

***City of Hamilton Policy  
respecting the  
Appointment of Citizens to the City's  
Agencies, Boards, Commissions,  
Advisory (Volunteer) Committees and Sub-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, Advisory (Volunteer) Committee or Sub-Committee, if they are governed by separate legislation, policies or mandates);
2. City Council wishes to ensure that its Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-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, Advisory (Volunteer) Committees and Sub-Committees in the Hamilton Spectator and/or relevant Community Newspapers, on the City's website and through other appropriate methods.

***Recruitment***

4. Citizen membership on all of the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, with the exception of those terms of office defined by Provincial or Federal legislation, will be to serve for a period of up to four years, which coincides with the Term of Council, or until a successor is appointed by Council.
5. Citizens are permitted to apply for membership on no more than two (2) of the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-Committees.
6. Applications and information regarding all the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-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 website ([www.hamilton.ca](http://www.hamilton.ca));
7. Completed 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.

8. Completed applications may be submitted by one of the following methods:
  - (a) Online Application Process on the City's website;
  - (b) Hand delivered or mailed to the Office of the City Clerk, 1<sup>st</sup> Floor, 71 Main Street West, Hamilton, Ontario, L8P 4Y5;
  - (c) Delivered to any Municipal Service Centre;
  - (d) Scanned and forwarded via e-mail to the contact person listed in the Advertisement; or,
  - (e) By Facsimile Transmission at (905) 546-2095
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 Term of Council only.
10. Incumbents who are eligible and willing to seek reappointment to a City Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee must reapply in the same manner as other applicants.

### ***Information Session(s)***

11. An Information Session(s) is scheduled during the beginning of the initial recruitment process (end of the previous Term of Council) and although attendance is not mandatory, attendance is strongly encouraged for new applicants.

At the Information Session(s), citizens are provided with information regarding the various Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, and are afforded the opportunity to ask questions of the Staff Liaisons.

Interested citizens may also fill out and submit an application during the Information Session(s).

### ***Selection Process for Agencies, Boards, Commissions and Sub-Committees***

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 for the City's Agencies, Boards, Commissions and Sub-Committees;
  - (ii) Applicants are shortlisted with assistance of staff, where appropriate, based on the applicant information provided;
  - (iii) Interview candidates;

- (iv) Make recommendations to City Council for the appointment of citizens to the various Agencies, Boards, Commissions and Sub-Committees.

### ***Selection Process for Advisory (Volunteer) Committees***

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

### ***Selection Process for the Hamilton Aboriginal Advisory Committee***

14. The local Hamilton Aboriginal Community leadership, will recommend to Council the appointment of residents from the Hamilton Aboriginal community, to sit on the Hamilton Aboriginal Advisory Committee. *(Approved by Council on July 10, 2015)*

### ***Selection Process for Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-Committees Established during the Term of Council***

15. When an Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee is established during the Term of Council, the respective process outlined in Section 12 and 13 will be followed.

### ***Interview Process***

16. The Selection Committee or Interview Sub-Committee may, at its discretion, with the assistance of staff, shortlist candidates using the following criteria:
  - (i) Related competencies;
  - (ii) Previous committee experience; and,
  - (iii) Number of citizens who applied for vacancy(ies).
17. Interviews will be conducted, where required, with those applicants who are most suited to serve on the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-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 staff in relation to the mandated role of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-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.
18. One (1) City of Hamilton Legislative Coordinator or Staff Liaison to the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee, shall attend the interviews and serve as a resource person.

***Roles and Responsibilities of Appointed Citizen Members of the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees***

19. Citizen members of the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees are encouraged to make themselves familiar with the Terms of Reference, the Roles, Responsibilities and Expectations of New Members and mandated activities of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee(s) to which they are making application to.
20. Citizen members of the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees:
- (i) are required to attend and participate fully in the meetings;
  - (i) who miss three (3) consecutive meetings without Committee approval, may be subject to replacement on the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee and may not be eligible for re-appointment; and
  - (ii) upon appointment, are required to sign a Committee Member Acknowledgement Form (attached hereto as Schedule "B"), provided by the City Clerk's Office, **prior to attending the first meeting** of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-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.
21. Citizen members of the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees are bound by the *Municipal Conflict of Interest Act* found at the following link: <https://www.ontario.ca/laws/statute/90m50> and attached as Appendix "D" to the Advisory Committee, Procedural Handbook.

22. Citizen members of the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees are to comply with the Hamilton Advisory Committee/Task Force Code of Conduct (attached hereto as Scheduled "D").

