



*Or cancelled
at the
request of the
City Manager*

CC 26.5.3

Tracking Status

- This item was considered by the Civic Appointments Committee on July 18, 2011. The Committee received the item for information only. No further action will be taken on this item.

- Civic Appointments Committee consideration on July 18, 2011

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|-------|--------------|----------|--|----------|
| CA3.1 | Presentation | Received | | Ward:All |
|-------|--------------|----------|--|----------|

Overview of the Shortlisting and Interview Process

Decision Advice and Other Information

The Manager, Governance Structures and Corporate Performance, gave an overview of the shortlisting and interview process to the Civic Appointments Committee and summarized the policy on Member of Council references for candidates for appointments to local boards.

The Civic Appointments Committee requested the Chair to distribute the policy on Member of Council references for candidates for appointments to local boards to all Members of Council.

Summary

Presentation by Staff, City Manager's Office, Strategic and Corporate Policy, on the shortlisting and interview process.

Background Information

(July 18, 2011) Briefing Note from the Manager, Governance Structures and Corporate Performance, on Public Appointments Process

(<http://www.toronto.ca/legdocs/mmis/2011/ca/bgrd/backgroundfile-39630.pdf>)

Attachment 1 to the Briefing Note - Member of Council References for Candidates for Appointment to Local Boards

(<http://www.toronto.ca/legdocs/mmis/2011/ca/bgrd/backgroundfile-39631.pdf>)

Attachment 2 to Briefing Note - Variations in Process for Public Appointments

(<http://www.toronto.ca/legdocs/mmis/2011/ca/bgrd/backgroundfile-39632.pdf>)

Source: Toronto City Clerk at www.toronto.ca/council

BRIEFING NOTE

Public Appointments Process

➤ **Councillor references**

- Council members may not provide references for candidates (see attachment 1)
- Results from Council approval of Integrity Commissioner's recommendations
- Recommend Chair of CAC sent BN to all Members of Council

➤ **Staff Review**

- Normally staff review applications against qualifications for the position and prepare a summary for CAC that indicates for each applicant what qualifications they possess and their diversity information
- Because the application deadline was extended a week (to July 11), there was no time before 1st CAC meeting (July 18) to provide this summary – CAC was informed of this by email
- Staff will provide summary for all of the remaining CAC meetings, including the top 30 list

➤ **Variations in processes**

- See attachment 2

➤ **September report**

- Staff will submit a report in September to amend the composition of the boards for:
 - Arena boards and AOCCs
 - Quasi-judicial boards
 - Boards that have submitted requests to change
 - Corporations
- If Council does not approve the staff recommendations to change the composition for boards, then CAC will need to recommend more citizens to make up 11 board members

➤ **Chair**

- New process as of April 2011 for Council to approve Chair of each board (except C of A, Library, Police, Board of Health, AOCCs, arena boards, BIAs)
- If Mayor's appointee and external nominees are to be considered for Chair position, these will have to come to CAC for consideration before final selection of citizen members

Prepared for: Civic Appointments Committee
Prepared by: Nancy Autton
Date: July 18, 2011

Member of Council References for Candidates for Appointment to Local Boards

- a) For these purposes, a reference includes both written and oral assessments of the candidate's qualifications for membership on the board and other forms of intervention with the Committee on behalf of a candidate.
- b) In general, Members of Council who are not members of the Civic Appointments Committee may only provide references for candidates for appointment to boards provided they have a relevant relationship with the candidate and provided they operate within the procedures governing the operations of the Committee.
- c) Relevant relationships include an employment relationship, working with the candidate in a voluntary organization, and serving alongside the candidate on a local board. It is not enough, however, that the candidate is a constituent, friend or associate of the member of Council. Also, the member of Council should speak from personal experience and not on the basis of what he or she has heard from others.
- d) Even where a relevant relationship exists, a Member of Council cannot provide a reference for a relative. In this context, relatives are
 - spouse, any person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage
 - parent, including step-parent and legal guardian
 - child, including step-child
 - sibling and children of siblings
 - father/mother-in-law, brother/sister-in-law, son/daughter-in-law
 - any family member who lives with the Councillor on a permanent basis
- e) Members of the Civic Appointments Committee cannot provide references for candidates for appointment to local boards being considered by the Committee. Where they have had or have a relevant relationship with a candidate under consideration by the Committee, they shall declare that fact but may still participate in the deliberative process and vote.
- f) When providing a reference for a candidate for appointment to a local board, members of Council should identify for the benefit of the Committee the nature of their relevant relationship with the candidate.
- g) Councillors wishing to make a reference must put the reference in writing and provide it to the Clerk, or appear before the Civic Appointments Committee in person. Written references will be reviewed by the Clerk for compliance with Section 5.6 of the Code of Conduct, and if, on its face the reference is appropriate, the Clerk will forward it to the Committee. If a written reference is not accepted, the Councillor making the reference may appeal the decision to the Chair and Committee. At a meeting, the Chair of the Committee or Panel will advise Councillors on the policy governing references, and intervene, if necessary, when hearing oral references.
- h) Any Councillor may also participate in the deliberative process of the Committee as long as such participation is not for the purpose of promoting a referred candidate. Similarly, the rules do not prevent participation in Council's consideration of the recommendations of the Committee.

Variations in Process for Public Appointments

| Agency | Staff Review & Diversity Summary | Shortlist | Test | Other Nominations/ Appointment | Interview | Approval |
|---|--|--|-------|--|--|----------------|
| Standard | Staff Team | CAC | N/A | Mayor for some; stakeholders for some | CAC interviews and reviews for applications for stakeholder nominees | Council |
| 1st Batch Exception | N/A | CAC | N/A | Mayor for some; stakeholders for some | CAC interviews and reviews for applications for stakeholder nominees | Council |
| Committee of Adjustment | Staff Team | Community Council/ CAC may review and add candidates | N/A | N/A | CAC | Council |
| Licensing Tribunal | Staff Team | CAC | Staff | N/A | CAC | Council |
| Heritage Toronto | Heritage Toronto Nominating Panel | Heritage Toronto Nominating Panel | N/A | 8 selected by Community Council + 2 nominations from interest groups | Heritage Toronto Nominating Panel | CAC to Council |
| Boards with Stakeholder Nominees | | | | | | |
| Exhibition Place | CNEA nominees | | | | | |
| Board of Health | CAC chooses between nominees of 2 Boards of Education | | | | | |
| Heritage Toronto | 1 Aboriginal nominee + 1 nominee of Toronto Historical Association | | | | | |
| St. Lawrence Centre | 2 tenant nominees | | | | | |
| Yonge Dundas Square | 2 BIA nominees + Ryerson + Massey Hall + residents' association | | | | | |