a next available Council meeting.
- i) The term of appointment cannot exceed the term of Council which made the appointment, unless a By-Law or Terms of Reference permits staggered appointments, or other exceptions as approved by Council.

10. Notification

- a) All applicants will be notified in writing of Council's decision, thanking every applicant for their interest.
- b) The membership list County's website will be updated with the names of each new appointee.

11. Reappointments

- a) Acknowledging the value of experience and the need for continuity, appointees who are eligible and wish to seek reappointment to serve a subsequent term shall be required to submit a new application at the beginning of each term of Council.
- b) Reappointment is not guaranteed.

12. Resignations/Removals

- a) Resignations must be provided in writing to the Clerk's Office and shall indicate the date upon which the resignation will commence.
- b) The Clerk is responsible for including resignations or removals in the next applicable Council agenda.
- c) Council retains the right to replace an appointed member at any time and for any reason including failure to attend three successive meetings, as per the County's Procedural By-Law without being authorized to do so by resolution of the committee, release of confidential information, legal claims against the County, or a breach of the Code of Conduct.

13. Responsibility and Implementation

- a) Council shall:
 - i. consider applications to fill vacancies.
 - ii. make appointments to the Committees and Board by by-law. Every appointment shall be at the desire of Council.
 - iii. receive all resignations.
 - iv. approve this Policy and any changes to this policy as needed.
 - v. establish a Nominating Committee and the Nominating Committee shall make recommendation to Council by resolution. The Nominating Committee shall:
 - 1. meet at the appointed time and place for the purpose of reviewing applications;
 - 2. consider and recommend to Council the candidate(s) that in the opinion of the Nominating Committee would best service the needs of Council and the mandate of the Committee or Board.
- b) The Chief Administrative Officer (CAO) is responsible for
 - i. directing compliance and resolving any conflicts with this Policy.
 - ii. approving any procedures.
- c) The Clerk's Office shall:
 - i. provide notice of recruitment;
 - ii. make application materials available to individuals who wish to apply for appointment as new members during an active recruitment drive;
 - iii. arrange for timely meetings of the Nominating Committee to ensure vacancies are filled;
 - iv. provide all applications for consideration;
 - v. prepare letters to send to all applicants concerning the status of their application.
 - vi. notify the Board and Committees of appointments made by Council.

- vii. maintain all records pertaining to appointments to Boards/Committees.
- viii. be responsible for the administration, training and implementation of the policy.

14. Documentation and Forms

- a) Application Form
- b) Scoring Matrix

Amendments	
January 10, 2023	Motion 2023-18
January 31, 2023	Motion 2023-78
February 28, 2023	Motion 2023-171