

BOARD - COMMITTEE

Chapter 26 BOARDS - ADVISORY COMMITTEES DUTIES - FUNCTIONS

CHAPTER INDEX

Article 1 INTERPRETATION

- 26.1.1 Board - defined
- 26.1.2 Advisory Committee - defined
- 26.1.3 Sub-committee - defined
- 26.1.4 Member - defined
- 26.1.5 Members of Council - defined

Article 2 GENERAL PROVISIONS

- 26.2.1 Intent - to provide a common framework
- 26.2.2 Terms - provisions - schedules to govern
- 26.2.3 Schedules - to form part of Chapter
- 26.2.4 Applicable to boards - advisory committees - listed
- 26.2.5 Creation - amendment - dissolution
- 26.2.6 Amendment - format
- 26.2.7 Conflict of interest - applicable to all members
- 26.2.8 Powers and authority - set out
- 26.2.9 Sub-committees - creating - conditions
- 26.2.10 Sub-committees - membership - requirement
- 26.2.11 Meetings - scheduling - administrative support

BOARDS - ADVISORY COMMITTEES

- 26.2.12 Attendance - reports - confidential - to Clerk
- 26.2.13 Citizen - member - vacancy - appointment
- 26.2.14 Chair - Vice-Chair - member of Council - prohibited
- 26.2.15 Chair - Vice-Chair - elected - annually - limitation
- 26.2.16 Obedience to law - compliance with Council directions
- 26.2.17 Addition of schedules - amendment
- 26.2.18 Schedules - information requirements
- 26.2.19 Schedules - other matters included
- 26.2.20 Transitional matters - moved toward completion

Article 3 MEMBERSHIP

- 26.3.1 Appointment - councillor terms
- 26.3.2 Number of councillors - per board - committee
- 26.3.3 Committees - voting privileges - councillors - quorum
- 26.3.4 Boards - voting privileges - councillors - quorum
- 26.3.5 Councillor - no consent to serve
- 26.3.6 Mayor - ex-officio member - each board - committee
- 26.3.7 Appointed members - voting rights
- 26.3.8 Terms - at the pleasure of Council
- 26.3.9 Appointment - terminations - recommendations
- 26.3.10 Appointment - not vested right
- 26.3.11 Liaison - non-member unless appointed

Article 4 QUORUM

- 26.4.1 Majority - required
- 26.4.2 Mayor - ex-officio position - how calculated
- 26.4.3 Quasi-judicial role - members to hear entire matter

BOARDS - ADVISORY COMMITTEES

Article 5 ROLES AND RESPONSIBILITIES

- 26.5.1 Members - set out
- 26.5.2 Councillors who serve on - board - advisory committee
- 26.5.3 Mayor - role of
- 26.5.4 Members appointed by Council - public
- 26.5.5 Members appointed by Council - interest groups
- 26.5.6 Chair - role of
- 26.5.7 Non-members
- 26.5.8 Non-member attached as a liaison
- 26.5.9 Staff - role of

Article 6 ANNUAL MEETING AND ORIENTATION SESSION

- 26.6.1 Annual meeting - Mayor - Manager - staff
- 26.6.2 Orientation - session
- 26.6.3 Annual report - to Council - required
- 26.6.4 Annual report - information requirement
- 26.6.5 Additional reports - provided - as required by Council
- 26.6.6 Declaration of office - sworn by each member

Article 7 RECORDS - REPORTING

- 26.7.1 Records - minutes - approved - each meeting
- 26.7.2 Recommendations - prepared - each meeting
- 26.7.3 Issues referred to staff - report to Chair of committee
- 26.7.4 Committee of the Whole - annual meeting
- 26.7.5 Communication - follow up - on decisions made
- 26.7.6 Confidential matters - non-disclosure

BOARDS - ADVISORY COMMITTEES

Article 8 MEETINGS

- 26.8.1 Meetings - open to the public
- 26.8.2 Closed meetings - conditions
- 26.8.3 All meetings - open - exceptions
- 26.8.4 Public notice of meetings

Article 9 REPEAL - ENACTMENT

- 26.9.1 By-law - previous
- 26.9.2 Effective date

SCHEDULE

- Schedule '1' - The Property Standards Committee
- Schedule '2' - The Control of Vicious Dogs Committee
- Schedule '3' - The Brant, Brantford and Six Nations Impaired and Distracted Driving Advisory Committee (Amended: By-law 72-2015, 22 June 2015)
- Schedule '4' - The Brantford Airport Board
- Schedule '5' - The Accessibility Advisory Committee
- Schedule '6' - The Brantford Cultural Advisory Committee
- Schedule '7' - The Brantford Heritage Committee
- Schedule '8' - The Brownfields Community Advisory Committee
- Schedule '9' - Downtown Incentive Programs Advisory Committee
- Schedule '10' - The Economic Development Advisory Committee
- Schedule '11' - The Environmental Policy Advisory Committee
- Schedule '12' - Repealed: By-law 44-2014, 22 April, 2014
- Schedule '13' - The Multi-Use Trail and Bikeway Advisory Committee - Repealed: By-law 100-2015, 31 August 2015

BRANTFORD

Schedule '14' - The Parks, Recreation and
- Waterfront Advisory Committee - Repealed: By-law 100-2015, 31
August 2015

Schedule '15' - Repealed: By-law 59-2014, 26 May, 2014

Schedule '16' - The Tourism Advisory Committee - Amended: By-
law 100-2015, 31 August 2015

Schedule '17' - The Town and Gown
Advisory Committee

Schedule '18' - The Transit Liaison Advisory
Committee – **REPEALED: BY-LAW 73-2015. 22 June 2015**

Schedule '19' - The Committee of Adjustment

Schedule '20' - The Post-Secondary Education
Advisory Committee

Schedule '21' - Municipal Elections Compliance Audit
Committee

Schedule '22' - Community Safety and Crime Prevention
Advisory Committee – **REPEALED BY BY-LAW 73-2015**

Article 1 INTERPRETATION

26.1.1 Board - defined

“board” means a body that governs, manages or operates.

26.1.2 Advisory Committee - defined

“advisory committee” means a body established to provide advice to Council as outlined in its approved mandate. Advisory committees are not responsible for the direct management of staff, expenditures and budgets.

26.1.3 Sub-committee - defined

“sub-committee” means a body created by a board or advisory committee that reports directly to the board or advisory committee to assist it in fulfilling its mandate.

26.1.4 Member - defined

“member” means a member of a board, advisory committee, or sub-committee.

26.1.5 Members of Council - defined

“members of Council” include the Mayor, unless the context requires a different interpretation.

Article 2
GENERAL PROVISIONS

26.2.1 Intent - to provide a common framework

This Chapter is intended to provide a common framework for the organization of the boards and advisory committees described in the Schedules. Provisions which are specific to particular boards and advisory committees shall be contained within the Schedules pertaining to each such board or advisory committee.

26.2.2 Terms - provisions - Schedules to govern

In the event that the terms and provisions contained in a Schedule are inconsistent with the main body of this Chapter, the terms and provisions of the Schedule shall govern to the extent of any inconsistency with respect to the board or advisory committee described in the Schedules.

26.2.3 Schedules - to form part of Chapter

The Schedules are an integral part of this Chapter.

26.2.4 Applicable to boards - advisory committees - listed

This Chapter only applies to the boards and advisory committees which are described in the Schedules, and does not apply to any other bodies.

26.2.5 Creation - amendment - dissolution

Boards and advisory committees may be created, altered or dissolved by adding, amending or deleting Schedules to this Chapter.

26.2.6 Amendment - format

For the purpose of achieving and maintaining consistency within this Chapter and its Schedules, Schedules and amendments to Schedules to this Chapter shall be drafted using the prescribed format and shall be approved by the Clerk and Solicitor before presentation to Council.

