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**Subject:** Appointment Process for Regional Representatives to Committees, Agencies, Boards and Commissions

**Report to:** Regional Council

**Report date:** Thursday, December 13, 2018

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## Recommendations

1. That, in accordance with subsection 2.4 of Niagara Region's Procedural By-law, the rules of procedure, specifically subsection 24.6 (c), respecting the Appointment of Acting Chairs and Co-Chairs for the Standing Committees, **BE SUSPENDED** temporarily to dispense with the appointment of Acting Chair(s) and Co-Chairs for the Standing Committees until the appointment of Standing Committee Chairs and Co-Chairs;
2. That the Regional Chair **BE AUTHORIZED** to act as a Standing Committee Chair until such time as the Standing Committee Chairs are appointed; and
3. That Regional Council **APPROVE** and **COMMENCE** the appointment process for Regional representatives to committees, agencies, boards and commissions for the 2018-2022 Term of Council in accordance with the process outlined in Appendix I of Report GM 21-2018.

## Key Facts

- Council must appoint members as representatives to committees, agencies, boards and commissions
- There is no formal policy and related procedure surrounding the appointment process for Regional representatives to committees, agencies, boards and commissions
- The Procedural By-law provides that the principal business of the Council meeting held the week after the inaugural meeting shall consist of the appointment of Acting Chair(s) until the appointment of the Chairs and Co-Chairs of standing committees is conducted at the first standing committee meeting.

## Financial Considerations

The development of the attached proposed process is within scope of the day-to-day operations of the Clerk's Office.

## **Analysis**

The Region's Procedural By-law (section 24.6) sets out that the principal business of the Council meeting held after the Inaugural Meeting is to establish the size of each Standing Committee, appoint Councillors to the standing and advisory committees, and appoint Acting Chairs and Co-Chairs for the standing committees.

With respect to appointing Councillors to the standing and advisory committees, the By-law states that if the number of Councillors wishing to serve on any standing or advisory committee, including agencies, boards and commissions, is greater than the number of positions available, then the selection shall be conducted by open ballot.

The By-law does not prescribe in detail the process for selecting representatives, nor does Niagara Region have a formal policy and related procedure for political and citizen appointments.

Staff is proposing a process, described in Appendix I, for Council's consideration. The recommended process proposes members need only receive the highest number of votes, eliminating the need to conduct numerous, time-consuming, rounds of open ballot voting. No longer would Councillors need to achieve support from the majority of members present at the meeting.

Given the short time frame until the first Standing Committees are held, staff are suggesting that the Regional Chair be allowed to act as a Standing Committee Chair should the need arise for a meeting to be called prior to January. This was undertaken as a consideration of the Procedural By-law Review Committee; however, no formal action was adopted with respect to this item.

## **Alternatives Reviewed**

For the 2010 term of Council, the appointment process used required members to receive a majority vote, similar to the process used to select the Regional Chair; however, this was criticized for being awkward and time-consuming. Staff do not recommend using this process.

The other available alternative is to conduct the process in the same manner in which the Regional Chair is selected; whereby appointees would require a majority of the votes to be appointed to the various committees.

## **Relationship to Council Strategic Priorities**

This report is in alignment with Council's strategic priorities of doing business differently and advancing organizational excellence.

## Other Pertinent Reports

CLK 9-2014      Appointment Process for Regional Representatives to  
Committees, Agencies, Boards and Commissions and Acting  
Chairs of Standing Committees

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*This report was prepared in consultation with Matthew Trennum, Deputy Regional Clerk.*

## Appendices

Appendix 1      Committees, Agencies, Boards and Commissions  
Appointment Process

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## APPENDIX I

### COMMITTEES, AGENCIES, BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The Region's Procedural By-law does not prescribe in detail the process for selecting Regional representatives to committees, agencies, boards and commissions.

#### **Representation Requirements:**

**Standing Committee** – The Procedural By-law section 24.6 (a) provides that Council establishes the size of each Standing Committee of Council.

**Advisory Committee** – Each advisory committee's Terms of Reference set out membership requirements. Amendments to Terms of Reference to reflect increased representation from members of Regional Council may be made in consultation with the advisory committee.

**Agencies, Boards and Commissions** – Each agency, board and commission sets and submits to Niagara Region the number of seats available for Regional representation.

#### **Appointment Process:**

The following is recommended as the appointment process for committees, agency, boards and commissions:

- Members are to select their preferred candidate via open ballot, as required.
- Where only one position is available, the candidate with the highest number of votes secures the position.
- Where more than one position is available, Councillors may select representatives up to the maximum number of positions available.
- Based on the results of the vote, the candidates will be listed in the order of highest number of votes to the lowest number of votes.
- Without further voting, positions will be awarded starting with the candidate who received the highest number of votes, then the second highest number of votes, third highest number of votes, etc., until all positions are filled.
- A tie in votes is decided by the Regional Chair, as required, and as provided for in section 4.6 of the Procedural By-law.

If a committee, agency, board or commission requires one Regional representative, and there are more candidates than positions available, members print the name of their preferred candidate on the ballot and sign their name. The candidate with the highest number of votes secures the position on the committee, agency, board or commission.

For a committee, agency, board or commission where Regional representation is greater than one, each Councillor shall have the option to cast a vote for up to the number of seats to be elected. After all the votes are cast, the seats will be filled by the Councillors who received the most votes.

For example, the Culture Committee requires six (6) representatives; therefore, each Councillor has the opportunity to vote for up to (6) six members of Council to serve as representatives. The six (6) Councillors that receive the highest number of votes will fill the available positions.

An open ballot shall include the name and signature of the Councillor casting the vote, and the name(s) of the Councillor(s) supported for the available position(s).

The names of the Councillors who voted in support of specific representatives will be recorded in the minutes.