

**City of Hamilton Policy
respecting the
Appointment of Citizen Members
Agencies, Boards, Commissions and Committees**

Eligibility

1. The Selection Process is open to all residents and business owners of the City of Hamilton who are at least 18 years of age, unless otherwise stated (Note: Additional requirements may be requested by the individual Agency, Board, Commission or Committee, if they are governed by separate legislation, policies or mandates);
2. City Council wishes to ensure that its Agencies, Boards, Commissions and Committees reflect the diverse nature of the City of Hamilton's population and encourages all residents to apply for appointment opportunities.

Public Notice

3. The City Clerk's Office advertises for all citizen member vacancies on the City's Agencies, Boards, Commissions and Committees in the Hamilton Spectator and/or relevant Community Newspapers, on the City's web-site and through other appropriate methods.

Recruitment

4. Membership on all City Agencies, Boards, Commissions and Committees, with the exception of those terms of office defined by Provincial or Federal legislation, will be to serve for a period of four years, which coincides with the Term of Council, or until a successor is appointed by Council.
5. Applicants are permitted to apply for membership on no more than two (2) City, Agencies, Boards, Commissions or Committees.
6. Applications and information regarding all the Committees (i.e. Terms of Reference, Mandate, approximate number of meetings per year, etc.) are made available at the City Clerk's Office, at all Municipal Service Centre locations and on the City's web-site (www.hamilton.ca);
7. Completed and signed application forms are to be returned to the City Clerk's Office or any of the Municipal Service Centres by the application deadline date and time, as set out in the advertised Public Notice. Applications received after the deadline will not be considered for appointment unless the Selection Committee decides otherwise.

8. Completed and signed applications may be submitted by one of the following methods:
 - (a) Hand delivered or mailed to the Office of the City Clerk, 1st Floor, 71 Main Street West, Hamilton, Ontario, L8P 4Y5;
 - (b) Delivered to any Municipal Service Centre;
 - (c) Sent by e-mail to the contact person listed in the Advertisement (Note: application must be signed and scanned); or,
 - (d) By Facsimile Transmission at (905) 546-2095 (Note: application must be signed).
9. Applications shall be kept on file by the City Clerk's Office for the Term of Council. In the event of a vacancy, the Selection Committee or Interview Sub-Committee may consider interviewing applicants whose applications are on file for that term, and the appointment would be for the balance of that Council term only.
10. Incumbents who are eligible and willing to seek reappointment to a City Agency, Board, Commission or Committee must reapply in the same manner as other applicants.

Orientation Sessions

11. Orientation Session(s) are scheduled during the recruitment process and although they are not mandatory, attendance is strongly encouraged for new applicants.

At the Orientation Session(s), citizens are provided information regarding the various Agencies, Boards, Commissions and Committees, and are afforded the opportunity to ask questions of staff Liaisons.

If they wish, interested citizens may also fill out and submit an application during the orientation session.

Selection Process for Committees, Boards, Agencies and Commissions

12. A minimum of five (5) members of Council are appointed to the Selection Committee whose mandate will be to:
 - (i) Review citizen member applications to the City's Agencies, Boards, Commissions and Committees;
 - (ii) Shortlist where appropriate, based on the applicant information provided;
 - (iii) Interview candidates;
 - (iv) Make recommendations to City Council for the appointment of citizen members to the various Agencies, Boards, Commissions and Committees.

Selection Process for Volunteer Committees

13. A minimum of three (3) Council members of each Standing Committee (plus two alternates) are appointed to Interview Sub-Committees whose mandate will be to:
 - (i) Review citizen member applications to the City's Volunteer Committees;
 - (ii) Shortlist where appropriate, based on applicant information provided;
 - (iii) Interview candidates;
 - (iv) Make recommendations to the appropriate Standing Committee for the appointment of members to the various Volunteer Committees. These recommendations are to be ratified by Council.

Interview Process

14. Criteria for Short Listing Applicants

The Selection Committee or Interview Sub-Committee may, at its discretion, shortlist candidates using the following criteria:

- (i) Related competencies;
 - (ii) Previous committee experience; and,
 - (iii) Number of citizens who applied for vacancy(ies).
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15. Interviews will be conducted, where required, with those applicants who are most suited to serve on the City's Agencies, Boards, Commissions or Committees as follows:
 - (i) Applicants will be notified verbally or by e-mail of their interview date and time by the City Clerk's office;
 - (ii) The allotted time for each interview will be approximately ten (10) minutes in length;
 - (iii) An established set of interview questions will be developed by the various staff liaisons to the Agency, Board, Commission or Committee in consultation with the City Clerk's Office;
 - (iv) The City Clerk's Office will notify all applicants in writing once the appointments have been approved by Council;
 - (v) Applicants may be required to have background checks.