26.2.7 Conflict of interest - applicable to all members

All members of boards and advisory committees shall comply with the same rules that are applicable to members of Council pursuant to the Municipal Conflict of Interest Act. By-law 178-2007, 17 December, 2007

26.2.8 Powers and authority - set out

Unless and to the extent otherwise specified in this Chapter or in the provisions of the applicable Schedules, all boards and advisory committees shall have the following powers and authority:

- (a) the ability to create sub-committees from among their members;
- (b) the ability to receive delegations from the public;

BOARDS - ADVISORY COMMITTEES

- (c) the ability to schedule their own meetings;
- (d) the ability to obtain assistance from professional staff in other City departments, where such assistance is necessary and is obtained through the administrative department identified pursuant to Section 26.2.18 (f); and,
- (e) the ability to establish procedures for the conduct of meetings if not in conflict with any requirements of this Chapter or Chapter 15 of the City of Brantford Municipal Code. By-law 178-2007, 17 December, 2007; By-law 109-2011, 12 September, 2011.

26.2.9 Sub-committees - creating - conditions

Boards and advisory committees may only create sub-committees which include members drawn otherwise than from among their members if:

- (a) The board or advisory committee has prepared a report to Council in which it has identified, justified and explained the need for outside members; and
- (b) Council has approved the inclusion of outside members in the sub-committee.

26.2.10 Sub-committees - membership - requirement

It shall be the general policy of the City that all sub-committees approved pursuant to Sections 26.2.8 and 26.2.9 shall, despite the inclusion of outside members, include at least one (and preferably more than one) member of the board or advisory committee which created the sub-committee, although Council may authorize a deviation from this policy if it concludes that it is necessary and advisable to do so in particular circumstances.

26.2.11 Meetings - scheduling - administrative support

In exercising their power and authority to schedule their own meetings, all boards and advisory committees shall have regard to staff resources and availability and shall only schedule meetings when any required administrative support is reasonably capable of being provided to such meetings.

26.2.12 Attendance - reports - confidential - to Clerk

All boards and advisory committees shall monitor the attendance of their members and shall provide a report to the Appointments Committee on a confidential basis showing the attendance records for the members of the board or advisory committee during the preceding term. The said report shall be provided to the Clerk in sufficient time to allow him/her to bring it to the attention of the Appointments Committee during its consideration of appointments to boards and advisory committees. The report may include recommendations of the board or advisory committee in respect of the attendance of any member. By-law 178-2007, 17 December, 2007.

BOARDS - ADVISORY COMMITTEES

26.2.13 Citizen - member - vacancy - appointment

A board or advisory committee may by resolution declare a citizen member position vacant and request that the vacancy be filled by the Appointments Committee if:

- (a) a citizen member misses three consecutive meetings without notifying the board or advisory committee; or
- (b) the citizen member's absence is excessive and is creating difficulties for the board or advisory committee in the carrying out of its business,

by providing the citizen member with the board or advisory committee's written decision, a copy of which shall also be provided to Council and the Clerk, within seven days of the decision. By-law 37-2013, 22 April, 2013.

26.2.14 Chair - Vice-Chair - member of Council - prohibited

No member of Council shall serve as Chair or Vice-Chair of any board or advisory committee.

26.2.15 Chair - Vice-Chair - elected - annually - limitation

Boards and advisory committees shall elect a Chair and Vice-Chair annually, with the election of Chairs limited to two consecutive one-year terms.

26.2.16 Obedience to law - compliance with Council directions

All boards and advisory committees shall obey and comply with the requirements of any applicable laws, including municipal by-laws. Boards and advisory committees shall also obey and comply with the provisions of any direction which may be given by Council in the form of resolutions.

26.2.17 Addition of schedules - amendment

This Chapter may be amended from time to time by adding Schedules thereto.

26.2.18 Schedules - information requirements

The Schedules to this Chapter shall each include the following components, as a minimum:

- (a) the name of the board or advisory committee;
- (b) a concise statement of the purpose of the board or advisory committee;
- (c) the mandate of the board or advisory committee;
- (d) the composition of the board or advisory committee, including the lengths of terms of its members;

BOARDS - ADVISORY COMMITTEES

- (e) the reporting structure through which the board or advisory committee will report to Council whenever such reporting is required or permitted pursuant to this Chapter or otherwise; and
- (f) identification of the administrative department of the City which shall provide administrative and/or budgetary support to the board or advisory committee.

26.2.19 Schedules - other matters included

In addition to the required components, the schedules may include any other matter in relation to the board or advisory committee, or its activities, powers and authority, including provisions related to the repeal of previous by-laws and resolutions in respect of the board or advisory committee.

26.2.20 Transitional matters - moved toward completion

It is recognized that some transitional matters contained within the Schedules, such as adjustments to the composition of the boards or the creation of a staggered appointment system, may require time to become fully operational. Staff shall bring such transitional matters to the attention of Council when appointments are made, and shall move towards the complete rollout of any such provisions as soon as practicable. By-law 178-2007, 17 December, 2007.

Article 3 MEMBERSHIP

26.3.1 Appointment - councillor terms

Where the terms are not prescribed by provincial legislation, the terms of Council appointments to boards and advisory committees will be at the discretion of Council. Generally, Council appointments will be made on an annual basis; however, Council may make appointments for a different term. The length of the term of the Council appointments will be identified in the respective Schedules. By-law 120-2010, 6 December, 2010.

26.3.2 Number of councillors - per board - committee

Council appointments to boards and advisory committees will generally comprise one councillor, but Council may from time to time appoint more councillors. The number of councillors appointed will be identified in the respective Schedules. By-law 120-2010, 6 December, 2010; By-law 116-2013, 18 November, 2013.

26.3.3 Committees - voting privileges - councillors - quorum

Members of Council appointed to advisory committees shall have voting privileges and their membership shall affect quorum, as outlined in this Chapter. By-law 178-2007, 17 December, 2007. By-law 96-2008, 7 July, 2008.

BOARDS - ADVISORY COMMITTEES

26.3.4 Boards - voting privileges - councillors - quorum

Members of Council appointed to serve on boards shall have voting privileges and their membership shall affect quorum as outlined in this Chapter. By-law 178-2007, 17 December, 2007.

26.3.5 Councillor - no consent to serve

If no councillor consents to serve on any board or advisory committee, any position reserved for a councillor on the board or advisory committee will remain unfilled for the one-year term. In such circumstances, the size of the board or advisory committee shall be reduced accordingly for purposes of the determination of quorum. By-law 178-2007, 17 December, 2007. By-law 96-2008, 7 July, 2008.

26.3.6 Mayor - ex-officio member - each board - committee

In addition to the membership as defined in the applicable schedule, the Mayor shall be an ex-officio member of each board and advisory committee. By-law 178-2007, 17 December, 2007.

26.3.7 Appointed members - voting rights

All members appointed by Council to a board or advisory committee shall have full voting rights on the board or advisory committee, and only members so appointed shall have voting rights on the board or advisory committee. By-law 178-2007, 17 December, 2007. By-law 96-2008, 7 July, 2008.

26.3.8 Terms - at the pleasure of Council

Even though members of boards and advisory committees may have been appointed for a specific term, all members of boards and advisory committees shall serve at the pleasure of Council and their appointment may be terminated at any time.

26.3.9 Appointment - terminations - recommendations

Appointments and termination of appointments to boards and advisory committees shall generally be made by Council upon the advice of the Appointments Committee of Council, however Council may consider such appointments and terminations without the advice of its Appointments Committee if it so chooses.

26.3.10 Appointment - not vested right

No member of any board or advisory committee shall have any vested right to appointment or reappointment to any board or advisory committee, but members are nevertheless eligible for and may seek any number of reappointments in accordance with the City's appointments policy.

BOARDS - ADVISORY COMMITTEES

26.3.11 Liaison - non-member unless appointed

Any person who serves as a liaison to any board or advisory committee shall not be a member of the board or advisory committee unless he/she is appointed by Council as a member of the board or advisory committee.

Article 4 QUORUM

26.4.1 Majority - required

A majority of the voting members of any of the boards and advisory committees described in the Schedules shall form a quorum for the transaction of business.

26.4.2 Mayor - ex-officio position - how calculated

In calculating the number of members on any board or advisory committee required to reach a quorum, the ex-officio position of the Mayor shall not be counted as a member of the board or advisory committee. Despite the foregoing, if the Mayor is present at any board meeting or advisory committee, his/her presence shall nevertheless be counted in determining whether the required quorum has been achieved.

