

TERMS OF REFERENCE ROLES AND MANDATES FOR COUNCIL COMMITTEE

Appointment Committee

1. Alignment with Strategic Plan

The 2012-14 Council Strategic Priority directions include being Well-Equipped and Managed. Transparent, equitable and consistent procedures for public appointments to Boards and Committees will ensure that they are managed in a way that encourages community involvement.

2. Mandate

The Appointment Committee is a committee of Council responsible for recommending a candidate/slate of candidates for appointment to boards, committees, task forces and other bodies appointed by the Town of Newmarket (hereafter Committee) and for ensuring consistency, fairness and professionalism in the recruitment, selection and orientation process.

3. Responsibilities

- i. Once an adequate number of applications have been received, review the applications and create a short list of applicants to interview;
- ii. Provide input on specialized recruitment, including recruitment by invitation, through a recruitment agency or through outreach to specific organizations;
- iii. Have regard to a short-list of particularly suitable applicants to interview provided by staff and suggested candidate evaluation criteria provided by the committee, where applicable;
- iv. Request an extension to the application submission deadline when there are an insufficient number of applications deemed appropriate;
- v. Attend interviews and ensure the process is fair and professional, including the requirement to ask all applicants to the same committee vacancy the same questions and to execute a scored or measured approach to applicant interviews;
- vi. Ensure compliance with statutory and special vacancy requirements including criminal record checks, vulnerable sector screening and composition requirements;

- vii. Recommend one applicant per vacancy to Council;
- viii. Recommend short-listed applicants for future vacancies to the Clerk;
- ix. Provide input on staff recommendations related to the recruitment, selection and orientation processes for boards and committees;
- x. Attend Recruitment Information Session(s), where available if appropriate;
- xi. Ensure the confidentiality of personal information, including returning application and interview materials to the Clerk after interviews have concluded; and
- xii. Undertake other responsibilities determined by Council.

4. Composition

The Appointment Committee shall be composed of a three members of Council who are appointed for a term concurrent with the current term of Council.

5. Meetings

- i. The Appointment Committee shall operate its business meetings according to the Procedure Bylaw regulating the operation of the meetings of Council and its Committees.
- ii. Legislative Services staff will attend all Meetings of the Appointment Committee to record and report its recommendations to Council, and provide administrative support with the proceedings.
- iii. Prior to conducting interviews for a particular committee, board or authority, if required, appropriate technical staff may attend the meeting to provide information about any special qualifications or expertise that might be discussed with the applicants.
- iv. If applicable the current Chair or another Member of the particular committee seeking to fill a vacancy may be invited to attend the Appointment Committee interviews, or to provide input on candidate selection criteria at the discretion of the Appointment Committee.
- v. The interviews of applicants conducted by the Appointment Committee will be held in Closed Session in accordance with Section 239 (b) of the *Municipal Act, 2001 S.O. 2001, c.25*.