

Corporate Policy and Procedure



Policy	Public Appointments Policy
Category	Corporate
Authority	City Clerk's Office
Related Policies	Advisory Committees of Council Governance Framework Advisory Committees of Council – Meeting Procedures
Approved By	City Council
Effective Date	Monday, July-19-2021
Revision Date	Tuesday, March 25, 2025

Purpose

The purpose of this policy is to provide a consistent and transparent framework for public appointments to Advisory Committees of Council (ACOCs).

1. Appointment Process

1.1. Recruitment

1.1.1. Recruitments for vacancies on ACOC shall be held:

- 1.1.1.1. Immediately after a municipal election.
- 1.1.1.2. As vacancies occur, with efforts made to group multiple vacancies together for larger recruitments held in the spring and fall of each year.

1.2. Public Notice of ACOC Vacancies

1.2.1. Public notice of ACOC vacancies shall include the following:

- 1.2.1.1. Name of the ACOC and brief description of mandate.
 - 1.2.1.2. Number of meetings per year.
 - 1.2.1.3. Meeting schedule, including date, time and method of participation.
 - 1.2.1.4. Eligibility criteria and key qualifications.
 - 1.2.1.5. Process for submitting applications and the deadline for receipt of applications, where applicable.
 - 1.2.1.6. Contact information for follow-up and questions.
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- 1.2.1.7. Municipal Freedom of Information and Protection of Privacy notice regarding the disclosure of personal information.
- 1.2.1.8. Expected date that City Council will make appointments.

1.3. Vacancy Advertisements

- 1.3.1. The following measures may be used to provide public notice of ACOC vacancies:

- 1.3.1.1. City news page of local newspaper
- 1.3.1.2. City website
- 1.3.1.3. Announcements at Council and committee meetings
- 1.3.1.4. People and Information Network volunteer website
- 1.3.1.5. Mail outs or newsletters
- 1.3.1.6. Email distribution lists to individuals or groups
- 1.3.1.7. Social media channels
- 1.3.1.8. Other advertisements

1.4. Application Submission

- 1.4.1. Applicants must complete an ACOC application form, as set by the City Clerk.
- 1.4.2. Application forms are completed and submitted on the City's website. The public may also fill out application forms in-person by appointment or over the phone.
- 1.4.3. Applicants may apply for more than one ACOC on one application form.
- 1.4.4. Subject to exceptions noted in this policy, applicants are eligible to serve on only one ACOC at a time.
- 1.4.5. Applications received after the submission deadline or for non-advertised vacancies will not be considered.

1.5. Eligibility and Qualifications

1.5.1. Eligibility

- 1.5.1.1. Unless otherwise specified in a terms of reference (TOR), applicants must be residents or owners of property in the City and at least 16 years of age.
- 1.5.1.2. Specific skills and experience for membership on each ACOC shall be established by way of the TOR.
- 1.5.1.3. Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.
- 1.5.1.4. City staff are not permitted to serve as ACOC members.

- 1.5.1.5. Members of City Council are not permitted to serve on ACOCs, in accordance with the City's Procedure By-Law.
- 1.5.1.6. Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of applicants. Disclosure of potential conflicts will not result in automatic ineligibility. The nature of the conflict will be considered in determining whether the applicant should be appointed.

2. General

2.1. Application Review and Recommendations

- 2.1.1. Staff liaisons will be provided with all submitted applications for vacancies.
- 2.1.2. Staff liaisons will review all submitted applications and provide the names of recommended appointments to the City Clerk's Office.
- 2.1.3. Consistent with ACOC TOR and applicant skills, staff liaisons will give priority to qualified applicants from equity seeking groups.

2.2. Consideration of Previous Applicants

- 2.2.1. If an ACOC member resigns, staff liaisons may reconsider applications submitted during previous recruitments within the same term of City Council and may recommend appointments from the retained pool of applicants, as a means of quickly filling vacancies.

2.3. Appointees

- 2.3.1. Acknowledging the value of experience and the need for continuity, ACOC members who are eligible and wish to seek reappointment to serve a subsequent term are to contact the staff liaison and/or City Clerk's Office with their intention to seek reappointment.
- 2.3.2. Appointees seeking reappointment within the same term of City Council will not be required to submit a new application.
- 2.3.3. Notwithstanding 2.3.1 and 2.3.2, applications may be required for members seeking reappointment where the terms of reference of the ACOC have recently been changed.
- 2.3.4. Appointees seeking reappointment following a municipal election are required to submit an updated application.
- 2.3.5. Reappointment of members is not guaranteed. City Council retains the right to appoint any member it deems fit.

2.4. Stakeholders as Nominating Panels

- 2.4.1. Where an ACOC TOR indicates that a position is held for a stakeholder group, that stakeholder group shall nominate

individuals to serve on the ACOC and shall communicate that nomination to the City Clerk.

