



# Advisory Committee Recruitment and Selection Policy and Procedure

March 2022

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## 1. Introduction

- 1.1 Community engagement, participation and service is considered key to the Region of Durham's future. Part of that commitment is fulfilled by recruiting and selecting citizens who will provide high calibre advice as members of advisory committees.
- 1.2 The appointment of citizen members to serve on advisory committees is important to the Region in order to:
  - meet the business needs of Regional Council and staff;
  - provide a variety of perspectives and interests, reflecting the diversity of the community;
  - represent stakeholder groups;
  - bring specific skills and expertise that contribute to good governance; and
  - represent specific groups of service users.

## 2. Purpose

- 2.1 This Policy provides:
  - information about the Region's processes for citizen members who are interested in applying to advisory committees; and
  - a guide for Council Members and Regional staff to ensure that the public appointments process is principle-based, is implemented in a consistent manner, and is administered with integrity.

## 3. Policy Statement

- 3.1 The Region is committed to the values of openness, impartiality, competition and equity in the appointments process to encourage broad participation of citizen members in the democratic functioning of the Region. All individuals involved in the appointments process must understand these concepts and advance them in the recruitment and selection of citizen candidates for appointment by the Region.

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## **4. Application**

4.1 This policy applies to the following advisory committees of Regional Council:

- Accessibility Advisory Committee (AAC)
- Durham Active Transportation Committee (DATC)
- Durham Agricultural Advisory Committee (DAAC)
- Durham Environmental Advisory Committee (DEAC)
- Durham Region Anti-Racism Taskforce (DRART)
- Durham Region Roundtable on Climate Change (DRRCC)
- Energy from Waste – Waste Management Advisory Committee (EFW-WMAC)

4.2 This policy also applies to the Durham Region Transit Advisory Committee (TAC), with modifications where necessary to reflect the Durham Region Transit Commission and Durham Region Transit Executive Committee.

4.3 This policy applies to new advisory committees established by Regional Council that meet the following criteria:

- a) have a terms of reference approved by Regional Council in accordance with Section 6.3 of this Policy;
- b) whose composition includes citizen members to be appointed by Regional Council; and
- c) are supported by the Corporate Services Department – Legislative Services Division.

## **5. Review of Advisory Committees**

5.1 Prior to the end of each term of Regional Council, Corporate Services – Legislative Services in consultation with the relevant departments shall review the current advisory committees of Regional Council.

5.2 Corporate Services – Legislative Services will:

- Prepare a list of all advisory committees
- Review the terms of reference and membership composition for each advisory committee

- Establish a proposed 4-year meeting schedule based on the current schedule of each advisory committee and taking into account the business needs and schedule of Regional Council and Standing Committees
- Provide a report to Council with any proposed changes to existing advisory committees and their terms of reference or membership

## **6. Eligibility Requirements**

- 6.1 Citizens who apply for appointment as a member of an advisory committee must satisfy eligibility requirements in order to be selected for an appointment.
- 6.2 Individuals selected for appointment to an advisory committee must be a resident of the Regional Municipality of Durham, the owner of property in the Regional Municipality of Durham, or an employee of a business operating in the Regional Municipality of Durham. Persons selected for appointment must maintain this status for the duration of their term of appointment.
- 6.3 Regional Council shall approve terms of reference for each advisory committee that:
- set out the required functions and purpose of the advisory committee;
  - set out a membership composition;
  - set out the recruitment and selection processes to be followed;
  - set out the term of appointment of citizen members; and
  - identify specific eligibility requirements and qualifications relevant to the functions and purpose of the committee, including required skills, expertise, stakeholder interest or perspectives.
- 6.4 To encourage the broadest degree of citizen involvement, no citizen shall serve concurrently on more than one advisory committee, except when the terms of reference of an advisory committee provides for the appointment of a member from another advisory committee.
- 6.5 Regional staff are not eligible for appointment by the Region to an advisory committee, unless provided for in a committee's terms of reference on an ex officio basis (by virtue of their position), in a voting or non-voting capacity.

6.6 Citizens selected for appointment shall not hold elected office (municipal, provincial or federal). Citizen members who run for any elected office or seek an appointment to such an office to fill a vacancy, shall take a leave of absence from the advisory committee while doing so. The leave must begin on the day the member is nominated for election or applies for the appointment.

