



## THE CORPORATION OF THE TOWN OF WASAGA BEACH POLICY MANUAL

SECTION NAME:	POLICY NUMBER:
Council	1-6
POLICY:	REVIEW DATE:
Committee and Local Board Appointment Policy	March 2027
EFFECTIVE DATE:	REVISIONS:
March 10, 2023	March 6, 2025
	ADMINISTERED BY:
	Clerk

### Policy Statement

The Town of Wasaga Beach acknowledges the value of Committees and Boards and the advice they provide to Council and Staff. Such bodies play an important part of the corporate decision-making process by providing a means to receive views and advice from residents on a variety of matters that contribute to the development of policies, programs and initiatives that enhance quality of life within the community. This Policy will ensure that Committee and Board Member appointments are conducted in an equitable manner and in accordance with applicable legislation.

### Purpose

The purpose of this Policy is to provide a guiding document to support fairness and professionalism in the recruitment and selection process of appointments to the Town of Wasaga Beach's Committees and Local Boards.

### 1. Definitions

- 1.1 **Board or Local Board** means a municipal service board, transportation commission, public library board, board of health, police services 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 and includes an external board of an outside organization which Council appoints one or more elected representatives.

- 1.2 **Clerk** means the Clerk of The Corporation of the Town of Wasaga Beach, or their designate.
- 1.3 **Committee** means a committee appointed by Council and includes, advisory, ad hoc as defined within the Town's Procedure By-law, as amended and external committees of an outside organization, which Council appoints one or more elected representatives.
- 1.4 **Member(s)** means a Committee Member(s), Board or Local Board Member.
- 1.5 **Recruitment Committee for Committees and Local Boards (“Recruitment Committee”)** means the Committee responsible for reviewing applications and recommending a candidate/slate of candidates for Council's consideration and for ensuring consistency, fairness and professionalism in the recruitment and selection process for Committees and Local Boards and shall consist of
  - a) Mayor or Deputy Mayor,
  - b) Clerk
  - c) Staff Liaison for that Committee and/or Local Board; and
  - d) Council Representative for that Committee and/or Local Board.
- 1.6 **Terms of Reference** means a document outlining the mandate of a Committee or Local Board including such things as composition, duties and functions, term, quorum, meeting schedule, education and training opportunities, staff roles, and other items as required.
- 1.7 **Vacancy** of any appointment shall mean the expiration of a stated term, resignation or removal from a Committee or Board.

## **2. Applicability**

- 2.1 This policy applies to all Wasaga Beach Committees and Boards. If this Policy conflicts with any applicable legislative requirements, governing by-laws and/or other legal requirements for any of the Town's Committees and Boards, such applicable legislative requirements, governing by-laws and/or other legal requirements shall take precedence.
- 2.2 In the case where the Terms of Reference for a specific Committee or Local Board are inconsistent with any provisions of this Policy, this Policy shall prevail.
- 2.3 This Policy does not apply to appointments where the appointee is a Council representative or Municipal staff position or person.

### **3. Eligibility and Qualification of Members**

- 3.1 A Member must be 18 or more years of age to serve on one of the Town's Committees or Local Boards, unless otherwise specified in the Terms of Reference for the applicable Committee or Local Board, or where youth representation is required.
- 3.2 Members shall be a primary resident of Wasaga Beach, or own property within Wasaga Beach, unless there is need to acquire specialized knowledge, experience or representation, or a need to maintain continuity within a Committee or Local Board. Council may approve the appointment of a member who would not meet the eligibility requirements otherwise.
- 3.3 Members are responsible for advising the Clerk of any change with respect to their eligibility to serve on the Town's Committees or Local Boards. The Clerk in consultation with appropriate Staff will then decide if the Member is still eligible to serve on the Committee or Local Board based on other qualifying criteria.
- 3.4 Employees of the Town of Wasaga Beach or Local Board are not eligible to serve as a Member, unless provided for in legislation.

