

Council Policy

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131

Number:	CP-017
Title:	Board/Committee Management Policy
Type:	Political Governance
Sub-type:	
Owner:	Legislative Services Clerk's Division
Approved By:	Council
Approval Date:	December 2, 2024
Effective Date:	
Revised Date:	
Applicable to:	Council

1. Purpose:

- 1.1. To establish a standardized, transparent, and fair process for Council appointments to Boards and Committees.
- 1.2. Reasonable efforts shall be made to ensure the membership of each board/committee provides the necessary skills and experience to fulfill the mandate of the board/committee while reflecting the needs of the Clarington community. Details specific to each board/committee shall be included in the Terms of Reference.

2. Scope:

- 2.1. This policy applies to the Clarington Advisory Committees, Municipal Service Boards, and other Committees that Council makes appointments to.

3. Definitions

- 3.1. **Advisory Committees** are established by Council to provide advice and recommendations to Council.
- 3.2. **Municipal Service Boards** are outlined in Section 195 of the *Municipal Act, 2001*, which authorizes a municipality to establish a municipal service board to control and manage specific services and activities of the municipality.
- 3.3. **Other Committees** includes Committees of Council and other Boards/Committees in different organizations that require Council to appoint member(s) (i.e. Durham Region Committees etc.).

Council Policy

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131

4. Council Review of Clarington Boards/Committees

- 4.1. At the beginning of the Council term, Staff shall bring forward a report containing Clarington Board/Committee background information for Council review to determine the Board/Committees for the current term. This report will include the mandatory Boards/Committees (i.e. Accessibility Advisory Committee and Municipal Service Boards) for information only.

5. Applications

- 5.1. Once the Board/Committees are confirmed, the Committee Coordinator shall ensure that the opportunity for appointments to boards and committees is advertised as deemed appropriate by the Municipal Clerk.
- 5.2. Where applicable, and where requested by the Board/Committee Chair, the contact information for the Chair and/or Vice-Chair will be provided to prospective applicants for the upcoming term. This will allow applicants to reach out to the Chair / Vice Chair to better understand the Board/Committee, their work, and the expectations.
- 5.3. Persons wishing to sit on a board or committee shall submit a completed application, to the Municipal Clerk's Division.
- 5.4. The Committee Coordinator shall receive all applications for appointment.
- 5.5. The application form, as determined by the Municipal Clerk, shall include a declaration to be signed by the applicant confirming they meet the eligibility requirements as set forth in this Policy, and the Terms of Reference, if applicable, and confirming that they are submitting a fully completed application.
- 5.6. Applications shall be deemed incomplete if there are not sufficient details to satisfy the requirements of the vacancy. In this situation, the Committee Coordinator can request additional information and, if not received, the application will be deemed incomplete and shall be noted as such when presented to Council.
- 5.7. Late applications will be kept on file but will not be processed for the current vacancy.
- 5.8. If no, or not enough applications are received, the remaining position(s) shall be re-advertised.

Council Policy

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131

- 5.9. Each candidate for a Board / Committee shall be at least eighteen (18) years of age, on the date of appointment, unless otherwise specified in the Terms of Reference of the Board / Committee. Paid employees of the Board / Committee and Municipal employees are ineligible to be a member of the Board / Committee.

6. Evaluation

- 6.1. The Committee Coordinator shall prepare a report to the General Government Committee (GGC) attaching an application package for each committee for consideration and appointment. The report will contain an indication if an applicant does not meet the minimum criteria. The responsible department for the Board / Committee may prepare a recommendation to be included in the agenda.
- 6.2. The Committee Coordinator shall assemble the applications according to the Board/Committee and shall forward a copy of the application packages to the appropriate Department Head and Committee Staff Liaison, where applicable, for their information.

7. General Government Committee (GGC) Consideration

- 7.1. The staff report will be included on an agenda for a regularly scheduled GGC meeting as soon as possible after the commencement of a new Term of Council and when vacancies occur.
- 7.2. Copies of the completed applications shall be supplied to the GGC Members in a confidential package, under separate cover from the GGC Agenda.
- 7.3. The report shall be considered at the appropriate section of the agenda at the GGC meeting, in open session.
- 7.4. Appointments to Boards/Committees shall be considered one Board/Committee at a time.