## **7. Recruitment and Selection Process**

### **7.1 Process for citizen member appointments for each new term of Regional Council:**

7.1.1 Prior to the start of each new term of Regional Council, the Regional Clerk will place an advertisement within each area municipality and on the Regional website seeking individuals interested in volunteering for appointment to advisory committees of Regional Council.

7.1.2 The Regional Clerk will prepare an application form to be completed by individuals interested in serving on an advisory committee.

7.1.3 Interested individuals will be required to complete and submit an application form to the Regional Clerk. Incumbents who are eligible and wish to seek reappointment must reapply in the same manner as other applicants. Applicants applying for more than one advisory committee must submit a separate application form for each advisory committee.

7.1.4 Corporate Services – Legislative Services will prepare a list of applications received for each advisory committee and applications will be forwarded to the appropriate department for review.

7.1.5 Regional departments shall consider only applications received in the prescribed form.

7.1.6 Qualified and eligible applicants will be selected in accordance with the process specified in the terms of reference for each advisory committee.

### **7.2 Process for citizen member vacancies during the term of Regional Council:**

7.2.1 The Regional Clerk will forward any applications that are on file from the date of the last advertisement to the appropriate department for review. Qualified and eligible applicants will be selected in accordance with the process specified in the terms of reference for each advisory committee.

- 7.2.2 As necessary, the Regional Clerk will place an advertisement on the Regional website seeking individuals interested in filling vacancies on applicable advisory committees.
- 7.2.3 Interested individuals will be required to complete and submit an application form to the Regional Clerk.
- 7.2.4 Corporate Services – Legislative Services will prepare a list of applications received and applications will be forwarded to the appropriate department for review.
- 7.2.5 Regional departments shall consider only applications received in the prescribed form.
- 7.2.6 Qualified and eligible applicants will be selected in accordance with the process specified in the terms of reference for each advisory committee.
- 7.2.7 If a vacancy occurs with less than six months remaining in the term of Regional Council, a decision on whether to proceed with recruitment and selection of a new member will be at the discretion of the Regional Clerk, in consultation with the relevant department.

**7.3 Process for stakeholder and agency appointments:**

- 7.3.1 Prior to the start of each new term of Regional Council, the appropriate department shall contact the stakeholder or agency and ask that they nominate a new member.
- 7.3.2 When a stakeholder or agency vacancy occurs, the appropriate department shall contact the stakeholder or agency and ask that they nominate a replacement member.
- 7.3.3 All stakeholder and agency appointments must be approved by Regional Council. A recommendation to appoint the member must be presented to the applicable Standing Committee and Regional Council for approval.

**8. Council Appointment Process**

- 8.1 All appointments shall be made by resolution of Regional Council. Appointments shall be made by Regional Council at the beginning of each term of Regional Council and as needed to fill vacancies.

- 8.2 The names of individuals recommended for appointment shall be submitted to the applicable Standing Committee and Regional Council publicly. If Regional Council wishes to discuss confidential personal information about recommended nominees, it shall do so in closed session in accordance with the closed meeting provisions of the Municipal Act.
- 8.3 Following appointments made by Regional Council:
- The Regional Clerk shall forward a letter to the appointed individual, with a copy to the appropriate department and respective area municipality or stakeholder, as applicable, informing them of Council's decision
  - The appropriate department shall ensure that all new advisory committee members are provided with the advisory committee meeting schedule and appropriate orientation materials
  - The appropriate department shall forward a letter to all other applicants informing them that the position(s) have been filled and thanking them for their interest
  - Corporate Services – Legislative Services shall update the committee membership information on the Regional website and maintain a registry of appointments

## **9. Resignation Process**

- 9.1 Resignations from citizen members and stakeholders shall be provided in writing to the Regional Clerk with a copy to the appropriate department. Resignations shall be effective on the date written notice is received by the Regional Clerk.
- 9.2 The appropriate department shall provide an update at the next advisory committee meeting advising of the resignation.
- 9.3 Corporate Services – Legislative Services shall update the committee membership information on the Regional website.

## **10. Standards of Conduct**

- 10.1 Members of the public who are appointed to an advisory committee shall serve and be seen to serve in a conscientious and diligent manner, and in a manner that accommodates access to services by the Region's diverse communities.
- 10.2 Members are expected to perform their duties in a transparent manner that promotes public confidence and will bear close public scrutiny.

- 10.3 No member of an advisory committee shall use the influence of the office to which he or she is appointed for any purpose other than for the exercise of official duties.
- 10.4 Members shall strive to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature and Regional Council, including the Code of Conduct.