

Acculated at the request of Councillor Davis

CC 26.5.1

Section	Subject	Policy
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Members of Council may not copy, disclose or otherwise disseminate information contained in any confidential lists of applicants, or in any applications, confidential reports, or other information received at in-camera sessions, nor may they repeat any confidential information heard at those meetings.

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), imposes mandatory confidentiality obligations on the City of Toronto and Members of Council to refrain from disclosing personal information and to protect the privacy of information obtained in in-camera sessions.

These mandatory obligations are further strengthened by the provisions of the Code of Conduct for Members of Council. These provisions prohibit Members of Council from disclosing confidential information obtained as a result of their office, including personal information under MFIPPA.

There are strict consequences for privacy breaches in contravention of MFIPPA.

Part VII: Selection Process

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7.1	Screen for Eligibility	The City Clerk will review the eligibility requirements and identify those applicants that are ineligible for appointment either because they have not met the eligibility criteria or due to late submission. The City Clerk will also identify which applications are incomplete and whether an applicant is a current incumbent and, if so, the length of service.
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7.2	Staff Review Team	A City Staff Review Team, comprising representatives from Human Resources Human Rights, the Diversity Management and Community Engagement Unit, and the City Manager's Office with other program and board staff as appropriate, will examine the applications.
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The Staff Review Team will apply this Public Appointments Policy and the board-specific qualifications as approved by Council to reach a consensus on how each applicant demonstrates each required qualification for the position.

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7.3	Short-listing Process	<p>The Staff Review Team will prepare a summary for each applicant that shows:</p> <ul style="list-style-type: none"> (a) name; (b) whether eligible and reason if not eligible (e.g., late application, non-resident, under 18, etc.) and whether the application is complete; (c) the ward of residence; (d) whether a current incumbent and, if so, length of service; (e) which qualifications are sufficiently demonstrated in the application, sorted in order of most qualified first; (f) disclosed diversity information; and (g) disclosed potential conflicts of interest. <p>The City Staff Review Team will also provide the results of any relevant board evaluation that may have been conducted.</p> <p>The nominating panel shall meet in private to short-list candidates for interview.</p> <p>A staff member of the City Manager’s Office will be the policy advisor to the nominating panel. The Staff Review Team and any program staff identified by the nominating panel shall be invited as advisors/observers.</p> <p>The nominating panel will review the applications and the summaries prepared by the Staff Review Team to determine whether additional information about any candidate should be obtained before proceeding with the short-listing process and direct staff to secure the information needed. The nominating panel may also refuse to consider incomplete applications without seeking further information.</p> <p>Where there are insufficient numbers of applicants to conduct a competitive selection process, the nominating panel may:</p> <ul style="list-style-type: none"> (a) extend the deadline for submissions; (b) refer to the skills registry for additional qualified applicants (See Section 7.11); (c) request City staff to pursue aggressive recruitment activities and/or re-advertise the position; or (d) consider recommending waiving the limits for length of service to re-appoint incumbents that have served the maximum terms.

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		<p>Once the nominating panel determines that there are a sufficient number of applicants, the applicant pool should be screened with the goal of arriving at a 'short-list' of excellent candidates to interview. The selection is to be based on the explicit position-related criteria set by Council, geographic distribution, and diversity objectives. The nominating panel should also assess any identified potential conflicts of interest.</p> <p>Current board members should be evaluated in the same way and by the same criteria as new candidates, but the nominating panel may also consider the results of any board member evaluation process that may have been conducted.</p>
7.4	Testing	<p>Where a written or other test is required, the Staff Review Team will develop and administer the test to all short-listed candidates. Only the averaged total scores for each candidate will be made available to the nominating panel on the day of the interview (or to Council if requested). The test questions, the individual test papers and individual scorer marks will not be made available to anyone except those administering the test.</p>
7.5	References	<p>If selected for an interview, the nominating panel may request that interviewees provide the names of three people who can provide references. Staff will conduct the references check and provide the resulting information to the nominating panel on the day of the interviews. Reference information shall remain confidential.</p>
7.6	Interviewing Candidates	<p>Interview questions shall be agreed upon in advance and all candidates will be asked the same questions.</p> <p>Members of the Staff Review Team and any program staff identified by the nominating panel shall also be invited as advisors/observers.</p> <p>Interview candidates will be required to sign their application forms and any other release forms on the day of the interview if they have not already done so (as may be the case when applications are submitted electronically).</p> <p>On the day of the interview, staff will provide the nominating panel with the results of any required written tests, results of reference checks performed, and any other information requested by the nominating panel.</p>

