

Appendix C



Board & Committee Appointment Guidelines (May 24, 1994)

Council, at its meeting held on May 24, 1994, adopted guidelines with respect to persons being appointed to advisory boards and committees. The guidelines adopted by Council at that time are as follows for persons proposing to apply for positions on various local boards and committees:

1. Vacancies on advisory boards and committees shall be advertised in local Town of Markham newspapers, unless otherwise directed by Council.
2. All candidates shall submit to the Town Clerk, an application, together with any other relevant data or resume.
3. Candidates shall not be selected unless a completed application is submitted for consideration.
4. Completed applications will be reviewed by Council in a Special Meeting and a list of candidates shall be selected for each committee.
5. Candidates shall be appointed to only one (1) committee and may not be a member of more than one (1) committee during their term of office.
6. Committee members shall be appointed by by-law or resolution, as may be required, for a term of one (1), two (2), or three (3) years, or for that portion of the term that is prescribed by Council, unless specified by legislation.
7. Candidates selected to committees shall not serve for more than one (1) term, either 1, 2, or 3 years. Notwithstanding this however, it may be necessary, from time to time, for Council to depart from this principle when it is deemed that there is a need to maintain continuity within a committee, which requires the reappointment of a member. A member may reapply to a committee after a one (1) year absence.

If a person only serves 1 or 2 years they may re-apply, but if they serve a 3-year term, policy requires they take a 1-year break.

8. A candidate must be eighteen (18) years of age and a resident of the Town of Markham, unless it is deemed by Council that there is a need to maintain continuity within a committee and requires the reappointment of a member who has moved from the Town."

APPOINTMENT OF MEMBERS

Most advisory boards/committees are comprised of both Councillors and residents. The following is the process that is followed for the appointment of residents:

Resident Membership

- Annually in mid-fall, Clerks Department places advertisement (3 times) in local newspapers (Markham Economist and Sun/Thornhill Liberal normally) respecting expected vacancies on advisory boards/committees as of November 30th
- During the calendar year, this process would also begin if a vacancy occurs on an advisory board/committee due to a resignation or death, and Council directs that an advertisement be placed to fill the vacancy immediately
- Such ads would include:
 - Name of committee/board;
 - How to submit applications to Clerks Department;
 - Link to the Town's website where the Application Form and Code of Ethics Form are available;
 - Website will post the Terms of Reference for each board/committee, which includes: composition; term of office; abbreviated information with respect to duties and functions; frequency of meetings; and remuneration paid, if any; and
 - Deadline for receiving applications.
- Following deadline date, applications received in Clerk's Department are sorted by board/committee; a memo providing the status of the board/committee is prepared, including a listing of all of the applications received.
- This memo and applications are forwarded to the Councillors serving on that particular board/committee requesting that they review the applications received, and interview those persons of interest, if they wish.
- Their recommendations for appointment are to be sent to the Clerks Department for placement on the next available General Committee agenda for appointment.
- Appointments from General Committee are confirmed by Council by resolution.

- Appointment letters are sent out to appointees from the Office of the Mayor from information received from the Clerk's Department.
- Letters are sent to unsuccessful applicants by the Clerks Department
- Contact information for new/re-appointed residents is placed on the Clerks ACCESS Data Base, and also on the Clerks WORD Document entitled: "Town of Markham Committee Listing"
- All hard copy information regarding appointments is placed in the respective advisory board/committee RED file in the Clerks Department.

Exception To This Process

There are three advisory committees/boards that do not have Members of Council included in its membership, and when vacancies occur, Council establishes an "Interviewing Committee" whose duty is to review the applications received from residents and make recommendations for appointment. The committees/boards are:

- Committee of Adjustment
- Property Standards
- Cemetery Board

Applications are gathered as noted above, and once appointed, notification and follow-up are carried out in the same way; however, only the Members of Council on the Interviewing Committee receive the applications for review.

The following is the process that is followed for the appointment of Councillors to advisory committees/boards:

Councillor Membership

- Annually, a list of the advisory committees/boards that require councillor membership is provided by the Clerks Department to the Mayor and/or placed on a Council/Committee agenda.
- Appointment of Members of Council to advisory committees/boards, where necessary, are made by resolution.
- This information is placed on the Clerks ACCESS Data Base, and also on the Clerks WORD Document entitled: "Town of Markham Committee Listing".
- All hard copy information regarding appointments is placed in the respective advisory board/committee RED file in the Clerk's Department.