

**By-law Number 117-2008**

**of**

**The Corporation of the City of Brantford**

*Being a By-law to adopt Administrative Policy #82 respecting the Appointment of Citizen Members to City of Brantford Boards, Advisory Committees and Other Committees to which Council makes Appointments*

**THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF BRANTFORD HEREBY ENACTS AS FOLLOWS:**

1. That Administrative Policy #82 respecting the Appointment of Citizen Members to City of Brantford Boards, Advisory Committees and Other Committees to which Council makes Appointments attached as Schedule "A", be enacted.
2. This By-law comes into effect immediately.

READ A FIRST TIME:           SEPTEMBER 8, 2008  
READ A SECOND TIME:       SEPTEMBER 8, 2008  
PASSED:                        SEPTEMBER 8, 2008

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MAYOR

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CLERK

# CITY OF BRANTFORD

## POLICY & PROCEDURAL MANUAL

**Policy No.** ADMINISTRATIVE POLICY NO. 82

**Subject:** Policy respecting the Appointment of Citizen Members to City of Brantford Boards, Advisory Committees and Other Committees to which Council makes Appointments

### **1.0 POLICY STATEMENT**

The City of Brantford wishes to ensure that its Boards, Advisory Committees and other Committees to which it makes appointments reflect Brantford's diverse community. The desired goal of this policy is to as much as possible, achieve a balance of qualified applicants and to ensure that all members of the community, especially women and those traditionally underrepresented have equal access to, and are equitably represented on all of Brantford's Boards, Committees and Council itself.

This policy outlines a fair and equitable process for the recruitment, selection and appointment of citizen members to all City Boards and Advisory Committees and to all external bodies to which Council is asked to approve or ratify citizen member appointments.

It is noted that where there are conflicting provisions with provincial legislation, the requirements of the provincial legislation will prevail.

### **2.0 QUALIFICATION OF MEMBERS**

2.1 That where membership qualifications on City Boards, Advisory Committees and Other Committees to which Council makes Appointments are not prescribed by provincial legislation, preference will be given to the appointment of persons who are the owner or tenant of land or the spouse of said owner or tenant of land in the City of Brantford;

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- 2.2 That where age requirements are not prescribed by provincial legislation, all citizen members shall be at least 18 years of age, with the exception of the appointment of youth representatives where the By-law or Council resolution establishing the Board, Advisory Committee, Task Force or Sub-Committee includes youth representatives to provide the City with input on issues affecting youth in our community;
- 2.3 That the Council Page Program continue to serve as a youth mentoring program by providing youth with opportunities to attend meetings of City Council to learn more about the workings of municipal government and to serve as a training ground for those wishing to consider applying for membership on City Boards and Advisory Committees in the future;
- 2.4 That where citizen members on City Boards, Advisory Committees and Other Committees to which Council makes appointments miss two consecutive meetings without notifying the Board or Committee, the Board or Committee may by resolution recommend to Council that the position be declared vacant and request that the vacancy be filled in accordance with this policy. This provision would also apply for those chronic absences, even after notification to the Board or Committee, where the member's absence is deemed excessive and is creating difficulties for the Board or Committee in the carrying out of its business.
- 2.5 That where members appointed to serve on City Boards and Committees are creating problems that make it difficult for the Board or Committee to be effective, the Board or Committee may by resolution recommend to Council that the position be declared vacant and request that the vacancy be filled in accordance with this policy.

### **3.0 RECRUITMENT PROCESS**

- 3.1 THAT all requests of the City to appoint Members of Council or citizen members to various external Committees, including such Committees as the Brant Elder Abuse Committee, the Brantford Regional Chamber of Commerce, the Brant Waterways Foundation and the Children's Aid Society of Brant, be made in writing to the City Clerk by August 15<sup>th</sup> in a municipal election year, indicating the benefits of membership and that such requests be considered by the in-coming Council;
- 3.2 That the recruitment of citizen members to City Boards, Advisory Committees and Other Committees to which Council makes appointments commence in September with Council appointment dates targeted for November. It is noted that these dates may vary in the year of a Municipal Election;

