



CITY OF
ST. CATHARINES

Corporate Report

Report from Economic Development and Customer Service, Office of the City Clerk

Date of Report: May 30, 2013

Date of Meeting: July 22, 2013

Report Number: EDCS-213-2013

File: 35.60.1

Subject: Requests to fill Vacancies for Advisory Committee Members

Recommendation

That Council direct staff to continue with the current process which is an example of open and transparent government; and

That the internal policy to recruit, select and appoint committee members be approved.
FORTHWITH

Summary

This report provides Council with information as it relates to the current practice for recruiting, selecting and appointing citizen members to advisory committees as well as proposing a new internal policy to provide a consistent process for staff to follow.

Background

On Monday, May 27, 2013 Council received two requests for appointments to committees. These requests were on the discussion portion of the agenda, listed as item 3.2. This item was lifted pending a staff report on the current process for selecting and appointing citizen members to advisory committees of Council.

The current practice of filling vacancies is as follows:

- An ad is placed in the newspaper and on the web site, an end date for receiving the applications is part of the ad;
- Once the applications and resumes are received in the Office of the Clerk, they are forwarded to the Council representatives on the specific committee and the staff liaison for their review and comments; and
- When the report is prepared the remaining Councillors receive the resumes and will either vote by ballot or the Councillor representative on the committee will make a motion and Council will typically vote to move the motion as presented.

These reports are presently dealt with in the public meeting portion of the General Committee meeting. Council can ask questions and if they choose to they can exercise their exemption to go in-camera for discussion.

Report

The above-noted process is presently informal and was never put into a policy format for all staff to follow.

The Appointment Policy for Committees of Council is attached as Appendix 1 to this report, it is a draft policy presented for Council's review and approval. The policy provides a basis for new staff liaisons to consider when recruiting citizen members for a committee. It also allows for an interview process, if and when necessary so that appropriate interests and individuals can be matched for a maximum committee experience. Staff has also included, within the Composition section, new language that deals with ensuring membership takes into consideration the diversity and demographics of the City of St. Catharines in such areas as: gender, geographical representation, race and ability. Apart from these additions, staff is just formalizing what is being done now as it is representative of an excellent open and transparent process.

The policy has a review date of June 2014, should Council wish to make any further amendments at that time.

Conclusion


In conclusion the present process for selecting and appointing members to advisory committees is an excellent example of open and transparent government. It is recommended that the draft internal policy be approved and forwarded to staff for their information.

Submitted by:

Dave Oakes, Director
Economic Development and Customer Services

Prepared by:

Bonnie Nistico-Dunk, City Clerk
Economic Development and Customer Services,
Office of the City Clerk

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|  CITY OF ST. CATHARINES | ECONOMIC DEVELOPMENT AND CUSTOMER SERVICES DEPARTMENT: Office of the City Clerk | | |
| | SUBJECT: | Appointment Policy for Committees of Council | POLICY #: |
| | APPROVED BY DIRECTOR EDCS: | | CC-2013-003 |
| | ISSUE DATE: | June 2013 | REVISION DATE: |
| | REVIEW DATE: | June 2014 | June 2014 |
| | | PAGE: | 1 of 4 |

POLICY STATEMENT

The Appointment Policy for citizen members who participate on City Council Advisory Committees, and boards defines the internal process for recruitment and selection of individuals to participate on official City of St. Catharines committees.

PURPOSE

The use of advisory committees and similar entities is an effective vehicle for public participation, public consultation, and a source of input to staff and City Council on city policies and programs. Such bodies play an integral role in the corporate decision-making process by providing a means for staff and elected representatives to receive the views from affected citizens on a variety of matters. Through advisory committees and similar entities, the citizens of St. Catharines are able to have greater input on the issues that affect them.

To encourage participation, the City will adopt the general concepts of equity, accessibility and accommodation, to ensure that all citizens have equal opportunity. Membership on city advisory committees, boards and task forces will, where it is practical to do so, reflect St. Catharines' diversity and demographics in such areas as gender, geographic representation, race and ability.

The policy outlines a fair and equitable approach and process for recruiting, selecting and appointing citizen members to City advisory committees, boards and task forces.


