



POLICY MANUAL

POLICY NUMBER: CORPORATE-028

SUBJECT: APPOINTMENT OF CITIZEN MEMBERS TO CITY OF BRANTFORD BOARDS, ADVISORY COMMITTEES TASK FORCES AND OTHER COMMITTEES TO WHICH COUNCIL MAKES APPOINTMENTS

POLICY STATEMENT:

(Purpose/Objective)

Policy Statement

The City of Brantford wishes to ensure that its Boards, Advisory Committees, Task Forces 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 under represented, have equal access to, and are equitably represented on all of Brantford's Boards, Committees and Task Forces.

This policy outlines a fair and equitable process for the recruitment, selection and appointment of citizen members to all City Boards, Advisory Committees, Task Forces 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.

RELATED POLICY PROCEDURES/GUIDELINES:

1.0 Definitions

For Boards, Advisory Committees and Sub-Committees created under Chapter 26 of the City of Brantford Municipal Code, the following definitions apply:

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

“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.

"External body" means an organization or board external to the City that includes City appointees..

“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.

“For other Boards deemed to be a “board” or “local board” as prescribed by provincial legislation, the definition of “Board” for the purposes of this Policy would be as defined by the governing legislation, but shall not include the Brantford Energy Corporation Board of Directors, the Brantford Power Inc. Board of Directors and the Brantford Hydro Inc. Board of Directors, or any successor thereof.”

“Task Force” means an ad hoc body established for a specific purpose with a definite end date.”

2.0 Qualification of Members

2.1 That when considering applicants to City Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointment, preference shall be given to the appointment of persons who are the most qualified (including relevant knowledge and experience). If the most qualified applicants are equally qualified (including relevant knowledge and experience), preference shall 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;

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 where citizen members on City Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointments miss three consecutive meetings without notifying the Board or Committee or the citizen members' absence is excessive and is creating difficulties for the board or advisory committee in the carrying out of its business - the Board or Committee may by resolution declare a citizen member position vacant and request that the vacancy be filled by the Appointments Committee.

Notwithstanding the above, upon notification of excess absences creating difficulties for the board, advisory committee or task force in carrying out its business, the Appointments Committee may by resolution deem a position vacant and appoint a replacement member.

3.0 **Recruitment Process**

- 3.1 All requests of the City to appoint Members of Council or citizen members to various external bodies, including such Committees as the Brant Elder Abuse Committee, the Brantford-Brant Chamber of Commerce, the Brant Waterways Foundation and the Children's Aid Society of Brant, must be made in writing to the City Clerk indicating the benefits of membership and that such requests be considered by the Appointments Committee;

- 3.2 The recruitment of citizen members to City Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointments commence in September annually with Council appointment dates targeted for November. It is noted that these dates may vary in the year of a Municipal Election;

- 3.3 Citizen member vacancies on City Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointments shall be advertised on the City's website, Social Media, [forwarded to organizations of interest](#) and other sources as recommended by City Staff;

- 3.4 When vacancies occur before the expiration of the appointed term:

3.4.1 where possible, a coordinated approach will be taken to fill all vacancies that occur within the same year;

3.4.2 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;

- 3.4.3 Notwithstanding Section 3.4.2, vacancies will be filled if the Board, Advisory Committee, Task Forces or Other Committee to which Council makes appointments is experiencing difficulty in establishing quorum for meetings as a result of any vacancies.
- 3.5 When citizen member vacancies on City Boards, Advisory Committees, Task Forces or Other Committees to which Council makes appointments are advertised, staff in Clerk's Services shall prepare a statement that can be read aloud at a 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;
- 3.6 Notwithstanding Section 3.5, a statement advertising vacancies can occur outside the annual statement through a request from a member of Council or at the discretion of the City Clerk;
- 3.7 A standard application form, attached hereto and marked as Schedule A be completed by all citizens applying for membership on City Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointments;
- 3.8 The application form identified in 3.7 above, shall be provided on the City's website and be made available in alternate formats (ie. large print) for persons with disabilities;
- 3.9 Applications from citizens, with the exception of liaison representatives, applying for membership shall be limited to three Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointments at any given time;
- 3.10 Where terms of office are not prescribed by provincial legislation, 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.
- 3.10.1 Notwithstanding Section 3.10, 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.
- 3.10.2 Notwithstanding 3.10 above, applicants replacing a vacated seat shall be appointed for the remaining portion of the initial term so as not to impact the staggered appointment process;
- 3.11 Vacancy postings and application forms shall state that mandatory training (See section 6 of this policy) is required to be completed within 30 days of the appointment, if the applicant is successful in the

application process;

3.12 Completed application forms must be returned to the Clerk's Services Department no later than 4:30 p.m. on the advertised deadline date. No applications will be accepted after the deadline;

3.13 That applicants to the Brantford Police Services Board be required to submit a current Police Clearance Certificate with their application for membership;

3.14 [Recruitment for citizen vacancies on the Business Improvement Area \(BIA\) and the Library Board, shall be completed by the body which has the vacancy. The Board/Agency shall conduct their own recruitment and appointment process and provide a letter to the City Clerk recommending the successful candidate alongside all other applications received, to be ratified by Council. The organization shall use the City's application form as amended from time to time;](#)