26.4.3 Quasi-judicial role - members to hear entire matter

If any board is fulfilling a quasi-judicial role, the board shall ensure that each member of the board which commences hearing any matter shall hear the entire matter without additions, substitutions or other changes to the composition of the panel. By-law 178-2007, 17 December, 2007.

Article 5 ROLES AND RESPONSIBILITIES

26.5.1 Members - set out

Members of boards and advisory committees shall have the general roles and responsibilities as set out in Sections 26.5.2 through 26.5.6 inclusive.

26.5.2 Councillors who serve on - board - advisory committee

The role of a member of Council who serves on a board or advisory committee is to:

- (a) act as an informal liaison between the board or advisory committee and Council;
- (b) communicate Council's perspective, goals and expectations where appropriate;

BOARDS - ADVISORY COMMITTEES

- (c) when necessary and appropriate, explain the rationale behind the board or advisory committee's input into reports when brought forward to committee and Council. By-law 96-2008, 7 July, 2008.

26.5.3 Mayor - role of

The role of the Mayor, who serves as an ex officio member of all boards and advisory committees, is to:

- (a) act as a liaison between the board or advisory committee and Council;
- (b) communicate Council's perspective, goals and expectations where appropriate;
- (c) when necessary and appropriate, explain the rationale behind the board or advisory committee's input into reports when brought forward to committee and Council;
- (d) provide the unique and valuable perspective of the Mayor as Head of Council, the Chief Executive Officer of the Municipality, and as the only member of Council elected at large. By-law 178-2007, 17 December, 2007.

26.5.4 Members appointed by Council - public

The role of members appointed by Council from the public is to:

- (a) provide needed skill/knowledge areas;
- (b) provide desired representation of interests in the community;
- (c) actively participate in the discussion and decision-making process.

26.5.5 Members appointed by Council - interest groups

The role of members appointed by Council to represent specific interests is to:

- (a) provide desired representation for the interest group at meetings;
- (b) bring forward information and/or recommendations from the interest group to assist the board or advisory committee in the completion of its mandate;
- (c) share information from the board or advisory committee with the interest group represented;
- (d) actively participate in the discussion and decision-making process.

BOARDS - ADVISORY COMMITTEES

26.5.6 Chair - role of

The role of the Chair is to:

- (a) work with staff in the development of the meeting agenda;
- (b) facilitate and Chair meetings in accordance with rules of procedure;
- (c) ensure active participation by all members;
- (d) maintain decorum and ensure fairness and accountability;
- (e) attend the annual meeting of all Chairs and Vice-Chairs with the Mayor, City Manager and staff liaisons to determine the municipality's priorities and the board or advisory committee's role in achieving those goals in keeping with the City's Strategic Plan;
- (f) be the official spokesperson for the board or advisory committee.

26.5.7 Non-members

Persons, other than the Mayor and Members of Council, attached to boards and advisory committees in a capacity other than that of voting member shall have the general roles and responsibilities as set out in Sections 26.5.8 through 26.5.9 inclusive.

26.5.8 Non-member attached as a liaison

The role of the non-members attached to a board or advisory committee as a liaison is to:

- (a) attend meetings as an observer and to answer questions and give input only if requested by the Chair;
- (b) liaise with the board or advisory committee by sharing minutes and information from the body for which they are acting as liaison;
- (c) share minutes and information from the board or advisory committee with the body for which they are acting as liaison.

26.5.9 Staff - role of

The role of staff is to:

- (a) provide clerical, administrative and/or technical support to the board or advisory committee as required including the preparation and distribution of minutes and agendas;
- (b) communicate the corporate strategic plan, committee related policies and information items, departmental goals and objectives as required;

BOARDS - ADVISORY COMMITTEES

- (c) provide guidance regarding timelines, work plan initiatives;
- (d) incorporate the board or advisory committee's comments into staff reports;
- (e) seek the board or advisory committee's input on all reports being presented to Council on matters within the board or advisory committee's mandate and incorporate its comments as input from other sources in staff reports presented;
- (f) communicate with the board or advisory committee on the outcome of all reports and/or issues presented to Council on issues within the board or advisory committee's mandate;
- (g) assist the board or advisory committee in the completion of the annual report.

Article 6

ANNUAL MEETING AND ORIENTATION SESSION

26.6.1 Annual meeting - Mayor - manager - staff

In each calendar year, an annual meeting of all Chairs and Vice-Chairs of boards and advisory committees will be held with the Mayor, the City Manager and a staff liaison for each board and advisory committee to outline the municipality's priorities and their role in achieving those goals in keeping with the City's Strategic Plan.

26.6.2 Orientation - session

The staff identified pursuant to Section 26.2.18 (f) as the administrative support for each board or advisory committee shall, with the assistance of the Clerk's Department, provide an orientation session at the first meeting of the board or advisory committee following the appointment of members to provide:

- (a) an overview of this Chapter to govern the duties, functions and processes of boards and advisory committees created by the municipality and the Schedule relating to that specific board or advisory committee;
- (b) dates, times and location of meetings;
- (c) ongoing issues and priorities;
- (d) Code of Conduct and conflict of interest requirements; and
- (e) any other information that is deemed beneficial to members.

BOARDS - ADVISORY COMMITTEES

26.6.3 Annual report - to Council - required

Every board and advisory committee shall provide an annual written report to Council on or before April 1st in which it provides a brief summary of its work during the preceding calendar year.

26.6.4 Annual report - information requirement

The annual report shall include:

- (a) references, where applicable, to the goals in the City's Strategic Plan and how the work of the board or advisory committee has assisted in the achievement of such goals; and
- (b) identification of any suggested amendments required to its terms of reference.

26.6.5 Additional reports - provided - as required by Council

Every board or advisory committee shall provide such additional reports as Council may require from time to time.

26.6.6 Declaration of office - sworn by each member

Before assuming their position on any board or advisory committee, all members who are not members of Council shall swear a statutory declaration in the following form:

I (insert name of declarant) do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute my duties as a member of (insert name of board or advisory committee) to which I have been appointed in this City, that I have not received and will not receive any payment, or promise thereof, as a result of my appointment, that I will disclose any pecuniary interest, direct or indirect in accordance with the Municipal Conflict of Interest Act, and that I will abide by all applicable Federal, Provincial and Municipal laws, including the City's Code of Conduct By-law while fulfilling my duties. I further promise not to reveal any confidential information which may come into my hands as a result of my duties, except in such manner as will comply with all of the rules and requirements of the City.

*Declared before me
A commissioner &c.*

BOARDS - ADVISORY COMMITTEES

Article 7 RECORDS - REPORTING

26.7.1 Records - minutes - approved - each meeting

Every board or advisory committee shall keep minutes of its meetings. Every meeting of each such board or advisory committee shall include the approval of the minutes of the previous meeting as an agenda item, and the approved minutes shall thereafter be forwarded to Council in a timely manner.

26.7.2 Recommendations - prepared - each meeting

In addition to the requirement of providing approved minutes to Council in a timely manner:

- (a) a summary of the recommendations made at each meeting of the board or advisory committee shall be prepared forthwith following each meeting in the form prescribed for same from time to time by the Clerk, and forwarded to Council; and
- (b) the circulation of board or advisory committee minutes to other bodies that may have an interest in issues discussed is encouraged. The foregoing shall not apply to in-camera or other confidential matters.

26.7.3 Issues referred to staff - report to Chair of committee

When issues are referred by Council to a board or advisory committee, they shall be referred to staff. Staff will seek input from the board or advisory committee, which will be noted in the staff report. A copy of this report will be provided to the Chair. By-law 178-2007, 17 December 2007.

26.7.4 Committee of the Whole - annual meeting

In addition to the requirement for an annual written report, an annual meeting of the Committee of the Whole - Operations and Administration will be held at which the Chair or designate of each board or advisory committee has the option of attending to highlight in person, the activities and accomplishments of the board or advisory committee for the past year and intended direction or projects for the upcoming year. By-law 129-2009, 14 December, 2009.