APPLICATION

The Appointment Policy applies only to Council appointed voting members of advisory committees, and task forces.

POLICY REQUIREMENTS

1.0 QUALIFICATION OF MEMBERS

- 1.1 Every member on a Committee, must be eligible to be elected as a member of the Council in accordance with the *Municipal Elections Act*.
- 1.2 If a member becomes ineligible during the term of their appointment they are automatically deemed to have resigned as a member.
- 1.3 If a member's company, business or employer is hired by the City of St. Catharines, the member shall disclose the employment situation immediately to the City Clerk.

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| | | PAGE: | 2 of 4 |


- 1.4 If a citizen member becomes employed by the City of St. Catharines, he or she shall immediately resign.

2.0 TERM OF APPOINTMENT

- 2.1 The term of appointment may coincide with the term of Council however, if this is different, it must be stated in the terms of reference for the specific committee.
- 2.2 A person appointed to fill a partially completed term is appointed to the end of that term of appointment. The same member may, if appointed, seek a new full term.
- 2.3 Those members who wish re-appointment to an additional term must reapply and go through the approved selection process.
- 2.4 Citizen members may serve on more than one advisory committee, and board.
- 2.5 Members may continue to serve on a committee past the expiration of their term until they are replaced. This is to ensure quorum and that the business of the committee can be moved forward.
- 2.6 At the pleasure of Council, additional members may sit on committees. The Terms of Reference should be amended to reflect any changes.


3.0 COMPOSITION

- 3.1 The membership of City advisory committees and boards, shall, as much as possible, achieve a balance between a variety of technical expertise and other representation.
- 3.2 As much as possible, the membership should reflect the diversity and demographics of the City of St. Catharines in such areas as: gender, geographical representation, race and ability.

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| | REVIEW DATE: | June 2014 | PAGE: 3 of 4 |

4.0 RECRUITMENT

- 4.1 Post-election recruitment for the City's committees, boards and task forces is held immediately following the election and appointments are made for January in the new year. Committees created during the term of Council will follow the same processes as outlined herein.
- 4.2 The principles of equity and accommodation for all candidates shall be adopted and implemented by ensuring deadlines for applications are upheld, selection criteria and interviewing (upon request) done with consideration for identical questions and evaluations for all candidates.
- 4.3 The recruitment process for citizen members will include advertisements in the local newspaper and on the City of St. Catharines website (in accordance with the City's Notice by-law 2007-310). In the cases where specific groups need to be lobbied, the Office of the City Clerk can recruit accordingly (ie: Accessibility Committee, Mayor's Youth Advisory Committee, etc.).
- 4.4 Advertisements must include, but are not limited to: a brief mandate of committee's purpose; frequency, time, and place for meetings; and the staff contact should the applicant have any questions.
- 4.5 Advertisements may include the following information:
 - 4.5.1 Function or a brief mandate statement for the committee;
 - 4.5.2 City policies that guide the selection process or the operation of the Committee;
 - 4.5.3 A request that the applicant provide a letter outlining how their qualifications, specific skills, interests and background are relevant to the committee. The applicant may also include a resume, statement of work, and educational background.
 - 4.5.4 A request that applicants prioritize their committees of interest (when an individual applies for more than one committee)
- 4.6 All applications will be processed in the Office of the Clerk and then forwarded to the committee staff liaison for review
- 4.7 Staff liaisons and Council will review the applications.

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- 4.8 Council will make recommendations, and pass a motion to appoint the citizen representatives. Council is the only body that can appoint members to advisory committees.
- 4.9 If there are many interested applicants and a member who was selected fails to fulfill their attendance requirements, (see by-law 2013-99 Simplified Meeting Procedures) the next qualified member, may be considered for the required vacancy.
- 4.10 If there are no qualified members remaining to fill the position, then the seat shall remain vacant until another recruitment process is undertaken.

5.0 SELECTION

- 5.1 Council is the only body that has the authority to appoint members to advisory committees.
- 5.2 Council appoints members after all the applications are reviewed and recommendations are moved by a motion or voted on by a ballot then moved on a motion. This process is done in the General Committee and ratified by City Council the same night.
- 5.3 This selection process is open and transparent however Council may request to move into a 'closed' meeting to receive more information.