



MAYORAL DIRECTION PROTOCOL

Protocol Title: **Appointing Chairs and Vice-Chairs of Local Boards**

Effective Date: 2025-09-18

Revised Date:

1.0 PURPOSE AND SCOPE

To guide the exercise of authority under Section 284.7 of the Municipal Act, 2001 by the Head of Council in appointing chairs and vice-chairs of prescribed local boards, in a manner that reflects good governance, public confidence, and alignment with municipal priorities.

This protocol applies to all appointments or reappointments of chairs and vice-chairs to prescribed local boards or classes of local boards, as defined by regulation.

2.0 GUIDING PRINCIPLES

2.1 Criteria of Appointments

Appointments will be made in consideration of the following:

- a) Merit and Qualifications: Including relevant experience, leadership capacity, attendance, performance, and understanding of the board's mandate.
- b) Strategic Alignment: Consideration of how the leadership supports the municipality's strategic objectives and the board's specific responsibilities.
- c) Equity and Representation: Reflecting diversity, inclusion, and the demographic makeup of the community.
- d) Transparency and Accountability: Clear communication of the rationale for appointments to Council and the public.

2.2 Consultation with Council

Prior to confirming any appointment or reappointment:

- a) The Head of Council will consult with Council members, either individually or through a closed session discussion, regarding the proposed appointment.
- b) Council members may provide input on potential candidates, performance concerns, or strategic considerations relevant to the appointment.

2.3 Assessment Criteria

In evaluating prospective appointees, the following should be considered:

- a) Past participation and attendance records;

- b) Feedback from the board or municipal liaisons;
- c) Alignment with board goals and strategic initiatives;
- d) Demonstrated understanding of governance roles and responsibilities.

3.0 IMPLEMENTATION & REVIEW

3.1 Communication

The Head of Council shall:

- a) Issue a written notice to Council detailing:
 - The individual(s) appointed;
 - The basis for the appointment (e.g., qualifications, board needs, etc.);
 - How input from Council was considered;
- b) Ensure that appointments are:
 - Submitted to the Clerk for formal recordkeeping;
 - Disclosed publicly, subject to applicable privacy provisions (e.g., on the municipal website or in Council summaries).

3.2 Implementation & Review

This protocol should be reviewed:

- a) At the beginning of each Council term; or
- b) Upon any legislative or regulatory change affecting board appointments.

Appendix A: Council Approved Resolution -June 5, 2025

WHEREAS Section 284.7 of the Municipal Act, 2001 assigns to the Head of Council the power to appoint the chairs and vice-chairs of any prescribed local board or class of local boards, subject to regulations;

AND WHEREAS Council including the Head of Council recognizes the importance of ensuring that appointments to local board leadership positions reflect the competencies, experience, and confidence of both the public and Council;

NOW THEREFORE BE IT RESOLVED THAT Council respectfully requests that the Head of Council consult with Council prior to appointing or reappointing chairs or vice-chairs to any local board, and that any such appointments be informed by:

- The qualifications and performance of prospective appointees;
- The strategic priorities of the municipality and the mandate of the respective board;
- Principles of equity, transparency, and fair representation;

AND THAT the Head of Council consider issuing a written policy or protocol outlining how these appointments will be communicated and justified to Council and the public.