

CRIME PREVENTION OTTAWA COMMUNITY FORUM APPOINTMENT POLICY

POLICY STATEMENT

The Appointment Policy for the Crime Prevention Ottawa Community Forum is a policy regarding the recruitment and selection process for the Community Forum.

PURPOSE OF THE COMMUNITY FORUM

The Community Forum is an advisory body. It gives feedback to the Board of Directors with regard to planning and operations and advises with regard to emerging issues in the community, priorities and successes. The Community Forum is made up of a broad representation of the community and of institutions which contribute to safety. The Forum will be reflective of the community of Ottawa including consideration of balance with regard to ethnocultural diversity, the English and French communities, gender, rural-suburban-urban concerns and youth and seniors issues

POLICY REQUIREMENTS

1. QUALIFICATION OF MEMBERS

- 1.1 All members of the Community Forum must be residents of the City of Ottawa, with the exception of those whom the Board of Directors deem eligible because of their significant contribution to the community.
- 1.2 All members must be at least 18 years of age.

2. TERM OF OFFICE

- 2.1 Members of the Community Forum are appointed for a period of up to 4 years with a possibility of being renewed once with the exception of the first appointees. The first group of appointees will be randomly divided into 2 or 4 year appointments to provide continuity on the Forum.
- 2.2 Applicants are required to sit out one recruitment cycle after serving two consecutive terms, before being eligible for reappointment.
- 2.3 Those members who wish to be reappointed to an additional term must reapply and go through the approved selection process.



3. COMPOSITION

3.1 The membership of Crime Prevention Ottawa Community Forum will reflect the following criteria:

**Selection Criteria for Crime Prevention
Ottawa Community Forum Members**

Qualities	Indicators
Supports the Values and Mission of the Organization	<ul style="list-style-type: none"> • Demonstrated support of activities that further the mission
Personal Qualities	<ul style="list-style-type: none"> • Positive and constructive • Able to work as part of a team • Future oriented • Willing to be involved in training and development
Time	<ul style="list-style-type: none"> • Able to devote adequate time and energy
Area of Interest	<ul style="list-style-type: none"> • Academics • Child Welfare • City • Community (e.g: Neighbourhood Associations) • Community Service Providers (e.g. Addiction Services, Housing, Recreation, Violence against Women, Youth Services) • Corporate/Business • Education • Funding • Planning • Police • Policy • Senior levels of Government • United Way • Other
Demographic Representation	<ul style="list-style-type: none"> • Aboriginal peoples • Ethnocultural • French/English • Gender • Rural-suburb-urban • Youth and Seniors

3.2 There will be no more than 60 and no less than 30 members of the Community Forum.



4. RECRUITMENT

- 4.1 Recruitment for the Community Forum will take place once every two years.
- 4.2 The principles of equity and accommodation for all candidates shall be adopted and implemented by enforcing application deadlines, selection criteria, and interviewing procedures using the same questions and same evaluation criteria for all candidates.
- 4.3 Members of the Community Forum shall be recruited either as individual members or as representatives of organizations. Participants from organizations will be requested to represent the values of their organization in discussions whether or not the organization has adopted a specific policy position on the question at hand.
- 4.4. The recruitment and selection process for the Community Forum will include advertisements for interested applicants placed by the Corporate Services Department, City Clerk's Branch, in the daily and/or weekly community newspapers in accordance with the City's advertising policy as well as on the CPO's website. Advertisements will also be distributed throughout Client Service Centres, libraries and City facilities. In addition, Crime Prevention Ottawa's contacts will be targeted to receive information.
- 4.5 The advertisements may include the following information:
- a. Function or brief mandate statement of the Forum;
 - b. Frequency and time of meetings and where possible any other expectations for participation of members;
 - c. Anticipated time commitment;
 - d. A request that the applicant provide a one page letter outlining how their qualifications, specific skills, interests and background are relevant to the Forum. Applications will be submitted by electronic mail. Applications by regular mail, hand written or typed, will also be accepted.
- 4.6 Applications
- a. All applications must be limited to one page and may outline how the applicant's qualifications, specific skills, interests and background are relevant to the Forum.

- b. All applications will be sent to the Corporate Services Department, City Clerk's Branch, to be processed.
- c. All applications will be acknowledged by the Corporate Services Department, City Clerk's Branch.
- d. An initial screening of applications will be conducted. Only those meeting the age and residency qualifications will be brought forward to the next stage.
- e. Only those applications received by the published deadline will be considered.

4.7 Selection

- a. The Board of Directors will appoint a minimum of two members to sit on the Selection Panel to review applications and make recommendations to the Board. The Executive Director will also be a member of the Selection Panel.
- b. The Executive Director will provide advice and assistance to the Selection Panel.
- c. Each Selection Panel shall meet to determine selection criteria based on the specific expertise and representation needed by the Community Forum.
- d. The Selection Panel shall recommend appointments to the Board of Directors at a closed meeting and the Board shall finalize endorsements.
- e. The City Clerk's Branch shall advise all applicants of the status of their applications.

REFERENCES

Crime Prevention Ottawa Terms of Reference
 Crime Prevention Ottawa Rules of Order for the Board of Directors

DEFINITIONS:

COMMUNITY FORUM

- Created by Crime Prevention Ottawa to solicit specific input and feedback on programs, policies and/or projects
- Composed of citizens and/or representatives of specific organizations from whom input is sought
- Reports directly to Crime Prevention Ottawa
- Membership, methods of operation, staff support and continued existence are the responsibility of Crime Prevention Ottawa