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- 3.2.1 That, notwithstanding Section 3.2, the recruitment of citizen members to Brantford Energy Corporation and its subsidiaries commence in sufficient time for recommendations to be considered at the annual meeting of the Shareholder as prescribed in the City of Brantford Shareholder Declaration for Brantford Energy Corporation. Also, notwithstanding any other provisions of this policy, the Nominating Sub-Committee established by City Council to consider applications for membership to the Brantford Energy Corporation and its subsidiaries will meet prior to the commencement of the recruitment process to establish a recruitment process and strategy which may or may not deviate from the provisions of this policy.
- 3.3 That citizen member vacancies on City Boards, Advisory Committees and Other Committees to which Council makes appointments be advertised in the Civic News Section of the Brantford Expositor and in the Brantford Penny Saver;
- 3.4 That the City's website be expanded to include information regarding the composition, terms of reference, meeting information, membership requirements, terms of office and desired skill sets of members of all City Boards, Advisory Committees and Other Committees to which Council makes appointments;
- 3.5 That notice of citizen member vacancies on all City Boards, Advisory Committees and Other Committees to which Council makes appointments be posted on the City of Brantford's website, circulated for posting at various City facilities (i.e. Recreation Centres and Libraries) and included in utility bill mailouts, if possible;
- 3.6 That the City Clerk's Department, compile a database of local organizations including but not limited to those representing women, persons with disabilities, seniors, aboriginals, youth, ethno-cultural groups, area newsletters, circulars, community announcement boards, networking groups and any other groups or individuals upon request, so that they can be notified of citizen member vacancies on City Boards, Advisory Committees and Other Committees to which Council makes appointments, as they arise. All City Boards, Advisory Committees and Other Committees to which Council makes appointments can at any time suggest the inclusion of names for this database;
- 3.7 That when vacancies occur before the expiration of the appointed term:
- 3.7.1 where possible, a co-ordinated approach will be taken to fill all vacancies that occur within the same year;

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- 3.7.2 vacancies will not be filled unless there are at least four regular meetings of the Board, Advisory Committee or Other Committee to which Council makes appointments remaining in the unexpired term;
- 3.7.3 notwithstanding Section 3.7.2, vacancies will be filled if the Board, Advisory Committee, or Other Committee to which Council makes appointments is experiencing difficulty in establishing quorum for meetings as a result of any vacancies;
- 3.7.4 the Appointments Committee shall review the previous applications received for that Board, Advisory Committee or Other Committee to which Council makes appointments, and if applicants are still available and deemed to be suitable, the Committee shall recommend to City Council, the appointment of a replacement member for the remainder of the unexpired term;
- 3.7.5 if no previous applications exist for that Board, Advisory Committee or Other Committee to which Council makes appointments, the City Clerk shall advertise the vacancy in accordance with the provisions of this policy.
- 3.8 That, when citizen member vacancies on City Boards, Advisory Committees or Other Committees to which Council makes appointments are advertised, staff in the City Clerk's Department shall prepare a statement that can be read aloud at a Public Forum Committee or Committee of the Whole meeting (whichever meeting is closest to the first date that notice was advertised), so that the vacancies can be promoted at a televised meeting;
- 3.9 That a standard application form, attached hereto and marked as Schedule 1 be used by all citizens applying for membership on City Boards, Advisory Committees and Other Committees to which Council makes appointments;
- 3.10 That the application form identified in 3.9 above, be provided on the City's website and be made available in alternate formats (ie. large print) for persons with disabilities;
- 3.11 That applications from citizens applying for membership be limited to three Boards, Advisory Committees and Other Committees to which Council makes appointments at any given time;
- 3.12 That where terms of office are not prescribed by provincial legislation, that citizen members' terms of office be for a four year term appointed on a staggered basis with one half of the citizen members' terms expiring every two years.

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- 3.12.1 That notwithstanding Section 3.12, the term of office for the citizen member appointee to the Brantford Police Services Board continue to be for the term of the Council appointing the member.
- 3.12.2 That notwithstanding Section 3.12, the term of office for the citizen member appointees to the Brantford Energy Corporation and its subsidiaries continue as prescribed in the City of Brantford Shareholder Declaration for Brantford Energy Corporation.
- 3.13 That Information Sessions for citizens interested in serving on City Boards, Advisory Committees and Other Committees to which Council makes appointments be co-ordinated by the City Clerk's Department as follows:
- 3.13.1 That attendance at the Information Sessions be voluntary;
- 3.13.2 That two Information Sessions for each round of citizen vacancies be held at City Hall, one held during the day and one held during the evening on days not falling within the same week;
- 3.13.3 That reasonable disability-related accommodations be made for those requesting such accommodation of the City Clerk's Department in advance of the Session;
- 3.13.4 That representatives of each Board, Advisory Committee or Other Committees to which Council makes appointments, to which citizen vacancies apply, be required to:
- attend the Information Sessions to make a brief presentation on the role, composition, qualifications, meeting dates and times and any other information that would be of interest to potential applicants respecting that Board, Advisory Committee or Other Committee to which Council makes appointments;
  - provide written material on the role, composition, qualifications, meeting dates and times and other pertinent information in sufficient copies for potential applicants; and
  - answer any questions from potential applicants.
- 3.14 That completed application forms must be returned to the City Clerk's Department no later than 4:30 p.m. on the advertised deadline date. No applications will be accepted after the deadline.
- 3.15 That applicants to the Brantford Police Services Board be required to submit a current Police Check with their application for membership.