[3.15 Notwithstanding clause 3.14, the City will continue to advertise for the citizen vacancies noted above on the City's website and forward all applications to the external body.](#)

4.0 **Selection Process**

4.1 Staff in the Clerk's Services Department review the applications received to ensure that the age requirements as identified in 2.2 and the application deadline as identified in 3.12 have been met;

4.2 Applicants not meeting the age requirements as identified in 2.2 and the application deadline as identified in 3.12 shall be deemed ineligible to apply at that time and will be so advised in writing, by the Clerk's Services Department;

4.3 A meeting of the Appointments Committee (comprising all Members of City Council) shall be called to review the qualified applications received;

4.3.1 Notwithstanding Section 4.3 above, a Nominating Sub-Committee may be appointed by resolution of the Appointments Committee to review the qualified applications, to shortlist and interview applicants and to make a recommendation to the Appointments Committee. Upon making a recommendation to the Appointments Committee, the Nominating Sub-Committee shall be automatically disbanded.

4.4 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 Should insufficient applications be received to fill the number of vacancies on a specific Board, Advisory Committee, Task Forces or Other Committee to which Council makes appointments, the vacancy shall be re-advertised;

4.6 That the Appointments Committee and the Nominating Sub-Committee (if established), when considering applications for appointment, be provided with a copy of their Schedule from Chapter 26/ resolution which includes the mandate to assist in the decision-making process.

4.7 Procedure for Nominating a Candidate:

4.7.1 At an Appointments Committee or Nominating Sub-Committee (if established), a mover shall be required to nominate a candidate for a vacant position.

4.7.2 Once all nominees have been moved, the Chair shall call the vote. Each member of the Appointments Committee (or sub-committee) is entitled to vote for as many nominees as there are vacant seats.

4.7.3 Nominated candidates receiving the highest number of votes from the Committee will be recommended to fill the vacant positions by way of a resolution which requires a mover, seconder and carry by majority vote.

4.7.4 Unfilled positions will remain vacant and shall be re-advertised for a future Appointments Committee meeting.

5.0 **Appointment Process**

5.1 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, Task Forces or Other Committees to which Council makes appointments in keeping with this policy;

5.2 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;

5.3 No citizen members, with the exception of those appointed as liaison representatives, shall be appointed to serve on more than three City

Boards, Advisory Committees, Task Forces or Other Committees to which Council makes appointments at the same time;

5.4 Where membership on a Board, Advisory Committee, Task Forces 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 representative on a committee) and membership is not open to all citizens for appointment, the recruitment of these representatives will be completed through letters of request to these organizations who will be required to submit a consideration letter on behalf of the organization recommending the appointment of a member. If the appointed member is unable to attend a meeting, the organization may send an alternate member by providing the Clerk's Services Department notice in writing and the member shall count towards quorum;

~~5.4.1 Notwithstanding the above, the Appointments Committee is not required to appoint the recommended member. Upon receipt of the organization's selected representative the member shall be immediately appointed.~~

5.5 Following City Council approval of citizen member appointments, the Clerk's Services 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;
- notify the Board, Advisory Committee, Task Forces or Other Committee to which Council makes appointments of the appointment(s) made and provide contact information for the new citizen member(s).

6.0 **Mandatory Training**

6.1 Every successful candidate shall be required to complete mandatory online training once every four years as set out by the Human Resources Department;

6.2 Notwithstanding 6.1 above, Liaison Representatives appointed through section 5.3 shall have their required training confirmed by their employer.

6.3 The mandatory training must be completed within one month of receipt of the acceptance letter by the Clerk's Services Department. If the mandatory training is not completed within the allotted timeframe, a letter will be sent to the member requesting the completion of the training with an additional two weeks extension. If after the two additional weeks, the training is still not complete, the Staff Member of the corresponding

Committee shall be requested to contact the applicant and request completion of the training within one week. Members will be permitted to attend meetings during the training period.

6.4 Notwithstanding Section 6.3 above, a request may be submitted to the City Clerk for an extension to complete the training;

6.5 If the applicant fails to comply with the mandatory training as set out in 6.3, a report shall be written by the Committee Support to the Appointments Committee requesting removal of the committee member from any and all City Committees of which they are a member.

<p>Date of Enactment: December 17, 2007</p>	<p>Related By-law Number/Staff Report Number: 170-2007 70-2010 (consolidation) 88-2012; 37-2013; 98-2019; 22-2020; 203-2021; <u>XX-2024</u></p>
<p>Review and Amendment Dates: September 2008 March 2009 (Review) June 2010 (consolidation) September 24, 2012 April 22, 2013 (Section 2.4) June 11, 2019 (Special City Council, Brantford Energy Board) February 25, 2020 (City Council) October 26, 2021 (City Council) <u>October 29, 2024 (City Council)</u></p>	<p>Department Responsible for Review: Clerk's Services</p>
<p>Date of Next Review: 2024</p>	<p>Applicable Legislation/Legislative Authority:</p>