8. Voting

- 8.1. A successful candidate must receive a majority vote of all members of Council present at the meeting.

Council Policy

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131

- 8.2. The appointment recommendation shall either (i) be ratified at Council; or (ii) if pulled at Council, the vote shall proceed in the same manner as if the vote were taking place at Committee.
- 8.3. The Municipal Clerk shall announce the number of positions to be filled for the board/committee currently under consideration.
- 8.4. The Municipal Clerk, or designate, will display an excel sheet with the list of candidates and list of Members of Council.
- 8.5. The Municipal Clerk, or designate, shall record the vote by asking each Member of Council for their vote, starting with the Council Representative for the Board / Committee, verbally and adding it to the tracking document. The totals for the vote are calculated after each Member of Council has voted. The Member of Council may only vote for up to as many positions on the Committee or Board as are remaining to be filled in that round of voting. Over-votes are not permitted. Under-votes are permitted.
- 8.6. If Committee does not appoint the required number of members, the remaining positions will be re-advertised.
- 8.7. The Municipal Clerk, or designate, shall record the votes as they are stated, and if the number of positions to be filled and the number of applicants(s) with a majority of votes are equal, those nominees shall be declared elected to the board/committee.
- 8.8. At the end of the first, or any subsequent round of voting, where there are fewer nominees who received a majority of votes than positions remaining to be filled on the board or committee, those nominees receiving a majority of votes shall be deemed to have been appointed. The Municipal Clerk, or designate, shall remove the names of the appointed nominees from the nominee slate.

Council Policy

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131

- 8.9. At the end of the first, or any subsequent round of voting, where there are more nominees who received a majority of votes than positions remaining to be filled on the board or committee, beginning with the nominees with the highest number of votes for that round of voting, and moving down the list (from highest to lowest) the number of nominees required to fill the positions shall be deemed to have been appointed.
- 8.10. In the event of a tie among nominees at the lowest end of the group of nominees receiving a majority of votes (as stated in g) above), only those candidates with the higher votes than the tied candidates are deemed to have been appointed, and only those tied nominees shall be included in the next round of voting.
- 8.11. At the end of the first or any subsequent round of voting, where there are no nominees who received a majority of votes, the nominee who received the least number of votes is removed from the nominee slate. Where there is a tie for the least number of votes, all of those nominees tied shall be removed from the nominee slate.
- 8.12. In the event of a tie among nominees who received the most votes, and the number of tied candidates exceeds the position(s) remaining to be filled; only those tied candidates shall be included in the next round of voting.
- 8.13. In the event of three successive rounds of voting with the same results, a deadlock shall be declared by the Chair and a “draw by lot” shall be conducted by the Municipal Clerk or designate.
- 8.14. Should the “draw by lot” be to fill a single vacancy when only two candidates remain, the candidate whose name is drawn shall be declared the successful appointee to the position.
- 8.15. Should the “draw by lot” be to fill more than one vacancy, the Municipal Clerk, or designate, shall draw the number of names as there are vacancies. Each name drawn shall be declared a successful appointee to the position and shall be announced prior to drawing the next name.

9. Appointments of Council Members to Boards and Committees

- 9.1. The procedures outlined in Section 6 shall be followed for any appointment of Members of Council to a board or committee.

Council Policy

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131

- 9.2. Alternatively, Committee may dispense with voting and recommend a particular Member of Council to a board or committee. Similarly, Council may do the same.

10. Filling of Vacancies

- 10.1. In the event of a vacancy on any Board/Committee, the same procedure shall be followed as detailed above, with the necessary modifications as noted below.
- 10.2. Applications of unsuccessful applicants shall be kept on file in the event of a vacancy.
- 10.3. The Committee Coordinator shall contact any unsuccessful applicants to notify them that there is a vacancy. The vacancy will be advertised, and a report will go directly to the appropriate GGC meeting. If the unsuccessful applicants are still interested, they will be directed to submit a new application.
- 10.4. If an appointed member declines their appointment, Staff will not re-advertise for the position and shall bring forward the current applications at the next General Government Committee meeting for Council consideration.

11. Revision History:

Date	Description of Changes	Approved By