26.7.5 Communication - follow up - on decisions made

To keep the board or advisory committee informed, the staff identified pursuant to Section 26.2.18 (f) as the administrative support for each board or advisory committee shall follow up with the board or advisory committee on all decisions made by committee and Council on matters in which the board or advisory committee was involved and/or provided comment or advice.

BOARDS - ADVISORY COMMITTEES

26.7.6 Confidential matters - non-disclosure

No member of any board or advisory committee shall disclose any confidential matter except to staff of the municipality or to Council.

Article 8 MEETINGS

26.8.1 Meetings - open to the public

Despite the fact that the advisory committees and boards governed by this Chapter may not have a legal requirement to conduct their meetings in public pursuant to the *Municipal Act, 2001*, c. 25, each advisory committee or board governed by this Chapter shall conduct its meetings in public unless it is considering one of the matters set forth in sub- section 239 (2) of the *Municipal Act, 2001*, c. 25.

26.8.2 Closed meetings - conditions

If the advisory committee or board is not required by law (other than this Chapter) to hold its meetings in public and it is considering one of the matters set forth in subsection 239 (2) of the *Municipal Act, 2001*, c. 25, it shall hold the portion of the meeting concerning such matter in the absence of the public.

26.8.3 All meetings - open - exceptions

If the advisory committee or board is required by law (other than this Chapter) to hold its meetings in public, it shall only proceed in the absence of the public if it is considering one of the matters set forth in sub- section 239 (2) of the *Municipal Act, 2001*, c. 25, and has complied with the requirements of subsection 239 (4) of the *Municipal Act, 2001*, c.

25, and the requirements of any other applicable law. By-law 178-2007, 17 December, 2007.

26.8.4 Public notice of meetings

Notice of regular and special meetings of boards and advisory committees shall be provided to the public in accordance with Section 15.15.5 of Chapter 15 of the City of Brantford Municipal Code. By-law 109-2011, 12 September, 2011.

Article 9 REPEAL - ENACTMENT

26.9.1 By-law - previous

By-law 141-2006, as amended, is repealed in its entirety.

26.9.2 Effective date

This Chapter shall come into effect immediately upon passage. By-law 178-2007, 17 December, 2007.

BOARDS - ADVISORY COMMITTEES

SCHEDULE

Schedule '1' - The Property Standards Committee

1. Name of Board or Advisory Committee

The Property Standards Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Property Standards Committee is to act as an appeal Board for property standards orders issued pursuant to the provisions of the Building Code Act.

3. Mandate of Board or Advisory Committee

The Property Standards Committee shall fulfill the functions of a Property Standards Committee as set forth in the Building Code Act.

4. Composition of Board or Advisory Committee

Five members appointed by Council from the public. (Section 4 effective March 1, 2011.)

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Property Standards Committee shall report through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative support shall be provided by staff from the Clerk's Department.
- (b) Budgetary Support
The budget for the Property Standards Committee shall be submitted along with and determined as part of the budget deliberations for the Building Department.

BOARDS - ADVISORY COMMITTEES

8. Special Provisions

None. By-law 178-2007, 17 December, 2007; Schedule '1'; By-law 66-2010, 7 June, 2010; By-law 128-2011, 24 October, 2011; By-law 65-2016, 26 April, 2016.

Schedule '2' - The Control of Vicious Dogs Committee

1. Name of Board or Advisory Committee

The Control of Vicious Dogs Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Control of Vicious Dogs Committee is to hear and decide appeals from orders to muzzle and leash dogs. Although referred to as a committee, the Control of Vicious Dogs Committee is a Board.

3. Mandate of Board or Advisory Committee

The Control of Vicious Dogs Committee shall fulfill the mandate defined in the City's Animal Control By-law. References in the said by-law to the Control of Vicious Dogs Committee shall be read as references to the Control of Vicious Dogs Board.

4. Composition of Board or Advisory Committee

Five members appointed by Council from the public. (Section 4 effective March 1, 2011.)

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Control of Vicious Dogs Board shall report through the Committee of the Whole - Operations and Administration.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the Clerk's Department.
- (b) Budgetary Support
The budget for the Control of Vicious Dogs Committee shall be submitted along with and determined as part of the budget deliberations for the Clerk's Department.

8. Special Provisions

None. By-law 178-2007, 17 December, 2007; Schedule '2'; By-law 66-2010, 7 June, 2010.

Schedule '3' – The Brant, Brantford and Six Nations Impaired and Distracted Driving Advisory Committee

1. Name of Board or Advisory Committee

The Brant, Brantford and Six Nations Impaired and Distracted Driving Advisory Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Brant, Brantford and Six Nations Impaired and Distracted Driving Advisory Committee is to recommend measures to Council that will reduce the incidence of impaired and distracted driving.

3. Mandate of Board or Advisory Committee

The mandate of the Brant, Brantford and Six Nations Impaired and Distracted Driving Advisory Committee is to consider the issues of impaired and distracted driving and to liaise with other organizations which have a common goal for the purpose of developing and recommending initiatives to Council that will:

- (a) help to foster a social attitude that regard impaired & distracted driving as unacceptable conduct;
- (b) reduce the incidence of impaired and distracted driving;
- (c) respond to the social and legal consequences of impaired and distracted driving;
- (d) support the initiative of local police and other agencies to reduce impaired and distracted driving;
- (e) enhance public awareness of the dangers of impaired and distracted driving;
- (f) provide referral to victims of impaired and distractive driving in order to have support as they navigate the justice system; and
- (g) lobby all levels of government to develop policies which support the mandate of this committee

4. Composition of Board or Advisory Committee

Total of 18 members, consisting of one member of City Council, plus 17 other members, all appointed by Council to represent the following interest groups:

- (a) one member each from City of Brantford Council, County of Brant Council and Six Nations Elected Council;
- (b) one member of Brantford Police Service;
- (c) one member of the Ontario Provincial Police;

BOARDS - ADVISORY COMMITTEES

- (d) one member of the Six Nations Police;
- (e) a nominee of the LCBO;
- (f) two citizens who have been a victim of an accident caused by impaired or distracted driving;
- (g) two members appointed from the public;
- (h) a member of Arrive Alive;
- (i) one student representative;
- (j) an additional nominee of the County of Brant;
- (k) an additional nominee of the Six Nations Elected Council;
- (l) a member of Victim Services;
- (m) a nominee of the Brant County Health Unit; and
- (n) a representative of the telecommunications industry.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the members of Councils shall have a one year term.

6. Reporting structure through which the Board of Advisory Committee will report to Council

The Brant, Brantford and Six Nations Impaired and Distracted Driving Advisory Committee shall report to Council through the Committee of the Whole – Operations and Administration

7. Administrative Department of the City of which shall provide administrative and or budgetary support to the Board and Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the City Clerk's Department of the City.
- (b) Budgetary Support
The budget for the Brant, Brantford and Six Nations Impaired and Distracted Driving Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the City Clerk's Department.

8. Special Provisions

The resolution of Council dated April 9, 1984 in respect of Brant, Brantford and Six Nations Impaired & Distracted Driving Committee is hereby repealed. By-law 178-2007, 17 December 2007; Schedule "3". By-law 96-2008, 7 July, 2008; Schedule "3"; By-law 77-2012, 27 August, 2012; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; and, By-law 72-2015, 22 June 2015.

Schedule '4' - The Brantford Airport Board

1. Name of Board or Advisory Committee

The Brantford Airport Board

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Brantford Airport Board is to give advice and recommendations to Council in respect of the operation of the Brantford Municipal Airport.

3. Mandate of Board or Advisory Committee

3.1. The mandate of the Brantford Airport Board is to give advice and guidance to the Council of the City and the Property Management Department of the City with respect to:

- (a) the strategic direction of the airport;
- (b) practices and procedures at the airport;
- (c) the Business Plan for the airport; and
- (d) such other matters as may be referred to the Brantford Airport Board from time to time by Council or the Property Management Department.

3.2. In addition to its mandate to give advice and recommendations to Council, the Brantford Airport Board shall have the authority to make decisions and to generally take action, including giving instructions to municipal staff, to the extent that the same are:

- (a) required in order to implement the Airport Business Plan which has been approved by Council; and
- (b) specifically authorized as a power of the Board within the Airport Business Plan.