### ***Filling of Vacancies***

23. Vacancies on the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees can occur throughout the Term of Council, due to a member's resignation, should a vacancy occur during the Term of Council, the following process will be followed:
- (i) The Committee member who is resigning shall do so formally in writing by providing a completed and signed copy of the Committee Member Resignation Form (attached hereto as Schedule "C") to the appropriate Legislative Coordinator, in the City Clerk's office, stating which Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee the Committee member is resigning from and general reasons why (the inclusion of private/personal information is not required).
  - (ii) The Committee Member 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 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 Term of Council, the vacancy will not be filled, and the quorum of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee will be adjusted accordingly.

## **SELECTION COMMITTEE & INTERVIEW SUB-COMMITTEE GUIDING PRINCIPLES**

1. The Selection Committee and Interview Sub-Committees are committed to fulfilling the recruitment and selection of its citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees in an open, transparent and equitable manner.
2. The Selection Committee and Interview Sub-Committees are 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 and Interview Sub-Committees are committed to a competitive recruitment process which seeks suitable candidates evaluated on interest, merit and related competencies.
4. The Selection Committee and Interview Sub-Committees are committed to unbiased decision making essential to a fair and impartial selection process.



# Hamilton

## COMMITTEE MEMBER ACKNOWLEDGEMENT FORM

I \_\_\_\_\_ in consideration of the City of Hamilton appointing me to the \_\_\_\_\_, for the \_\_\_\_\_ term, 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 more than three meetings, I may be subject to replacement on the Committee and not be eligible for re-appointment.
2. I will exercise all of the roles and responsibilities of a member of the body to which I have been appointed.
3. I shall respect and co-operate with the other Committee members and City staff.
4. I shall not disclose to any member of the public any confidential information, acquired by virtue of my position.
5. As a volunteer Committee member, I have received, read and have a general understanding of the City of Hamilton Advisory Committee Procedural Handbook

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

Applicant:

Witness:

(Must be at least 18 years if age.)

\_\_\_\_\_  
(Please Print Your Name)

\_\_\_\_\_  
(Please Print Your Name)

\_\_\_\_\_  
(Please Sign)

\_\_\_\_\_  
(Please Sign)



# Hamilton

## 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):

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Additional Comments (optional)

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## HAMILTON ADVISORY COMMITTEE/TASK FORCE CODE OF CONDUCT

Council has adopted this Code of Conduct for the guidance of Appointees to Advisory Committees and Task Forces providing recommendations to Standing Committees and to assist Appointees in performing their duties in a manner which will promote the public's confidence in these Advisory Committees and Task Forces operating with integrity, transparency and courtesy.

It is recognized that the Code of Conduct cannot anticipate all possible fact situations in which Appointees may be called upon to exercise judgement as to the appropriate standard of conduct. When this occurs, Appointees are to ensure that their decisions maintain the Advisory Committee or Task Force's integrity, transparency and courtesy.

This Code of Conduct does not apply to Members of Council who are subject to the Council Code of Conduct.

Failure to comply with this Code of Conduct may result in the Advisory Committee or Task Force:

- (1) requesting an apology from the Appointee; and/or
- (2) removing the Appointee from the Advisory Committee or Task Force for a portion or all of their term.

### 1. GOOD CONDUCT

Appointees shall act with honesty and integrity including:

- acting in a manner that contributes to the public's confidence in the Advisory Committee or Task Force; and
- not engaging in conduct that may, or may appear to, constitute an abuse of their position as an Appointees.

### 2. MEETINGS

Appointees shall maintain proper control over meetings demonstrating respect for everyone who is involved in a proceeding.

Appointees are expected to attend all meetings of the Advisory Committee or Task Force. If an Appointee misses more than three meetings during their term, the Chair, after hearing and considering any explanation provided by the Appointee, may remove the Appointee from the Advisory Committee or Task Force for the remainder of their term.

### 3. COLLEGIALITY

Appointees shall respect and co-operate with other Appointees and the Advisory Committee or Task Force staff.

### 4. GIFTS OR BENEFITS

Appointees shall not accept a gift or benefit that may appear as being offered because they are Appointees.

**5. CONFIDENTIAL INFORMATION**

Appointees shall not disclose to any member of the public any confidential information acquired by virtue of their position.

**6. MEDIA COMMUNICATION**

Except for the Chair, who may accurately communicate a recommendation or direction, Appointees shall not comment to the media.

Should the media contact an Appointee directly, the Appointee shall refer the media to the Chair or, in the absence of the Chair, to the Vice Chair.

*Approved by Council on March 8, 2017*