



# Town of Georgina Selection Committee (GSC)

## Terms of Reference

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### 1. Purpose

1. The purpose of the Town of Georgina Selection Committee (“Committee” or “GSC”) is to encourage public participation through the general concepts of equity equality, accessibility, accommodation and expertise and to ensure that all citizens have an equal opportunity for that participation on statutory, non-statutory, advisory, ad hoc and steering Committees or Boards of the Town of Georgina.

### 2. Meetings

1. The Committee shall meet as required throughout the year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
5. All discussion of applicants must be held in Closed Session.

### 3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. Direct the recruitment and recommendation for the selection of any Committee or Board vacancies;
3. Review applications from citizens to various Committees and Boards as advertised;
4. Conduct interviews or review of applications for committee and board positions;
5. Select qualified applicants for interviews or appointments, as the Committee deems appropriate;

6. Prepare and review, when required, the Terms of Reference, membership composition, meeting frequency, reporting and remuneration of Committees and Boards of the Town of Georgina;
7. Solicit input from Council and active Committee members regarding appointments to Statutory, Non-Statutory, Advisory, Ad-Hoc, Steering Committees and all Boards;
8. Make final determinations with respect to any committee vacancies in conclusion to any conforming selection process conducted.

#### **4. Term & Membership Composition**

1. Appointed by Council, the Committee shall consist of three (3) members composed of:
  - a. Three (3) appointed members of Council;
  - b. The remaining members of Council shall be granted the privilege of Ex-Officio status by virtue of their position on Council in order to establish Committee Quorum.
2. The Committee will be provided secretariat support from the Clerk's Division.
3. Under the direction of the Director of Human Resources, recruitment support services will be provided on an as-needed basis by the Town of Georgina.
4. The Committee budget will be administered by the Director of Administrative Services.
5. Resignations from the Committee must be in writing to Council.
6. The Selection Committee shall be appointed for the term of Council and shall only carry out appointments for Committee vacancies until the Nomination Day in an election year or according to a by-election conducted by the Town.
7. To report to Council, on an annual basis, documenting the activities, accomplishments and comments deemed appropriate as the Committee attempts to fulfill its purpose.

#### **5. Remuneration**

1. \$40.00 per requirement to attend (meetings and interview block), not to exceed 20 meetings per year.

## **6. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GSC.

## **7. General Conduct**

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

## **8. Budget**

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. Other funds may be requested of Council for special projects or undertakings.

## **9. Use of Town Logo/Letterhead**

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, in order to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

## **10. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee upon reviewing applications may grant Committee appointments as the Committee considers advisable.

## **11. Confidentiality**

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

## **12. Procedural By-Law**

1. The rules and regulations contained in the Town of Georgina's Procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.