4. Composition of Board or Advisory Committee

Total of 14 members, consisting of one member of Council, plus 13 other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council;
- (b) 11 members appointed from the public, selected from persons in various segments of the community such as industry, commerce, and labour;

BOARDS - ADVISORY COMMITTEES

- (c) one nominee of the County of Brant, and
- (d) one nominee of the Brantford-Brant Chamber of Commerce.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Brantford Airport Board shall report to Council through the Committee of the Whole - Operations and Administration.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by Staff from within the Property Management Department.
- (b) Budgetary Support
The budget for The Brantford Airport Board shall be submitted along with and determined as part of the budget deliberations for the Property Management Department.

8. Special Provisions

8.1. The Powers of the Brantford Airport Board shall not include the following:

- (a) the Power to do any thing which can only be done by a municipal Council or which cannot legally be delegated to the Board, such as performing a legislative Act. Since fees and charges are enacted through Council by-law, the enactment of fees and charges must be performed by Council;
- (b) the power to disregard any applicable laws, including City by-laws (including this Chapter), or City policies and procedures (such as the Purchasing Policy or policies regarding financial accountability);
- (c) unless specifically authorized by Council each specific instance, the power to make expenditures not authorized by the budget approved by Council;

BOARDS - ADVISORY COMMITTEES

- (d) unless specifically authorized by Council in each specific instance, the power to engage outside consultants or other professionals to perform legal, purchasing, insurance, risk management, financial, or accounting functions for the Brantford Municipal Airport. The Approved Business Plan may authorize the Board to engage consultants for other purposes;
- (e) The power to borrow money, to buy or sell real property, or (unless specifically authorized by Council in each specific instance) the power to dispose of any personal property or goods outside the normal course of business; and
- (f) Generally, the power to do anything beyond the jurisdiction of the municipality,

and in the event that the existing Board has in the past implemented any policy or procedure which would be contrary to anything above, such policy or procedure is hereby abolished.

8.2. Chapter 27 of the City of Brantford Municipal Code is repealed in its entirety. By-law 178-2007, 17 December, 2007; Schedule '4'; By-law 34-2011, 4 April, 2011; By-law 116-2013, 18 November, 2013.

**Schedule '5' - The Brantford
Accessibility Advisory Committee**

1. Name of Board or Advisory Committee

The Brantford Accessibility Advisory Committee

**2. Concise Statement of the Purpose of the Board or
Advisory Committee**

The purpose of the Brantford Accessibility Advisory Committee is to act as the advisory body on matters related to the *Accessibility for Ontarians with Disabilities Act, 2005* and universal accessibility within Brantford.

3. Mandate of Board or Advisory Committee

The Brantford Accessibility Advisory Committee (BAAC) shall assist Council in improving opportunities for persons of all abilities, including persons with disabilities, by promoting the implementation of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). Implementation of the AODA shall encompass all related accessibility standards, including customer service, transportation, information and communication, employment and built environment. In relation, the BAAC is to advise Council about the preparation, implementation and effectiveness of the City's Accessibility Plan. The BAAC will further assist in the attainment of a universally accessible Brantford through the recommendation and input in the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

4. Composition of Board or Advisory Committee

Total of 12 to 17 members, all appointed by Council to represent the following interest groups:

- (a) a citizen who has a disability;
- (b) a nominee of the Lansdowne Children's Centre;
- (c) a nominee of the CNIB or the Canadian Council of the Blind;
- (d) a nominee of the Canadian Hearing Society;
- (e) a citizen who is a senior citizen;
- (f) not less than one and not greater than six members appointed from the public;
- (g) a nominee of W. Ross MacDonald School;

BOARDS - ADVISORY COMMITTEES

- (h) a nominee of Participation House;
- (i) two members of Council;
- (j) a nominee of the Grand River Council on Aging; and
- (k) a nominee of the Adult Recreation Therapy Centre.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the members of Council shall have a two year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Brantford Accessibility Advisory Committee shall report to Council through the Committee of the Whole - Operations and Administration.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the City Clerk's Department.
- (b) Budgetary Support
The Budget for the Brantford Accessibility Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Human Resources Department.

8. Special Provisions

None. By-law 96-2008, 7 July, 2008; Schedule '5'. By-law 168-2008, 8 December, 2008; Schedule '5'; By-law 19-2010, 16 February, 2010; By-law 125-2012, 17 December, 2012; By-law 131-2013, 16 December, 2013.

**Schedule '6' - The Brantford Cultural
Advisory Committee**

1. Name of Board or Advisory Committee

The Brantford Cultural Advisory Committee

**2. Concise Statement of the Purpose of the Board or
Advisory Committee**

The purpose of the Brantford Cultural Advisory Committee is to give advice and recommendations to Council in respect of arts and culture in the Brantford community.

3. Mandate of Board or Advisory Committee

The mandate of the Brantford Cultural Advisory Committee shall be to give advice and recommendations to Council to advance the following goals:

- (a) the maximization of accessibility of arts, culture and history;
- (b) the growth of arts, culture and history as vital components of the City's quality of life;
- (c) the development of a cooperative approach to further arts, culture and history in Brantford which will meet the needs of its many users; and
- (d) the successful marketing of Brantford as a community with viable and desirable cultural attractions.

4. Composition of Board or Advisory Committee

Total of ten members, consisting of one member of Council, plus nine other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council;
- (b) six members appointed from the public;
- (c) one nominee of the Brant Museums and Galleries Association;
- (d) one nominee of the Tourism Advisory Committee; and
- (e) one nominee of the Brant Performing Arts group.

**5. Lengths of Terms of Members of Board or
Advisory Committee**

BOARDS - ADVISORY COMMITTEES

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Brantford Cultural Advisory Committee shall report to Council through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by Staff from within the Economic Development and Tourism Department.
- (b) Budgetary Support
The Budget for the Brantford Cultural Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Economic Development and Tourism Department.

8. Special Provisions

None. By-law 96-2008, 7 July, 2008; Schedule '6'; By-law 120-2010, 6 December, 2010; By-law 128-2011, 24 October, 2011; By-law 133-2011 14 November, 2011; By-law 42-2012, 23 April, 2012; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; By-law 65-2016, 26 April, 2016.

BOARDS - ADVISORY COMMITTEES

Schedule '7' - The Brantford Heritage Committee

1. Name of Board or Advisory Committee

The Brantford Heritage Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Brantford Heritage Committee is to act as a municipal heritage committee as permitted by the *Ontario Heritage Act*. The Brantford Heritage Committee is an Advisory Committee.

3. Mandate of the Board or Advisory Committee

The mandate of the Brantford Heritage Committee is to advise Council on all matters relating to the administration of the *Ontario Heritage Act* within the City of Brantford including:

- (a) Promoting heritage conservation within the community through research, programs and activities;
- (b) Educating the community to encourage the preservation of heritage assets and creating a positive environment for heritage conservation;
- (c) Advising Council on the protection, conservation, regulation, and enhancement of all aspects of heritage throughout the community, through the recommendation of appropriate design guidelines and municipal policies, and by identifying properties for designation;
- (d) Establishing and maintaining a Register of Properties of Heritage Interest, approved by Council, to encourage the protection of the heritage attributes of these properties;
- (e) Reviewing and providing relevant heritage comments on major alteration applications for designated heritage properties, demolition applications that yield or have the potential to yield, cultural heritage significance, and other municipal policies and projects as requested;
- (f) Providing recommendations to Council annually to select an honouree for the Prominence Point program and providing research and recommendations to the Wall of Recognition Task Force to honour the contributions of previous Council members; and

BOARDS - ADVISORY COMMITTEES

- (g) Reviewing and evaluating designated property financial incentive programs. By-law 148-2016, 20 December, 2016.

4. Composition of Board or Advisory Committee

Total of 15 members, consisting of one member of Council, plus fourteen other members, all appointed by Council, to represent the following interest groups:

- (a) one member of Council;
- (b) one nominee of the Brant Historical Society;
- (c) one nominee of the Brant Museums and Galleries Association;
- (d) one nominee of the Business Improvement Area Board of Management;
- (e) one nominee of the Architectural Conservancy of Ontario (ACO);
- (f) one nominee of the Canadian Heritage Industrial Centre (CIHC); and
- (g) nine members appointed from the public.