### **4. Recruitment Committee and Selection Process**

#### **4.1 Advertisement of Public Vacancy**

- a) In an election year, or within a year where a vacancy exists, the Clerk's Department shall advertise on the Town's website and social media sites a list of municipal Committee or Local Board appointee positions. The ad will include the nature of the Committee or Local Board to which the appointment is to be made and outlining the qualifications (if any) of the appointee.
- b) In an election year, current sitting Members appointed to a Committee or Local Board will be provided direct notification of the public vacancies for the new term.
- c) Current sitting Members, eligible residents and/or property owners who wish to be considered for one of the vacancies will be required to complete the applicable application form and submit same to the Clerk.

#### **4.2 Selection Process**

- a) The Clerk's Division shall review all applications received for accuracy and ensure that the applicants meet the requirements for the appointments being advertised as set out in the applicable Terms of Reference, this Policy and applicable legislation.
- b) A list of eligible applicants shall be forwarded to the Recruitment Committee in the form of a staff memo.

- c) The Recruitment Committee shall review the applications submitted in order to identify applicants that meet the Committee or Local Board's needs, looking at eligibility (Section 3), credentials and/or experience, geographical location, and equitable representation that is inclusive, supportive, and representative of the community.
- d) Applicants may be subject to an interview process as determined by the Recruitment Committee.
- e) The Recruitment Committee shall avoid making an appointment/recommendation which could create a conflict of interest or a perception of a conflict of interest relative to the activities of the Committee or Local Board and the affiliation, profession, or occupation of the appointee. Council shall have regard for legislation which may restrict or impact Council's latitude with respect to Committee and Local Board appointments.
- f) Council shall review the recommendations for appointment(s) from the Recruitment Committee for Committees and Local Boards and confirm same at the beginning of the new term of Council, ideally at the Inaugural Meeting but no later than the regularly scheduled meeting of March following the election year or through a resolution within a year when a vacancy exists.
- g) Once appointed by Council, the Clerk will acknowledge those appointments in writing and provide Members with the following documents for review and sign off:
  - Procedural By-law
  - Applicable Terms of Reference;
  - Freedom of Information Consent Form;
  - Accessible Customer Service Training Manual;
  - Council Code of Conduct;
  - Payroll information, if applicable; and
  - Any other applicable policy and/or procedure as is required to fulfill the position
- h) The names of all appointees will be included on the Town's website.
- i) Once appointed, the Chair of each Committee or Local Board will be provided with the Town's Procedural By-law to Govern the Proceedings of Council and its Committees and a contact list of Members.
- j) Those applicants that were not chosen will be notified.

#### 4.3 **Resignations**

- a) A resignation from an Advisory Committee or Local Board shall be submitted, in writing to the Chair or Staff Liaison, which shall be immediately forwarded to the Clerk's Division to begin the process to fill the vacancy.

- b) Any Member with unexcused absences from three consecutive meetings will be deemed to have resigned their seat.
- c) The Chair or Staff Liaison shall immediately advise the Clerk to commence the process to fill the vacancy.

## **5. Term of public appointments**

- a) Unless otherwise provided for by legislation, Terms of Reference or operating procedures, the term of appointment shall coincide with the term of Council, commencing upon passing of the appointment and shall expire upon appointment of their successor.

## **6. Conduct of Members**

- a) Members are governed by and subject to the provisions of the Town's Procedure By-law, the Municipal Conflict of Interest Act, Council Code of Conduct and shall adhere to all applicable Town policies and procedures.
- b) Once appointed, a Member may be subject to removal from a Committee or Local Board by Council, if their conduct does not adhere to the Town's Procedure By-law, Municipal Conflict of Interest Act, Council Code of Conduct and/or any other applicable Town policies and procedures as amended or whenever, in its judgment, the best interests of the Town would be served.

## **7. Policy Administration and Review**

This policy will be reviewed as required, but in any case, no later than every four (4) years from the date of the most recent review.

The Clerk will be responsible for initiating the review of this Policy.