16. One (1) City of Hamilton staff liaison to the Agency, Board, Commission or Committee, shall attend the interviews and serve as a resource person.

Roles and Responsibilities of Appointed Citizen Members

17. Citizen members are encouraged to make themselves familiar with the Terms of Reference and Mandated activities of the specific Agency, Board, Commission or Committee(s) to which they are making application to.
18. Citizen members are required to attend and participate fully in the meetings:
 - (i) Citizen members who miss three (3) consecutive meetings without Committee approval, may be subject to replacement on the Agency, Board, Commission or Committee;
 - (ii) Any citizen member who is absent for more than fifty per cent (50%) of the meetings during their term of appointment shall not be eligible for reappointment; and,
 - (iii) Upon appointment, citizens will be required to sign an Acknowledgement (Declaration) Form (attached hereto as Appendix "C"), provided by the City Clerk's Office, **prior to attending the first meeting** of the Agency, Board, Commission or Committee to which they are appointed. Such declaration will remain on file in the Office of the City Clerk for the duration of the citizen's appointment.
19. Citizen members are bound by the Municipal Conflict of Interest Act. Copies of which shall be provided to appointed members and are also available for viewing on the following site:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m50_e.htm

Filling of Vacancies

20. Vacancies on the City's Agencies, Boards, Commissions and Committees shall occur:
 - (i) Immediately after a Municipal Election;
 - (ii) Throughout the Term of Council due to a member's resignation; or,
 - (iii) When a newly created committee of Council is established, requiring citizen members during the term.

Should a vacancy occur during the Term of Council:

- (i) The citizen who is resigning shall do so formally in writing by providing a completed and signed copy of the Resignation Form (attached hereto as Appendix "D") to the appropriate Legislative Coordinator, in the City Clerk's office, stating which Committee(s) the citizen is resigning from and general reasons why (the inclusion of private/personal information is not required).
- (ii) The Resignation Form will be placed on a Standing Committee or Council Agenda to be formally received by Committee/Council; and, consideration of the vacancy shall be forwarded to the Selection Committee or Interview Sub-Committee for review.
- (iii) The Selection Committee or respective Interview Sub-Committee will consider filling the vacancy and whether to fill the vacancy from those applicants who applied in the initial call for applications, or to re-advertise.
- (iv) If the vacancy occurs within 12 months of the end of the Council term, the vacancy will not be filled, and the quorum of the Committee will be adjusted accordingly.

SELECTION COMMITTEE CITIZEN MEMBER GUIDING PRINCIPLES

1. The Selection Committee is committed to fulfilling the recruitment and selection of its Citizens to the City's Agencies, Boards, Commissions and Committees in an open, transparent and equitable manner.
2. The Selection Committee is committed to a public recruitment process which is communicated well in advance and which encourages a broad range and diverse participation of citizens, free of barriers.
3. The Selection Committee is committed to a competitive recruitment process which seeks suitable candidates evaluated on interest, merit and related competencies.
4. The Selection Committee is committed to unbiased decision making essential to a fair and impartial selection process.

City of Hamilton
Committee Member Acknowledgement Form

I _____ in consideration of the City of Hamilton appointing me to the _____, acknowledge, undertake and agree as follows:

1. I will make all reasonable efforts to attend all meetings of this body to which I have been appointed and to participate in an impartial manner with the understanding that:
 - (a) If I am absent from three consecutive meetings without Committee approval that I may be subject to replacement on the Committee.
 - (b) If I miss 50% of the meetings during a term of appointment that I shall not be eligible for re-appointment
2. I will exercise all the rights and responsibilities of a member of the body to which I have been appointed.
3. I will be respectful of the views expressed by my fellow Committee members and City staff.
4. I understand that I am prohibited from disclosing any confidential information, which may be shared with me as a member of this Committee.
5. For Volunteer Committee members, I have received, read and have a general understanding of the City of Hamilton Volunteer Committee Handbook

Dated at City of Hamilton, in the Province of Ontario this _____ day of _____, 20_____.

Applicant:

(Please Print Your Name)

(Please Sign)

Witness:

(Must be at least 18 years if age.)

(Please Print Your Name)

(Please Sign)



Hamilton

CITIZEN COMMITTEE MEMBER RESIGNATION FORM

I, _____, would like to submit my resignation, effective _____,
20____, from the _____, for the following reason(s):

- My circumstances have changed and I know longer have the time to effectively participate on the Committee.
- Personal reasons.
- Other (please explain briefly):

Additional Comments (optional)

Signature

Date