2.5. Staff Report - Council Appointments

2.5.1. The City Clerk shall prepare and present all recommended ACOC appointments to City Council in a closed meeting.

2.5.2. City Council's final approval of appointments shall take place at a public meeting.

2.6. Term of Appointment

2.6.1. Subject to ACOC TOR, ACOC members may serve on only one ACOC at a time.

2.6.2. Unless otherwise legislated, the term of appointment is as follows:

2.6.2.1. One-year for initial appointment; and

2.6.2.2. Second and subsequent appointments, a length not to exceed the term of City Council.

2.6.3. The maximum duration that an ACOC member can be appointed is two full successive terms of City Council.

2.6.4. ACOC members appointed for the first-time mid-term may be appointed for the remainder of that term plus two full successive terms.

2.6.5. ACOC members who have served the maximum number of successive terms on an ACOC are eligible for reappointed following after a one-year absence.

2.7. Exceptions

2.7.1. Exceptions to maximum terms and appointment to multiple ACOCs simultaneously are as follows:

2.7.1.1. When an insufficient number of applications have been received for a vacant position on an ACOC.

2.7.1.2. If a particular area of expertise is required and there are no other eligible/qualified candidates.

2.7.1.3. If the ACOC would suffer from a lack of continuity due to significant turnover.

2.7.1.4. If indicated in the ACOC TOR.

2.7.2. Staff liaison recommendations to reappoint an ACOC member who has reached the maximum consecutive years of service shall identify the special circumstances and recommend a waiver of the limit on length of service as part of the closed staff report.

2.8. Communication of Appointments

2.8.1. Following City Council's approval of appointments, the City Clerk's Office shall advise all applicants in writing of the status of their applications, thanking every applicant for their interest.

2.8.2. The applications of those not appointed will be kept on file in accordance with the City's Records Retention By-law.

2.9. Remuneration

2.9.1. ACOC members serve on a voluntary basis and do not receive any form of remuneration, unless otherwise identified in the ACOC TOR.

2.10. Removal of member from an ACOC

2.10.1. City Council retains the right to replace an appointed ACOC member at any time and for any reason.

2.10.2. Violations of the following may result in removal of an ACOC member:

2.10.2.1. Release of confidential information

2.10.2.2. Legal claims, or the threat of legal claims, against the City of Guelph

2.10.2.3. Breaches of the Code of Conduct for Council and Local Boards

2.11. Unexplained Absences

2.11.1. Unless otherwise specified in the ACOC TOR, ACOC members who are absent from three consecutive meetings without a resolution of the ACOC permitting their absence, or having previously notified the staff liaison of a temporary leave of absence, will be deemed to have forfeited their ACOC position.

2.12. Procedure – Unexplained absences

2.12.1. After an ACOC member's second absence from a meeting, the City Clerk shall contact the ACOC member, in writing, to advise that a third absence may result in a forfeiture of their position on the ACOC.

2.12.2. After an ACOC member's third absence from a meeting, the City Clerk shall contact the ACOC member, in writing, to advise of the forfeiture of the position.

2.12.3. One opportunity shall be offered to the ACOC member to provide written reasons for their absences and a request to continue as an ACOC member.

2.12.4. Failure by the ACOC member to provide reasons by the deadline provided by the staff liaison, will result in an automatic forfeiture of the position.

2.12.5. If no reasons for an absence are received, or all reasonable efforts to contact the ACOC member regarding their absences have failed, the City Clerk shall advise the staff liaison and the other ACOC members of the forfeiture of the position.

2.12.6. The City Clerk's Office will advise City Council of the forfeiture through the weekly information items.

2.13. Temporary Leaves of Absence

2.13.1. ACOC members may request a temporary leave for absences that will exceed three consecutive meetings for up to 18 months.

2.13.2. Leave shall be granted for the following reasons:

2.13.2.1. Pregnancy, birth of a child, care for a newborn, and care for a newly adopted child.

2.13.2.2. Compassionate care for a family member.

2.13.2.3. Illness.

2.13.3. Other requests for leave will be evaluated by the City Clerk on a case-by-case basis.

2.14. Procedure – Temporary Leaves of Absence

2.14.1. The following procedures shall be followed for requests for temporary leaves of absence from an ACOC.

2.14.1.1. ACOC members must make requests for temporary leaves of absence in writing. Such requests must include the reason for the leave.

2.14.1.2. Staff liaisons and the City Clerk will review each request and provide a decision to the ACOC member directly.

2.14.1.3. The ACOC will be advised of the temporary leave.

2.14.1.4. Staff liaisons will give consideration and advise the City Clerk's Office as to whether a temporary appointment will be required during the leave of absence.

2.15. Resignations

2.15.1. The following procedures shall be followed for resignations from ACOCs:

2.15.1.1. ACOC member resignations shall be submitted in writing to the staff liaison and the City Clerk's Office.

2.15.1.2. Resignations shall indicate the date upon which the resignation will commence.

2.15.1.3. City Council shall be advised of resignations through the weekly information items.

2.15.1.4. ACOC members shall be advised of all resignations.