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Public Appointments and the Civic Appointments Committee

Presentation to the Civic Appointments Committee

January 5, 2023

Today's Presentation

- Overview of the Civic Appointments Committee and Public Appointments
- How staff support the committee
- Outreach and recruitment
- The selection process
- Boards the CAC will consider in 2023

Role of the Civic Appointments Committee

- Select candidates for interviews
- Interview candidates
- Recommend candidates to City Council
 - Candidates should collectively cover the board
 - qualifications
 - Boards should reflect the diversity of the city
 - The Civic Appointments Committee (CAC) should apply the principles of openness, impartiality, competition, and equity to the process

Staff Support for the Committee

- The Civic Appointments Committee is supported by the Public Appointments Secretariat, a team of staff dedicated to:
 - Recruiting members of the public to apply
 - Administering the public appointments process
 - Supporting City Council in their selection and appointment of members
 - Working with City agencies, boards, and appointees

Candidates Selected by the CAC

The CAC will shortlist, interview, and recommended candidates for these boards:

- Board of Health
- Exhibition Place Board of Governors
- Ports Toronto
- Toronto Global (new)
- Toronto Investment Board
- Toronto Parking Authority
- Toronto Police Services Board
- Toronto Public Library
- Toronto and Region Conservation Authority
- Toronto Transit Commission
- Toronto Zoo

Selection Processes Delegated to Staff

- City Council has directed the City Clerk to screen, interview and recommend other public appointments to Council through the Civic Appointments Committee.
- This work is done in collaboration with divisional staff who are policy and program leads in the service areas of these boards and committees.
- Staff also consult with agency leads and board Chairs on strategic priorities as appropriate to help inform this work.
- Staff bring forward recommendations to the CAC.

Delegated Boards and Committees

Boards and Committees where Council has delegated the shortlisting, interviewing, and recommendations to staff include:

- Greater Toronto Airports Authority Board
- Greater Toronto Airports Authority Consultative Committee
- Heritage Toronto
- Lakeshore Arena
- TO Live
- Toronto Atmospheric Fund
- Toronto Pan Am Sports Centre
- Toronto Preservation Board
- Yonge-Dundas Square

Council Advisory Bodies

- City Council may establish Council Advisory Bodies at any time during the term. The CAC will consider recommendations from staff on these public appointments.
- Council Advisory Bodies in the previous term included:
 - Aboriginal Affairs Advisory Committee
 - Confronting Anti-Black Racism Advisory Committee
 - Film, Television and Digital Media Advisory Committee
 - Toronto Accessibility Advisory Committee
 - Toronto Francophone Affairs Advisory Committee
 - Toronto Music Advisory Committee
 - Two-Spirit, Lesbian, Gay, Bisexual, Transgender and Queer (2SLGBTQ+) Advisory Committee

Outreach and Recruitment

- Staff work year-round to recruit diverse, highly-skilled members of the public.
- Methods include online ads, social media, email list, presentations, events, outreach to community and professional organizations.
- All applications are live online so people can apply at any time.
- Application deadlines are announced in advance of a selection process.



What guides our work?

- Public Appointments Policy, which outlines eligibility criteria, roles of staff and Council, and principles that support the process.
- The mandate of the board, its strategic direction, the skills and qualifications needed to support that work.
- Input from staff and agencies.
- Council direction and commitments to support equity, inclusion, diversity, and reconciliation such as the Confronting Anti-Black Racism Action Plan and Reconciliation Action Plan.

Reflecting the Diversity of our City

- Each candidate is asked to complete a voluntary, confidential diversity survey as part of their application.
- This data allows us to:
 - Monitor how well we are meeting our objectives
 - Assess our outreach and recruitment efforts and see what improvements can be made
 - Report on our progress



Civic Appointments Committee Meetings

A typical meeting of the CAC may include:

- **Shortlisting candidates** to be interviewed at a subsequent meeting.
 - City and agency staff are invited to give brief presentations on these items to support the committee's selection process.
- **Interviewing candidates** who were shortlisted at a previous meeting.
 - Interviews are typically 15 minutes each.
 - Staff recommended a ratio of 2:1 interviewees per position at a minimum.
- **Considering candidates** recommended by staff.

Information Provided to CAC Members

- A staff report on each item outlining what the committee will be considering.
- A confidential application package containing all applications received for the board, including:
 - A summary of all candidates including those that are highly qualified, qualified, and not qualified.
 - A summary of the demographic information for the candidate pool and the board.
- Interview questions
- Any additional information

The Appointments Process

1. Staff conduct outreach, receive applications, and screen for eligibility and qualifications
2. The CAC reviews the applications and shortlists candidates for interview.
3. The CAC interviews candidates.
4. The CAC recommends candidates to City Council. The names and biographies of recommended candidates become public at this stage.
5. City Council makes the final decision on the successful appointees.

Guidelines for Members on References

- Members shall not provide a reference in support of a candidate unless that Council Member has had an employment or other relevant relationship with the candidate.
- Even where there is a relevant relationship, Council Members shall follow guidance in the Public Appointments Policy.
- The Integrity Commissioner can provide advice on such matters.

CAC Appointment Schedule for 2023*

- Board of Health – February Council
- Exhibition Place - May Council
- Toronto Global – March Council
- Toronto Investment Board – May Council
- Toronto and Region Conservation Authority - October Council
- Toronto Parking Authority – July Council
- Toronto Public Library – February Council
- Toronto Police Services – March Council
- Toronto Transit Commission - May Council
- Toronto Zoo - June Council

* The dates these appointments will go to Council is subject to change

Questions



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