



CITY OF HAMILTON

Corporate Services
Office of the City Clerk

TO:	Chair and Members of the Governance Review Sub-Committee
COMMITTEE DATE:	August 29, 2018
SUBJECT/REPORT NO:	Review of the Selection Process CL18011 (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon, Acting City Clerk 4304
SUBMITTED BY:	Janet Pilon Acting City Clerk Office of the City Clerk
SIGNATURE:	

RECOMMENDATION

- (a) That the Nomination Meeting for the members of Council-Elect be held on November 20, 2018;
- (b) That the Revised City of Hamilton Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, attached hereto as Appendix "A", be approved; and
- (c) That the Revised City of Hamilton Advisory Committee Procedural Handbook, attached hereto as Appendix "B", be approved.

EXECUTIVE SUMMARY

This report recommends several proposed amendments to the current selection process for appointing citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: Approximately \$30,000 was spent on advertising for citizen appointments in the Hamilton Spectator as well as local community newspapers during the selection process at the beginning of the 2014-2018 Term of Council. The amount above does not include any advertising which may have been required during the Term of Council to fill vacancies left by citizens who resign from committees.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

The City of Hamilton continues to utilize the City's website, the recreation centres, libraries and the Municipal Service Centres for advertising vacancies, and providing information about the various committees and their mandates. This is one of the most cost-effective means of advertising for our committee vacancies.

Access and Equity staff were directed to review the selection process with respect to attracting a more diverse group of applicants, including any costs associated with an expanded communication plan, and are reporting to the General Issues Committee in September, 2018.

Staffing: Clerk's Legislative Staff assists both with the Selection Committee and the respecting Standing Committees with the selection process including advertising, orientation and interviews. Staff Liaisons from other departments provide assistance at the orientation sessions, as well as working with the committee and Clerk's staff in developing suggested questions for interviews.

Legal: None.

HISTORICAL BACKGROUND (Chronology of events)

The City of Hamilton currently appoints members of Council and citizens to 118 Committees. These include, Agencies, Boards, Commissions, Advisory (Volunteer) Committees, Sub-Committees and Standing Committees.

Appointment of Members of Council

Members of Council are appointed to their preferred Standing Committees, Sub-Committee, Agencies, Boards and Commissions at the Inaugural Council meeting, being held on December 3, 2018 for the 2018-2022 Term of Council.

Prior to the Inaugural Council meeting members of Council-Elect provide Clerk's with a list of their preferred choices for Standing Committees, Sub-Committees, Agencies, Boards and Commissions.

All members of Council are appointed to the General Issues Committee and Board of Health and are required to be a member of a minimum of two other Standing Committees.

A Nomination Meeting is held prior to the Inaugural Council meeting to fill the vacant positions on Standing Committees, Sub-Committees, Agencies, Boards and Commissions.

Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees

As Council directed in July 10, 2015, staff have implemented an online application process, which has been successfully used during the recruitment process in 2014 – 2018.

The revised City of Hamilton Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees (Appendix "A", attached hereto), outlines the selection process for the appointments to the Advisory (Volunteer) Committees and Sub-Committees as detailed in Appendix "C", attached hereto.

The selection process and the Advisory Committee Procedural Handbook (Appendix "B", attached hereto) have also taken into consideration the approved Hamilton Advisory Committee/Task Force Code of Conduct in order to ensure that all appointees are compliant with the Code of Conduct.

Members/Advisors who Represent an Organization on a City Committee

Clerk's staff will continue the practice of forwarding letters in the Fall of 2018 to the respective organizations who have representatives who are either members of or advisors to the various committees, as per Appendix "C", attached hereto.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

Clerk's Legislative staff
Staff Liaisons for the Advisory (Volunteer) Committees

**ANALYSIS AND RATIONALE FOR RECOMMENDATION
(Include Performance Measurement/Benchmarking Data if applicable)**

Clerk's have in the past scheduled a Nomination Meeting prior to the Inaugural Council meeting to fill the vacant positions on Standing Committees, Sub-Committees, Agencies, Boards and Commissions. The proposed Nomination Meeting would be scheduled for November 20, 2018 at 9:30 a.m. in Room 192/193 and all members of Council-Elect are encouraged to attend.

In order to prepare for the Information Session(s) for interested applicants and the Orientation Sessions for the new members of the Advisory (Volunteer) Committees and the Sub-Committees, the approval of the revised City of Hamilton Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, attached hereto as Appendix "A", and the

revised City of Hamilton Advisory Committee Procedural Handbook, attached hereto as Appendix “B”, is required.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” – Revised City of Hamilton Policy respecting the Appointment of Citizens to the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees.

Appendix “B” – Revised City of Hamilton Advisory Committee Procedural Handbook.

Appendix “C” - 2018 – 2022 Recruitment Details for Advisory (Volunteer) Committees; Sub-Committees and Agencies, Boards and Tribunals.