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### **4.0 SELECTION PROCESS**

- 4.1 That staff in the City Clerk's Department review the applications received to ensure that the age requirements as identified in 2.2 and the application deadline as identified in 3.14 have been met;
- 4.2 That those applicants not meeting the age requirements as identified in 2.2 and the application deadline as identified in 3.14 shall be deemed ineligible to apply at that time and will be so advised in writing, by the City Clerk's Department;
- 4.3 That a meeting of the Appointments Committee (comprising all Members of City Council) be called to review the qualified applications received;
  - 4.3.1 That notwithstanding Section 4.3, Council may by resolution appoint a Nominating Sub-Committee to review the qualified applications received, to shortlist applicants (if desired), to interview applicants (if desired) and to make a recommendation to the Appointments Committee.
- 4.4 That the meeting of the Appointments Committee as identified in 4.3 or the Nominating Sub-Committee as identified in 4.3.1 be held in-camera in accordance Section 239(2)(b) of the Municipal Act as it relates to personal matters about an identifiable individual including municipal or local board employees and be attended only by members of the Appointments Committee or the Nominating Sub-Committee, as the case may be, and applicable staff;
- 4.5 That should insufficient applications be received to fill the number of vacancies on a specific Board, Advisory Committee or Other Committee to which Council makes appointments, the vacancy shall be readvertised;
- 4.6 That should an incumbent apply for reappointment, that the Board, Advisory Committee or Other Committee to which Council makes appointments to which he or she is a member, be requested to provide the City Clerk's Department with attendance records for the incumbent's last term of office, to form part of the incumbent's application which is submitted to the Appointments Committee or the Nominating Sub-Committee, as the case may be, for consideration;
- 4.7 That the Appointments Committee and the Nominating Sub-Committee (if established), when considering applications for appointment, be provided with a list of desired skill sets prepared by the Board, Advisory Committee or Other Committee to which Council makes appointments to assist in the decision-making process.

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### **5.0 APPOINTMENT PROCESS**

5.1 That the Appointments Committee shall submit a report to City Council with a list of names and corresponding terms of office for those citizen members being recommended for appointment to various City Boards, Advisory Committees or Other Committees to which Council makes appointments in keeping with this policy;

5.2 That where terms of office are not prescribed by provincial legislation, that the terms of office of citizen appointees expire November 30 in the year determined by City Council, or until their successors are appointed;

5.2.1 That notwithstanding 5.2, the terms of office for citizen appointees to the Brantford Energy Corporation and its subsidiaries shall expire on February 28 in the year determined by Council, or until their successors are appointed.

5.3 That no citizen members shall be appointed to serve on more than two City Boards, Advisory Committees or Other Committees to which Council makes appointments at the same time;

5.4 That where membership on a Board, Advisory Committee or Other Committee to which Council makes appointments includes representation from specific organizations or agencies or within a prescribed area (i.e. Business Improvement Area Board of Management) and membership is not open to all citizens for appointment, the recruitment of these representatives will be through letters of request to these organizations who will be required to submit a list of nominees greater than the number of positions to be filled, along with completed Application Forms for each, to the Appointments Committee for consideration;

5.4.1 Notwithstanding 5.4 above, the County of Brant and the Six Nations Elected Council are not required to submit a list of nominees greater than the number of positions to be filled, but rather simply be required to submit the names of those being nominated as County or Six Nations representatives on City Boards, Advisory Committees or Other Committees to which Council makes appointments to the Appointments Committee for consideration.

5.5 That following City Council approval of citizen member appointments, the City Clerk's Department be directed to:

- send letters to all successful applicants confirming their appointment;
- send letters to all unsuccessful applicants advising that they have not been selected but thanking them for their application;

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- notify the Board, Advisory Committee or Other Committee to which Council makes appointments of the appointment(s) made and provide contact information for the new citizen member(s).

**Date Approved:** December 17, 2007

**Revision Dates:** September 8, 2008

**Last Reviewed:**