

## **Process and Evaluation Criteria to be Applied to Citizen Appointments to Boards and Committees**

**Committee Name:** (insert)

**Committee Purpose:** (insert description)

### **Step 1 – Initial Screening of Applications:**

The applicable Manager(s) and designated staff, the Council Members who are Chair and Vice-Chair of the Business Division and the Mayor (at his/her discretion) will as a panel:

Review all application submissions and generate a short list of candidates to subsequently interview using the following criteria:

- previous experience on an organized committee or board, preferably with the County;
- skills and experience relevant to the tasks of the Committee and specifically:  
**(insert criteria based on the committee)**
- the applicant's background and knowledge related to the functions of the Committee, and responsibilities of Committee Members;
- leadership experience and abilities gained through employment or other positions;
- geographic location in the County (in an effort to have balanced distribution of candidates and/or rural and urban representation and/or a balance of experienced and new membership);
- familiarity with the County, including key issues and trends before the Committee including the applicant's community involvement and longevity in the County; and
- the applicant's desire and past experience positively working with the County including their understanding of, and the commitment to, solidarity of purpose with the objectives and directions of Council.

### **Step 2 – Interview Process:**

**This is an optional step that is dependent upon the number of applicants relative to the spaces available on the Committee**

In the interview process, the panel shall use the following criteria to assess the candidates:

- familiarity with the County, including key issues and trends before the Committee;
- the applicant's background, previous experience, community involvement and longevity in the community;
- the approach the applicant would take to assess information and matters before the Committee, including what they would consider, how they would interact with fellow Committee members, and how they would render a decision/recommendation;
- demonstration of analytical ability, creativity, problem solving and the ability to consider alternative perspectives;
- understanding of the importance of considering the public interest and how they would reconcile multiple or conflicting public interests;
- understanding of, and commitment to, solidarity of purpose with the objectives and directions of Council – duty of loyalty;
- understanding of the role of the Committee relative to that of Council and the responsibilities and governance principles inherent with this committee role;
- understanding of team dynamics and the demonstration of collaborative conflict management skills, including how they would contribute to the overall committee team and act in the best interests of the County;
- communication skills;
- reasons for wanting to serve on the Committee;
- ability to commit the time for serving on the Committee; and
- ***any specific criteria associated with the Committee***

**Step 3 – Recommendations to Full Council:**

Upon completion of the evaluation process, the panel will develop recommendations to be included in a report to Council in Committee. As part of this report a list of all applicants will be provided, as well as the Committee's Terms of Reference.