CR49/2011
That the consultant's final report by KPMG, *ABC Governance Review,* regarding a restructuring of the City's Agencies, Boards, Commissions, and Committees of Council (ABC's) dated January 6, 2011,
BE RECEIVED for information and further;

1. That Council **APPROVE** a change in the governance ***structure*** of Agencies, Boards, Commissions, and Committees by establishing the following presented option:

    a. Option B (Consultant's recommended option) – Executive Committee Model as amended to reflect a (6) six Standing Committees Structure combining Internal Services and
    Public Engagement Standing Committee with the Executive Committee (as outlined in the consultant's report, Appendix "A");

2. That Council **APPROVE** a change in governance ***strategy***, governance process, governance practices, and governance culture for Agencies, Boards, Commissions, and Committees as outlined in the consultant's report, as Appendix "A", and

and further,

3. That Council **ADOPT** the "*City of Windsor Council Appointment Policy*" as recommended by the consultant, in the consultant's report as Appendix "B" as amended, to allow for Council to make appointments at their discretion as opposed to limiting their choices to only eligible electors in the City of Windsor, and

4. That the City Clerk **BE DIRECTED** to report back to City Council with an implementation plan based on Council direction regarding proposed changes to the governance structure, and that in addition 3 members at large **BE ADDED** to Planning Standing Committee.

Carried.

THE CORPORATION OF THE CITY OF WINDSOR

POLICY

Service Area:	**Council Services**	Policy No.:	
Department:	**Office of the City Clerk**	Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	**Council Appointments to Agencies, Boards and Committees**	Procedure Ref.:	
		Pages:	Replaces:
Prepared By:	Steve Vlachodimos		Date:

1. POLICY

1.1 The City of Windsor is committed to ensuring the appointment of qualified candidates by Council to Civic Agencies in a manner that is transparent, fair and consistent, while at the same time meeting requirements for the protection of personal information as required by the Municipal Freedom of Information and Protection of Privacy Act.

2. PURPOSE

2.1 The purpose of this policy is to establish a fair and consistent process for Council appointments to City of Windsor Civic Agencies.

3. SCOPE

3.1 This policy shall govern the actions of the Clerk's Department, Council and any Selection Committee appointed by Council to address vacancies on Civic Agencies required to be filled by Council Appointments.

4. RESPONSIBILITY

4.1 Every appointment by the City to a Civic Agency shall be by a resolution of Council.

4.2 Every appointment by the City to a Civic Agency shall be at the pleasure of Council, whether or not the appointment is for a specified time period.

4.3 No person may be appointed to be a member of more than one Civic Agency at the same time.

4.4 Notwithstanding 4.3, a Member of Council may be appointed to be a member of more than one Civic Agency at the same time.

4.5 Council may make appointments at their discretion and are not limited to only eligible electors.

4.6 Council shall:

a) Approve this policy and any changes to this policy from time to time;
b) Consider applications for vacancies on Civic Agencies;
c) From time to time, establish Selection Committees on an as-needed basis and, unless otherwise provided for at the time of establishment, the Mayor shall be an ex-officio member of such selection Committee;
d) By resolution, make appointments of members to Civic Agencies in accordance with this policy.

4.7 The Selection Committee shall:

a) Meet at the appointed time and place for the purpose of interviewing applicants identified by Council as candidates for vacancies on Civic Agencies;
b) Consider and recommend to Council the candidate(s) that in the opinion of the Selection Committee would best service the needs of Council and the public on a given Civic Agency.

4.8 The Clerk's Department shall:

a) Coordinate appointments to Civic Agencies by:
    i. Providing public notice of vacancies on Civic Agencies;
    ii. Providing application materials to individuals who wish to apply for appointment as new members;
    iii. Arranging appropriate meetings for the Selection Committee;
    iv. Providing all documents the Selection Committee may require to facilitate interviews;
    v. Preparing letters to send to all applicants concerning the status of their application;
    vi. Notifying the Civic Agency of appointments and re-appointments made by Council

4.9 The Clerk's department shall maintain all records pertaining to appointments to Civic Agencies.

5. GOVERNING RULES AND REGULATIONS

5.1 The City of Windsor Clerk's Department shall provide public notice of any vacancies on any Civic Agencies in accordance with the City's Public Notice By-Law.

5.2 The public notice shall include general information regarding the nature of the vacancies on the Civic Agency and timelines for the receipt of applications from the general public.

5.3 All applications containing personal information and submitted to the City of Windsor in response to the public notice shall be treated as confidential

information in accordance with the provisions of Part II of the *Municipal Freedom of Information and Protection of Privacy Act*.

5.4 When the application deadline is reached, the Clerk's Department will confidentially circulate all applications received within the prescribed timelines with agenda materials for the next available meeting of Council.

5.5 At the appropriate Council Meeting, Council shall consider all circulated applications in closed session in accordance with Part II of the *Municipal Freedom of Information and Protection of Privacy Act* and with Section 239 of the *Municipal Act, 2001*, and based upon such consideration Council may:

a) When the number of applicants is less than or equal to the number of vacancies; Council may appoint one or more applicants to sit on the Civic Agencies for which corresponding application has been made;

b) When the number of applicants is greater than the number of vacancies or when Council otherwise considers it appropriate, Council may direct the Clerk's Department to arrange for confidential interview with one or more applicants, such interviews to be conducted by a Selection Committee of not less than three Members of Council who shall report back, in closed session, to the next available meeting of Council with recommendations regarding appointments.

c) Direct Clerk's Department staff to assemble additional information regarding the applications for review by Council, in closed session, at its next available meeting.

5.6 After due consideration in closed session, Council shall in open session vote on any recommendation for appointments arising from closed session deliberations.

5.7 After ratification of appointments by Council, the Clerk's Department shall notify all applicants considered by Council of the resulting decision.

5.8 "Civic Agency" means an agency, board, committee, commission, panel or corporation or otherwise to which Council appoints one or more members;
"Council" means the Municipal Council of the City of Windsor;
"Selection Committee" means a Committee of not less than three members of Council, established by Council from time to time to conduct interviews of applicants for positions on a Civic Agency;
"City" means the City of Windsor

5.9 This policy is subject to any statute, regulation or By-law.