



Corporate Policy

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Policy Title:	Council Appointments to Boards and Committees
Policy #:	
Report #:	LGS-030-21
Resolution:	
Effective Date:	
Revised Date:	November 22, 2021
Legislative History:	
Notes:	

1. Purpose:

To establish a standardized, transparent, and fair process for Council appointments to Boards and Committees.

2. Policy Procedures:

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.

3. Application:

In the final month of a Term of Council the Committee Coordinator shall ensure that the opportunity for appointments to boards and committees is advertised in the local newspapers for three weeks, Municipal website, ClaringtonVolunteers website, and social media.

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 better understand the Board/Committee, their work, and the expectations.

Persons wishing to sit on a board or committee shall submit a completed application, which shall include a resume to the Municipal Clerk's Division.

The Committee Coordinator shall receive all applications for appointment.

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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, confirming that they are submitting a fully completed application.

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.

If an application is received after the deadline, but prior to the start of the meeting, the application will be forwarded to Members of Committee and noted as "late", where possible, as determined by the Municipal Clerk.

If no applications are received, the position shall be re-advertised.

4. Evaluation

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. Applications for vacancies to the Clarington Public Library will include a skills matrix prepared by the Library CEO.

The Committee Coordinator shall assemble the applications according to 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.

5. General Government Committee (GGC) Consideration

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.

Copies of the completed applications shall be supplied to the GGC Members in a confidential package, under separate cover from the GGC Agenda.

The report shall be considered at the appropriate section of the agenda at the GGC meeting, in open session.

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Appointments to Boards/Committees shall be considered one board/committee at a time.

6. Voting

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

The appointment shall be ratified by Council.

The Chair shall announce the number of positions to be filled for the board/committee currently under consideration.

The Municipal Clerk, or designate, will display an excel sheet with the list of candidates and list of Members of Council.

The Municipal Clerk, or designate, shall record the vote by asking each Member of Council for their vote 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 filling in that round of voting. Over-votes are not permitted. Under-votes are permitted.

When a vote has begun, it must be completed within the same meeting.

If Committee does not appoint the required number of members, the positions will be re-advertised.

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.

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.

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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.

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.

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.

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.

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.

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.

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.

7. Appointments of Council Members to Boards and Committees

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

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

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8. Filling of Vacancies

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.

Applications of unsuccessful applicants shall be kept on file in the event of a vacancy.

The Committee Coordinator shall contact any unsuccessful applicants to see if they are still interested in sitting on the board/committee. If they wish to put forward their application and, if there are enough qualified applicants to fill the vacancy positions, the vacancy will not be advertised, and a report will go directly to the GGC meeting.