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7.7	Attendance During Interviews	A member of an interview panel must be in attendance for interviews of all candidates for any board in order to vote on the selection.
7.8	Evaluating Qualifications	<p>The nominating panel should review the areas of expertise being sought, and understand the criteria that will be used to evaluate candidates.</p> <p>The nominating panel should take the following criteria into consideration in evaluating qualifications of candidates:</p> <ul style="list-style-type: none"> (a) how well qualifications are demonstrated on the application, (b) test results where tests were administered; (c) strength of answers to interview questions; (d) references if requested; and (e) board evaluations if undertaken and available.
7.9	Selection Objectives	<p>All selection bodies will strive to achieve a balance of:</p> <ul style="list-style-type: none"> (1) qualified applicants covering the range of qualifications specified for the board; (2) experienced and new members; (3) geographic representation; and (4) representation of the diversity and demographics of the community including age, gender, sexual orientation, aboriginal status, race and disability. <p>The nominating panel shall recommend to Council one person for each vacant position.</p>
7.10	Alternates	<p>In addition to the candidates recommended to Council for appointment, the nominating panel is encouraged to identify a number of alternates from the short-listed candidates for first consideration when vacancies occur during the term. The names of identified alternates are submitted to Council, under confidential cover, along with the names of the nominees being recommended for the appointment. The names of identified alternates should remain confidential, but these individuals may be advised of their status.</p> <p>When a vacancy occurs before the end of the term, the City Clerk shall contact identified alternates to verify continued eligibility and interest. The City Clerk shall report this information to the nominating panel for their consideration for nomination.</p>

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7.11	Skills Registry	<p>Candidates who have been interviewed by a nominating panel may be identified as having skills and competencies that might be applied to a position on another board. With the permission of the applicant, these candidates may be included for the balance of the term of Council in a confidential skills registry (in accordance with the relevant <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) guidelines).</p> <p>When a vacancy occurs for a board where there are no eligible alternates to be considered for the appointment, the nominating panel may refer to such skills registry.</p>
7.12	Reporting to Council	<p>The names of individuals recommended for an appointment will be submitted to Council under confidential cover. The names and bios (brief summaries of biographical information) of successful appointees will become public once Council has approved the appointments.</p> <p>Other personal information about an individual will only be disclosed where the individual agrees to such disclosure.</p> <p>If Council wishes to discuss the recommended nominees, it shall do so in-camera.</p>
7.13	Communication Following the Appointments	<p>When Council, or other delegated authority, makes an appointment, the City Clerk or other designated person shall immediately advise all applicants of the status of their applications, thanking all candidates for their interest. All applications shall be acknowledged after Council has made appointments to the boards.</p> <p>Following the Council appointment or nomination to an external special purpose body, the City Clerk or other designated person shall include:</p> <ul style="list-style-type: none"> <li data-bbox="641 1554 1404 1690">(a) in a letter to the external special purpose body, a request that such body provide the City's appointee with information regarding that body's Directors and Officers Liability Insurance, and <li data-bbox="641 1711 1404 1854">(b) in a letter to the City's appointees or nominees, a suggestion that they may wish to follow-up with the external body to get information about indemnity coverage for members of the board.

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		Information on indemnity coverage for appointees to City boards is provided for in Section 8.1 “Orientation for New Board Members” below.
7.14	Diversity Monitoring	<p>Self-identified diversity data at each stage of the selection process (applicant pool, short-listed candidates, appointed members) may be monitored and reported on in summary form. The identities of specific candidates shall be kept confidential.</p> <p>The purpose of this monitoring is to assess how well Council’s diversity objectives have been met and ascertain what improvements could be made such as targeted outreach or removing barriers to participation.</p>

Part VIII: Standards of Conduct for City Appointees

Section	Subject	Policy
8.1	Orientation for New Board Members	<p>Board and City staff shall arrange briefing session(s) to provide an initial orientation for all newly appointed members on the operation of the board and City expectations. Topics should include information related to the board’s mandate, current issues, program statistics and operations, as well as the board’s relationship to the City, Code of Conduct and City policies and objectives for the board including the City’s objective of removing barriers to accessing services in a diverse community.</p> <p>In certain cases, new appointees may be required to attend mandatory training (e.g., for quasi-judicial bodies, such as the Toronto Licensing Tribunal and the Committee of Adjustment).</p> <p>Following the appointment to a City agency, staff of the City or the agency or both shall include information on the Directors and Officers Liability Insurance in the orientation materials provided to new board members.</p>
8.2	General Standards of Conduct	Members of the public who are appointed to a City board shall serve and be seen to serve in a conscientious and diligent manner, and in a manner that accommodates access to services by the City’s diverse communities.