5. Lengths of Terms or Members of Board or Advisory Committee

Four years, with new appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Brantford Heritage Committee shall report to Council through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff within the Planning Department.
- (b) Budgetary Support
The Budget for the Brantford Heritage Committee shall be submitted along with and determined as part of the budget deliberations for the Planning Department.

8. Special Provisions

None. By-law 96-2008, 7 July, 2008; Schedule '7'; By-law 13-2011, 14 February, 2011; By-law 128-2011, 24 October, 2011; By-law 133-2011, 14 November, 2011; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; By-law 65-2016, 26 April, 2016; By-law 148-2016, 20 December, 2016.

Below, for ease of reference, is sections 4 and 5 Schedule A of By-law 148-2016.

BOARDS - ADVISORY COMMITTEES

Schedule A of By-law 148-2016

Minor Alterations	Major Alterations
<p>Repairs/Replacement: Eavestroughs Downspouts Broken windows Existing fences Driveways/walkways Existing exterior features Re-roofing in similar or same material Re-cladding in similar or same material Continuing maintenance</p>	<p>Replacement: Cladding material Roofing material Soffit material Windows and window openings Door and door openings Repointing brick</p>
<p>Painting (unless previously unpainted): Doors Cladding Dormers</p>	<p>Installation: Signage Dormers Shutters Skylights Solar panels Awnings</p>
<p>Landscaping: Gardening Removal or planting of minor vegetation (small shrubs, bushes, trees)</p>	<p>Removal: Porches Verandahs Architectural details defined in Reasons for Designation</p>
<p>Construction: Patios/decks located at the rear of the property and not visible from the street</p>	<p>Construction: New additions Garages Fences Barns Sheds Porches Verandahs Steps Other outbuildings/structures that require a Building Permit, or as recommended by Staff</p>
<p>Installation: Satellite dishes Antennas Utility boxes A/C units</p>	

**Schedule '8' - The Brownfields Community
Advisory Committee**

1. Name of Board or Advisory Committee

The Brownfields Community Advisory Committee

**2. Concise Statement of the Purpose of the Board or
Advisory Committee**

To provide non-technical advice and recommendations to Council in relation to Brownfields issues

3. Mandate of Board or Advisory Committee

The mandate of the Brownfields Community Advisory Committee is to meet on an as-needed basis to review policies and major initiatives under consideration by the City in relation to Brownfields issues, and to provide advice and recommendations to Council from the perspective of the community at large. The mandate includes the role of making recommendations to Council pursuant to the Brownfields Financial Tax Incentive Programme and the prevention of future brownfields. By-law 102-2016, 28 June, 2016.

4. Composition of Board or Advisory Committee

Total of 12 members, consisting of two members of Council, plus ten other members, all appointed by Council to represent the following interest groups:

- (a) two members of Council;
- (b) nine members appointed from the public; and
- (c) one elected Council member from the Six Nations Band Council nominated by the Six Nations Band Council.

**5. Lengths of Terms of Members of Board or
Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

**6. Reporting structure through which the Board or
Advisory Committee will report to Council**

The Brownfields Community Advisory Committee shall report to Council through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by Staff from within the Planning Department.
- (b) Budgetary Support
The budget for the Brownfields Community Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Planning Department.

8. Special Provisions

A Six Nations Band Council staff liaison will be invited to attend meetings as a resource person. This position shall be deemed to be a non-member attached as a liaison as outlined in Section 26.5.8 of this Chapter. By-law 96-2008, 7 July, 2008; Schedule '8'. By-law 168-2008, 8 December, 2008; By-law 128-2011, 24 October, 2011; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; By-law 129-2014, 1 December, 2014; By-law 102-2016, 28 June, 2016; 65-2016, 26 April, 2016.

**Schedule '9' - Downtown Incentive Programs
Advisory Committee**

1. Name of Board or Advisory Committee

The Downtown Incentive Programs Advisory Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Downtown Incentive Programs Advisory Committee is to analyze and make recommendations with respect to grants pursuant to any one or more community improvement plans where the grants relate to development in the downtown area, other than grants made pursuant to the Brownfields Tax Incentive Program.

3. Mandate of Board or Advisory Committee

The mandate of the Downtown Incentive Programs Advisory Committee is to review all of the application materials, and then to utilize the rating criteria to propose the applicant's level of participation in any grant program. The Committee shall ultimately make a recommendation with respect to the proposed grant to the Committee of the Whole - Community Development.

4. Composition of Board or Advisory Committee

Total of six members, consisting of one member of Council, plus five other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council who does not represent the downtown core;
- (b) two members appointed from the business community, chosen because of their knowledge of successful business practices;
- (c) a nominee of the Brantford Heritage Committee;
- (d) a nominee of the Downtown Brantford Business Improvement Area Board of Management.
- (e) a nominee of the one of the Post-Secondary Institutions located in the Downtown.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Downtown Incentive Program Advisory Committee shall report to Council through the Committee of the Whole - Community Development.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

(a) Administrative Support and Minutes

Administrative Support shall be provided by Staff from within the Planning Department.

(b) Budgetary Support

The Budget for the Downtown Incentive Programs Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Planning Department.

8. Special Provisions

The Committee may request additional information from any applicant and may contact the applicant's financial references for oral verification of major indebtedness and/or creditworthiness. The Committee may call on the applicant for a face-to-face meeting to discuss the application or business plan in greater detail. By-law 96-2008, 7 July, 2008; Schedule '9'; By-law 128-2011, 24 October, 2011; By-law 79-2014, 23 June, 2014; By-law 65-2016, 26 April, 2016; By-law 15-2017, 31 January, 2017; By-law 99-2017, 27 June, 2017.

**Schedule '10' - The Economic Development
Advisory Committee**

1. Name of Board or Advisory Committee

The Economic Development Advisory Committee

**2. Concise Statement of the Purpose of the Board or
Advisory Committee**

The purpose of the Economic Development Advisory Committee is to give advice and recommendations to Council in respect of the development and expansion of the City's economy.

The Economic Development Advisory Committee shall serve as the City's Planning Advisory Committee as required under Section 8 of the *Planning Act*, R.S.O. 1990, Chapter P.13 on an interim basis until November 30, 2017, or until directed otherwise by City Council.

3. Mandate of Board or Advisory Committee

The Mandate of the Economic Development Advisory Committee is comprised of two Parts, outlined below as "Part 1" and Part "2".

"Part 1" is to give advice and guidance to the Council of the City and the Economic Development Department with respect to:

- (a) policies and procedures that should be enacted for the purpose of fostering and advancing economic and business opportunities, and the promotion of the City; and
- (b) such other matters as may be referred to the Economic Development Advisory Committee from time to time by Council or the Economic Development Department of the City.

"Part 2" is to give advice and guidance on land use planning matters to the Council of the City with respect to:

- (a) The development of a new Official Plan and Zoning By-law including any related comprehensive reviews of said documents as well as any City initiated amendments to the Official Plan and Zoning By-law.

4. Composition of Board or Advisory Committee

Total of 14 members, consisting of one members of Council plus 13 other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council;

BOARDS - ADVISORY COMMITTEES

- (b) 11 members appointed from the public, selected from persons in various segments of the community such as industry, commerce and labour;
- (c) one nominee of the County of Brant; and
- (d) one nominee of the Brantford-Brant Chamber of Commerce.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

For the purposes of “Part 1” of its Mandate, the Economic Development Advisory Committee shall report to Council through the Committee of the Whole – Community Development.

For purposes of “Part 2” of its Mandate, the Economic Development Advisory Committee, when performing the duties of the City’s Planning Advisory Committee, shall report to Council through staff of the Community Development Commission who shall ensure that its advice and comments are included, without amendment, in applicable staff reports submitted through the Committee of the Whole – Community Development.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the Economic Development and Tourism Department.
- (b) Budgetary Support
The budget for the Economic Development Department shall be submitted along with and determined as part of the budget deliberations for the Economic Development and Tourism Department.

