

COUNCIL
OFFICE OF THE CAO
CLERKS DIVISION

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CAO	

06-84

REPORT CLK-2023-04
FEBRUARY 21, 2023

SUBJECT: PROCESS FOR CITIZENS APPOINTMENTS TO COMMITTEES OF COUNCIL

AUTHOR: TARA STEPHENS, CITY CLERK

APPROVING DIRECTOR: STEVE ZORBAS, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information, report CLK-2023-04: Process for Citizen Appointments to Committees of Council; and further THAT this process continue to be followed for all future citizen appointments to committee of council.

ORIGIN AND BACKGROUND:

In early 2021, Welland City Council approved a process for councillor appointments to boards and committees. Currently, there is an undocumented process being followed for citizen appointments to our committees of council. Staff thought it was necessary to document the process to ensure staff, council and the community is aware of the process being followed.

Earlier this month, Clerk's staff began advertising for appointments to the committees of council for this term. Council will be reviewing and approving appointments to committees beginning in April 2023.

COMMENTS AND ANALYSIS:

At the beginning of a new term of Council, the Clerk's Office begins recruitment for Welland's committees of council for the four (4) year term. The process for recruitment is as follows:

1. Clerks staff review the Terms of Reference related to the committee and prepare an advertisement which identifies the specifics related to the vacancy on the committee and deadline to submit the application.
2. Depending on the number of applications received by the deadline, Clerk's staff may consider extending the deadline to allow for additional applications to be

submitted. Typically the deadline is extended when the amount of interest on the committee is less than required to fill the vacancies on the committees.

3. After the deadline has passed, and if a sufficient number of applications have been submitted (over majority of the members for the committee), Clerk's staff will determine a date with the City Clerk, to present applications to Council, in-camera for consideration for appointment.
4. Prior to the Council Meeting, Clerk's staff will provide confidential copies of the applications received for council to review and consider for appointment.
5. At the Council Meeting, an in-camera session will be scheduled to allow an opportunity for members of council to discuss the applicants. Following the conclusion of the discussion regarding the individuals who have applied, council will provide the City Clerk with direction on appointments to be considered in open session, following the conclusion on the in-camera session.

During In-camera:

- a) Members of council will be provided an opportunity to discuss, comment and ask questions related to individuals who have applied to the committee.
- b) Following the discussion, each member of council will state their choice for appointment(s) to the committee.
- c) Each member of council may provide the same number of names as vacancies on the committee.

For example, if there are five (5) vacancies on a committee, and six (6) applications are received, a member of council can state five (5) or less appointments to be considered.

- d) If the total number of appointments are identified, council can direct the City Clerk to proceed to open session during the Council meeting for consideration of the appointments. This would be announced at the beginning of the Council meeting, as items being added from the in-camera session.
- e) If two (or more) citizens receive the same number of support from members of council, which results in more than the requirement to fill the vacancy, council can consider one of the following options:

Option 1 – Appoint both individuals to the committee, if applicable.

Option 2 – Request the individuals provide additional information for council consideration for the appointment. This information would be requested by the City Clerk and provided to council for consideration at a future in-camera session, prior to a Council Meeting. Members of council are required to identify additional information to be obtained from the applicant.

Open Session – Council

6. After the Council Meeting has been called to order, the Mayor will ask the City Clerk to identify matters to be added from committee-of-the-whole, in-camera, and at this time the City Clerk will identify the appointment(s) and term. The item is then added to the agenda block and members of council may pull the item to further discussion, if they desire.
7. Following the approval of the appointment to the committee, Clerk's staff will complete the following:
 - I. Update the staff liaisons/representatives of the appointments to the committee.
 - II. Prepare correspondence to all applicants advising if they have or have not been appointed to the committee.
 - III. Update the City of Welland website to reflect the appointments.
 - IV. Update additional Clerk's records to identify the appointments.

Throughout the term of council, there may be vacancies or additional recruitment required for the committees of council. Clerk's staff will follow the process as identified above for filling the vacancies.

FINANCIAL CONSIDERATION:

No financial considerations required.

OTHER DEPARTMENT IMPLICATIONS:

Assistance from respective departments when recruiting for a committee that relates to their division.

SUMMARY AND CONCLUSION:

This staff report has been prepared to identify the current process being followed for citizen appointments to the committees of council.

ATTACHMENT:

None.