



CORPORATE POLICY

Sub Topic:	Committee Public Appointment Policy	Policy No. CORP.3-01
Topic:	Municipal Governance	Applies To: Newmarket Committee Members
Section:	Corporate Services	Council Adoption Date: May 27, 2013
Effective Date:	Partially May 27, 2013 Remainder January 2015	Revision No: Date:

Policy Statement & Strategic Plan Linkages

Boards, Committees, Task Forces and other bodies appointed by the Town of Newmarket (hereafter referred to as Committees) assist municipal government service delivery and provide community members a way to engage in civil service providing advice, expertise and oversight to municipal decision making. Committees and volunteers must be governed by fair and equitable policies, and consistent procedures.

This Policy relates to the key areas of focus: “Well-Equipped and Managed” and “Well-Respected” of the Strategic Plan. Establishing transparent and equitable procedures will ensure that committees established by Council are managed in a way that will encourage community involvement and inspire cooperation.

Purpose

This Policy provides guidance to Council, staff and applicants on the principles and procedures governing the recruitment and appointment practices for all Committees of the Town of Newmarket, to make sure that a fair and equitable application and selection process is in place.

Boards and committees which are subject to separate legislative requirements, governing by-laws and/or any other legal requirements regarding committee appointments, and internal staff committees and task forces are not bound by this policy.

Definitions

Chair - means the Presiding Officer of a Committee;

Clerk - means the Clerk of the Town or his/her designate;

Committee - means a Committee, Board or Task Force or other body constituted and appointed by Council;

Member - means a Member of a Committee;

Term of Council - means the period of time for which Council is elected to serve, as governed by applicable legislation.

Terms of Reference - means a document outlining the mandate and committee operational details. Terms of Reference must be approved by Council including any amendments.

Procedures

1. Eligibility to serve

To serve on a Committee of Council, an applicant or member must be:

- i. a resident of Newmarket or own property within Newmarket unless Council deems it appropriate in order to acquire specialized knowledge, experience or representation, to maintain continuity or any other reason Council deems appropriate;
- ii. 18 years or older unless otherwise specified in the Terms of Reference for the applicable Committee;
- iii. employed by an organization other than the Town of Newmarket or the Newmarket Public Library.
- iv. a Canadian citizen where required by law or the Committee's Terms of Reference;

2. Term and length of service

Appointed Members shall:

- i. serve for a period of time equal to a full Term of Council unless specified in the Terms of Reference or one of the following scenarios occurs:
 - The appointment is revoked by Council;
 - They no longer meet the eligibility requirements;
 - They voluntarily resign;
 - The Committee is dissolved by Council.
- ii. only be eligible for appointment to a maximum of two Committees at one time. A member may, however, be selected to represent their Committee on another Committee or board as a non-voting liaison.
- iii. serve a maximum of two consecutive terms on any one Committee.

- iv. fill a vacancy for a partially completed term and be appointed to the end of that term. If appointed for an interim term of less than one year the member is still eligible for re-appointment for two consecutive terms on the same Committee.

3. Recruitment

- i. Recruitment commences with each new Term of Council, where vacancies are required to be filled, and if applicable, following any changes to Terms of Reference, or after the establishment of any new Committee.
- ii. Council may fill vacant Committee positions identified in the Terms of Reference requiring specialized knowledge, experience or representation by invitation, by seeking the assistance of a recruitment agency or through outreach to specific organizations or other means deemed appropriate by Council or staff. Activities with respect to filling these positions will follow the regular application process outlined in this policy.

4. Vacancies

- i. Vacancies created when a Member resigns or vacates the position are effective the date:
 - a. the resignation letter is received by the Clerk;
 - b. specified by the Member in the resignation letter;
 - c. the Member is removed by Council resolution;
 - d. the Member no longer qualifies for the position;
 - e. of the death or incapacitation of the Member;
- ii. Committees may pass a resolution requesting that a Member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or half of the scheduled meetings in any calendar year.

5. Appointment Committee

An Appointment Committee shall be:

- i. established at the beginning of each new term of Council, composed of three members of Council, governed by the Terms of Reference.

Cross-References

Procedure By-law 2013-46
Canadian Code for Volunteer Involvement

Appendices

Appendix A – Procedures