8. Special Provisions

For the purposes of “Part 2” of its Mandate, Sections 26.2.8 (a) (b), 26.2.9 and 26.2.10 of Chapter 26 of the City of Brantford Municipal Code (pertaining to the ability to create sub-committees and the ability to receive delegations) shall not apply to that portion of the meeting. Any person wishing to appear as a delegation to speak to the matter, should be directed to the statutory public meeting which

BOARDS - ADVISORY COMMITTEES

will occur at the Committee of the Whole – Community Development meeting.

When performing “Part 2” of its Mandate, all advice provided to Council by the Advisory Committee shall be submitted in writing in the form of a memorandum to the Director of Planning in a timely manner so that all advice provided can be included in the staff report to be presented to the Committee of the Whole – Community Development.

Chapter 43 of the City of Brantford Municipal Code is repealed in its entirety. By-law 96-2008, 7 July, 2008; Schedule ‘10’; By-law 120-2010, 6 December, 2010; By-law 34-2011, 4 April, 2011; By-law 128-2011, 24 October, 2011; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; By-law 65-2016, 26 April, 2016; By-law 123-2016, 27 September, 2016.

**Schedule '11'- The Environmental Policy
Advisory Committee**

1. Name of Board or Advisory Committee

The Environmental Policy Advisory Committee

**2. Concise Statement of the Purpose of the Board or
Advisory Committee**

The purpose of the Environmental Policy Advisory Committee is to give recommendations and advice to Council with respect to environmental policy issues.

3. Mandate of Board or Advisory Committee

The mandate of the Environmental Policy Advisory Committee is to give advice to Council on environmental issues, and to assist municipal staff in the following tasks:

- (a) the development and maintenance of a comprehensive environmental plan to be recommended to Council which will contain detailed strategies, goals, actions, action-plans, priorities, and other pertinent matters; and
- (b) the development of a natural areas inventory, and the completion of such other research and inquiries as are necessary for the development and maintenance of a comprehensive environmental plan.

4. Composition of Board or Advisory Committee

Total of eleven members, consisting of one member of Council, plus ten other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council;
- (b) one member chosen from among the nominees of Wilfrid Laurier University, Mohawk College and Nipissing University;
- (c) one nominee of the elected Council of the Six Nations of the Grand River Indian Band;
- (e) one nominee of the County of Brant;
- (f) seven members chosen from the public, selected from among persons who have qualifications and relevant experience.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Environmental Policy Advisory Committee shall report to Council through the Committee of the Whole - Operations and Administration.

7. Administrative Department of the City which shall provide administrative support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the Clerk's Department.

8. Budgetary Support

The Budget for the Environmental Policy Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Public Works Commission's Budget. By-law 65-2016, 26 April, 2016

9. Special Provisions

Representatives from the Ministry of Natural Resources, Ministry of the Environment and the Grand River Conservation Authority will be invited to attend meetings and offer technical support only. These representatives shall be deemed to be non-members attached as liaisons as outlined in Section 26.5.8 of this Chapter. By-law 96-2008, 7 July, 2008; Schedule '11'.

BOARDS - ADVISORY COMMITTEES

Schedule '12' - The Golf Board
Repealed: By-law 44-2014, 22 April, 2014

BOARDS - ADVISORY COMMITTEES

**Schedule '13' - The Multi-Use Trail and
Bikeway Advisory Committee
Repealed: By-law 100-2015, 31 August 2015**

BOARDS - ADVISORY COMMITTEES

**Schedule '14' - The Parks, Recreation and
Waterfront Advisory Committee**

Repealed: By-law 100-2015, 31 August 2015

BOARDS - ADVISORY COMMITTEES

**Schedule '15' - The Sanderson Centre Board
Repealed: By-law 59-2014, 26 May, 2014**

BOARDS - ADVISORY COMMITTEES

Schedule '16' - The Tourism Advisory Committee Amended: By-law 100-2015, 31 August 2015

1. Name of Board or Advisory Committee

The Tourism Advisory Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Tourism Advisory Committee is to give advice and recommendations to Council which will help enhance the growth and development of the tourism industry in Brantford.

3. Mandate of Board or Advisory Committee

The mandate of the Tourism Advisory Committee is to provide advice and recommendations to Council with respect to the following matters:

- (a) policies and practices relating to the promotion of tourism in Brantford;
- (b) plans for marketing the municipality as a tourism destination; and
- (c) such other matters as may be referred to the Tourism Advisory Committee from time to time by Council or staff of the Economic Development and Tourism Department.

4. Composition of Board or Advisory Committee

– Amended: By-law 100-2015, 31 August 2015

Total of 13 members, consisting of one member of Council, plus 12 other members, all appointed by Council to represent the following interest groups:

- (a) One member of Council;
- (b) One nominee of the County of Brant;
- (c) One nominee of the Six Nations Elected Council;
- (d) One nominee of the Chamber of Commerce Brantford-Brant; and
- (e) Eight members appointed from the public; and
- (f) One nominee that represents Sports Tourism”

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Tourism Advisory Committee shall report to Council through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by tourism staff.
- (b) Budgetary Support
The budget for the Tourism Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Economic Development and Tourism Department.

8. Special Provisions

By-law 8092 is repealed in its entirety. By-law 96-2008, 7 July, 2008; Schedule '16'; By-law 120-2010, 6 December, 2010 By-law 128-2011, 24 October, 2011; By-law 51-2012, 22 May, 2012; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; 65-2016, 26 April, 2016.

**Schedule '17' - The Town and Gown
Advisory Committee**

1. Name of Board or Advisory Committee

The Town and Gown Advisory Committee

**2. Concise Statement of the Purpose of the Board or
Advisory Committee**

The purpose of the Town and Gown Advisory Committee is to provide a forum for the discussion of issues concerning the inter-relationship of post-secondary institutions, the City, and the community at large, with the hope that advice and recommendations may be given that will enhance those relationships, and avoid and alleviate any problems.

3. Mandate of Board or Advisory Committee

The mandate of the Town and Gown Advisory Committee is to serve as the first point of contact and discussion on issues of mutual interest between the community and the post-secondary institutions operating within the City. The Town and Gown Advisory Committee will give advice and recommendations to Council with respect to actions that the City might take.

The Town and Gown Advisory Committee may also give advice and recommendations to the bodies providing nominees to the Committee. Any such advice and recommendations shall be transmitted through their nominees.

4. Composition of Board or Advisory Committee

Variable total composed as follows:

- (a) one member of Council;
- (b) a nominee of each post-secondary institution established in the City;
- (c) a nominee from each of the student associations for each of the post-secondary institutions in (b) above;
- (d) the General Manager, Public Works Commission, or designate;
- (e) the General Manager of Community Development, or designate; and
- (f) the CEO of the Brantford Public Library, or designate.

By-law 65-2016, 26 April, 2016

5. Lengths of Terms of Members of Board or Advisory Committee

The length of term of the member of Council shall be one year, however the lengths of term of all of the other members of the Advisory Committee shall be for the duration of their status as described in item four above.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Town and Gown Advisory Committee shall report to Council through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the Community Development Commission of the City. By-law 65-2016, 26 April, 2016
- (b) Budgetary Support
The budget for the Town and Gown Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Community Development Commission of the City. By-law 65-2016, 26 April, 2016

8. Special Provisions

The City Transit Manager, the Chief of Police, and the Fire Chief shall be requested to attend or send alternates if their input and advice is needed for particular items. By-law 96-2008, 7 July, 2008; Schedule '17' By-law 128-2011, 24 October, 2011; By-law 65-2016, 26 April, 2016.

BOARDS - ADVISORY COMMITTEES

**Schedule '18' - The Transit Liaison Advisory
Committee – Repealed: By-Law 73-2015, 22 June 2015**

Schedule '19'- The Committee of Adjustment

1. Name of Board or Advisory Committee

The Committee of Adjustment

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Committee of Adjustment is to assume the role of the Committee of Adjustment pursuant to the Planning Act. Despite the fact that the Committee of Adjustment is named a committee, it is a Board.

3. Mandate of Board or Advisory Committee

The mandate of the Committee of Adjustment is to perform the following functions, subject to the provisions and requirements of the Planning Act:

- (a) grant minor variances from the provisions of all by-laws of the City of Brantford which implement the Official Plan; and
- (b) grant consents (or such other equivalent powers) which may from time to time be conferred on the City pursuant to the Planning Act, or otherwise.

4. Composition of Board or Advisory Committee

Total of seven members, all appointed from the public.

5. Lengths of Terms of Members of Board or Advisory Committee

As set forth in the Planning Act.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Committee of Adjustment shall report to Council through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the Planning Department.

BOARDS - ADVISORY COMMITTEES

(b) Budgetary Support

The budget for the Committee of Adjustment shall be submitted along with and determined as part of the budget deliberations for the Planning Department.

8. Special Provisions

None. By-law 178-2007, 17 December, 2007; Schedule '19'; By-law 128-2011, 24 October, 2011; By-law 65-2016, 26 April, 2016.

**Schedule '20' - The Post-Secondary Education
Advisory Committee**

1. Name of Board or Advisory Committee

The Post-Secondary Education Advisory Committee

**2. Concise Statement of the Purpose of the Board or
Advisory Committee**

The purpose of the Post-Secondary Education Advisory Committee is to give advice and recommendations to Council in respect of opportunities for the growth and enhancement of post-secondary education within Brantford.

3. Mandate of Board or Advisory Committee

The mandate of the Post-Secondary Education Advisory Committee is to give advice and recommendations to Council with respect to:

- (a) actions that might be taken to attract post-secondary institutions to Brantford; and
- (b) measures that the City might take to retain and encourage the development of those post-secondary institutions which have already located within the City of Brantford.

4. Composition of Board or Advisory Committee

Two municipal councillors, plus such other members who may be appointed to the Committee from time to time to represent such interest groups as Council may from time to time determine.

**5. Lengths of Terms of Members of Board or
Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the members of Council shall have a one-year term.

**6. Reporting structure through which the Board or
Advisory Committee will report to Council**

The Post-Secondary Education Advisory Committee shall report to Council through the Committee of the Whole - Community Development. By-law 65-2016, 26 April, 2016.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

(a) Administrative Support and Minutes

Administrative Support shall be provided by staff from within the Community Development Commission of the City. By-law 65-2016, 26 April, 2016

(b) Budgetary Support

The budget for the Post-Secondary Education Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Community Development Commission of the City. By-law 65-2016, 26 April, 2016

8. Special Provisions

8.1. The Mayor, as an ex-officio member of this Advisory Committee or the municipal councillor may serve as the Chair and/or Vice-Chair of this Committee.

8.2. Members of Council appointed to this Advisory Committee shall be deemed to be a member of the Advisory Committee, shall have voting privileges and his/her or their membership shall affect quorum. By-law 178-2007, 17 December, 2007; Schedule '20'; By-law 159-2008, 17 November, 2008; By-law 128-2011, 24 October, 2011; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 January, 2013; By-law 129-2014, 1 December, 2014; By-law 65-2016, 26 April, 2016.

Schedule '21' – Municipal Elections Campaign Audit Committee

1. Name of Board or Advisory Committee:

Municipal Elections Compliance Audit Committee.

2. Concise Statement of the Purpose of the Board or Advisory Committee:

The purpose of the Municipal Elections Compliance Audit Committee is prescribed by section 81 of the *Municipal Elections Act, 1996*, c. 32.

3. Mandate of Board or Advisory Committee:

Pursuant to the requirements of sections 81 and 81.1 of the *Municipal Elections Act, 1996*, c. 32 the powers and functions of the Committee include:

- to consider all applications for a compliance audit received by the Clerk under section 81 of the *Municipal Elections Act, 1996*, c. 32 and decide whether it should be granted or rejected
- if the application is granted, to appoint an auditor
- to consider the auditor's report and decide whether legal proceedings should be commenced
- to recover the costs of conducting the audit from the applicant if the auditor's report indicates there were no apparent contraventions and if there appears there were no reasonable grounds for the application.

4. Composition of Board or Advisory Committee

The Committee is comprised of three members appointed by Council.

In accordance with clauses 81.1(2)(b) and (c) of the *Municipal Elections Act, 1996*, c. 32, the Committee shall not include,

- (a) employees or officers of the municipality or local board,
- (b) members of the Council or local board,
- (c) any persons who are candidates in the election for which the committee is established.

5. Lengths of Terms of Members of Board or Advisory Committee

Clause 81.1(3) of the *Municipal Elections Act, 1996*, c. 32 provides that the term of office of the Committee is the same as the term of office of the Council or local board that takes office following the next regular election, and the term of office of the members of the Committee is the same as the term of the Committee to which they have been appointed.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Municipal Elections Compliance Audit Committee is a quasi-judicial body and does not report to Council.

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

(a) Administrative Support and Minutes

Administrative Support shall be provided by staff from within the Clerk's Department of the City.

(b) Budgetary Support

The budget for the Municipal Elections Compliance Audit Committee shall be submitted along with and determined as part of the budget deliberations for the Clerk's Department.

8. Special Provisions

The following Articles of Chapter 26 of the City of Brantford Municipal Code do not apply to the Municipal Elections Compliance Audit Committee:

26.2.8 (a) – The Committee does not have the ability to create sub-committees.

26.3.2 – Members of Council shall not be appointed to the Committee in accordance with section 81.1 of the *Municipal Elections Act, 1996*, c. 32.

26.3.6 – The Mayor shall not be an ex-officio member of the Committee.

26.6.3 – The Committee is not required to provide an annual report to Council.

26.6.5 – Council cannot require the Committee to provide reports to Council.

Article 26.2.15 of the City of Brantford Municipal Code would apply with the following modification:

BOARDS - ADVISORY COMMITTEES

The Committee shall elect a Chair and Vice-Chair at its first meeting.

The term of the Chair and Vice-Chair shall be for the entire term of the Committee unless the Committee approves otherwise.

By-law 65-2010, 7 June, 2010, Schedule '21'.

BOARDS - ADVISORY COMMITTEES

**Schedule '22' - The Community Safety and
Crime Prevention Advisory Committee
Repealed: By-Law 73-2015, 22 June, 2015**

BOARDS - ADVISORY COMMITTEES

Schedule '23' - The Cultural and Built Heritage Grant Programme Advisory Committee

1. Name of Board or Advisory Committee

The Cultural and Built Heritage Grant Programme Advisory Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Cultural and Built Heritage Grant Programme Advisory Committee is to analyze and make recommendations with respect to the Cultural and Built Heritage programme grants made to not-for-profit cultural organizations.

3. Mandate of Board or Advisory Committee

The mandate of the Cultural and Built Heritage Grant Programme Advisory Committee is to review all of the application materials, and then to utilize the program eligibility criteria and rating criteria to propose the grant allocations to eligible not-for-profit organizations. The Committee shall ultimately make a recommendation with respect to the proposed grant to the Committee of the Whole - Community Development.

4. Composition of Board or Advisory Committee

Total of six members, consisting of two members of Council, plus four other members, all appointed by Council to represent the following interest groups:

- (a) two members of Council;
- (b) a nominee of the Brantford Cultural Advisory Committee;
- (c) a nominee of the Brantford Heritage Committee;
- (d) a nominee of the Tourism Advisory Committee;
- (e) one citizen member, chosen because of their knowledge of local arts, culture or heritage who is not employed by or sitting on the board of directors of an applicant organization.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the members of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Cultural and Built Heritage Grant Programme Advisory Committee shall report to Council through the Committee of the Whole - Community Development.

BOARDS - ADVISORY COMMITTEES

7. Administrative Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee

(a) Administrative Support and Minutes

Administrative Support shall be provided by Staff from within the Economic Development and Tourism Department.

(b) Budgetary Support

The Budget for the Cultural and Built Heritage Grant Programme is established by the Casino Funds Policy as 5% of casino funds revenue annually, and will be administered through the Economic Development and Tourism Department.

8. Special Provisions

The Committee may request additional information from any applicant and may contact the applicant's financial references for oral verification of major indebtedness and/or creditworthiness.

By-law 123-2016, 27 September, 2016