



## **Selection Committee Report 06-001**

**Thursday, October 5, 2006  
Room 219  
2:00 p.m.  
Hamilton City Hall  
71 Main Street West, Hamilton**

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**Present:** Chairman P. Bruckler,  
Councillors D. Mitchell, T. Jackson, M. Pearson

**Absent:** Councillor M. Ferguson (Illness)

**Also Present:** A. Rawlings, I. Sturgeon, City Clerk's

### **THE SELECTION COMMITTEE PRESENTS REPORT 06-001 AND RESPECTFULLY RECOMMENDS:**

- 1. Appointment of Citizen Members to City Agencies, Boards and Committees (CL06009) (City Wide) (Item 3.1)**
  - (a) That Report CL06009 be received.
  - (b) That the Policy respecting the appointment of citizen members to City Agencies, Boards and Committees, attached to Report CM06003 as Appendix A, be approved.

### **FOR THE INFORMATION OF COUNCIL:**

**(a) DECLARATIONS OF INTEREST**

None

**(b) Appointment of Citizen Members to City Agencies, Boards and Committees (CL06009) (City Wide) (Item 3.1)**

Alexandra Rawlings provided members of Committee with an overview of the proposed new policy. She highlighted the changes to the policy which included the short listing of applicants, the elimination of staggered terms, increased advertising, revised forms and general housekeeping changes in order to comply with current legislation.

A discussion ensued regarding the proposed changes to the policy and members of Committee requested further information regarding the process of short listing candidates.

Staff confirmed that the new process would allow the members of Committee to retain the choice to interview all candidates, or to interview those they wished to short list. Committee noted the importance of ensuring that all the applicants were made aware of the changes to the interviewing process.

Committee discussed the varied appointment processes respecting Council and citizen appointments. They asked staff to provide them with a list of all the committees that require representation, and the different means by which appointments are made.

On a motion **(Mitchell/Jackson)**, the Committee approved the staff report as presented.

**(c) Adjournment**

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Councillor P. Bruckler,  
Chairman

I. Sturgeon, Legislative Assistant  
Selection Committee  
October 5, 2006

***Policy Respecting the Appointment of Citizen Members  
to Agencies, Boards and Committees***

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Date Approved: February 14, 2001  
Amended: January 28, 2004  
Amended: September 15, 2004  
Amended: October 25, 2006

**Recruitment**

- (a) That the Selection Process be 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 Agencies, Boards and Committees, if they are governed by separate legislation, policies or mandates);
- (b) That City Council wishes to ensure that its Agencies, Boards and Committees reflect the diverse nature of the City of Hamilton's population and encourages all residents to consider this opportunity. Applications from women, persons with disabilities, native persons, and racial and ethnic minorities are especially encouraged;
- (c) That membership on all City Agencies, Boards and Committees, with the exception of those terms of office defined by provincial or federal legislation, will be recommended to the incoming Council, to serve for a period of four years, which coincides with the Term of Council;
- (d) That the City Clerk's Office be directed to advertise all citizen member vacancies on City Agencies, Boards and Committees in the Hamilton Spectator and/or relevant Community Newspapers, on the City's web-site and through other appropriate methods;
- (e) That applicants be permitted to apply for membership on no more than two (2) City Agencies, Boards and Committees;
- (f) That an Orientation Session(s) be held at the start of the term of each new Council.
  - (i) That arrangements be made for a representative (either an Agency, Boards and Committee member or staff) to attend the Orientation Session(s) and provide information regarding the Committee, Local Board or Commission and to answer any questions applicants may have; and,

- (g) That a standard Application and Tracking form (attached as Appendix A) and information regarding all the Committees (ie. Terms of Reference, Mandate, approximate number of meetings per year etc.) be made available at the City Clerk's Office, at all Municipal Service Centre locations and the City's web-site ([www.hamilton.ca](http://www.hamilton.ca)); and
  - (i) Completion of the Tracking Form, which is for statistical purposes only, be optional.
- (h) That completed application forms be returned to the City Clerk's Office or any of the Municipal Service Centres by the application deadline date, as set out in the advertised Public Notice.

### **Selection Process**

- (i) That a minimum of five (5) members of Council be appointed to the Selection Committee, during the Caucus of the new Council, whose mandate will be to:
  - (i) Review citizen member applications to City Agencies, Boards and Committees to determine a short-list of applicants.
  - (ii) Interview applicants; where required; and
  - (iii) Make recommendations to City Council for the appointment of citizen members to the various City Agencies, Boards and Committees; and
- (j) That one (1) representative of the Agencies, Boards and Committees to which the citizen member vacancy applies, attend the interviews and serve as a non-voting resource person.

### **Interview Process**

- (k) That Interviews be conducted, where required, with those applicants who are most suited to serve on the City Agencies, Boards and Committees as follows;
  - (i) Applicants will be notified verbally or in writing of their interview date and time by the City Clerk's office; and
  - (ii) The allotted time for each interview will be approximately ten (10) minutes in length; and,
  - (iii) An established set of interview questions will be developed by the various City Agencies, Boards and Committees with the assistance of the City Clerk's Office; and,
  - (iv) The City Clerk's Office will notify all applicants in writing once the appointments have been approved by Council.

**Role and Responsibility of Members**

- (l) Citizen members will be appointed to City Agencies, Boards and Committees based on their interest, experience and availability. All applicants are encouraged to make themselves familiar with the Terms of Reference and Mandated activities of the Agencies, Boards and Committees; and
- (m) Citizen members are required to attend and participate fully in the meetings;
  - (i) Citizen members of the City Agencies, Boards and Committees, who miss three (3) consecutive meetings without Committee approval, may be subject to replacement on the Agency, Board or Committees; and
  - (ii) Any citizen member of the City Agencies, Boards and Committees 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
- (n) Citizen members of City Agencies, Boards and Committees are bound by the Municipal Conflict of Interest Act. Copies of this act are available in the City Clerk's Office or on the Province of Ontario's e laws web-site:

[www.e-laws.gov.on.ca/DBLaws/Statutes/English/90m50\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90m50_e.htm)

**Review of Process**

- (o) That an Equitable Representation Survey of the City Agencies, Boards and Committees be conducted at the end of each term of Council by the Access & Equity Co-Ordinator, and that a report be presented thereafter to the Selection Committee.



Hamilton

**APPLICATION FORM  
FOR CITIZEN APPOINTMENT TO  
CITY AGENCIES, BOARDS AND COMMITTEES**

The City of Hamilton encourages all residents and business owners of the City of Hamilton, over the age of 18 years of age, to apply for appointment to a City Agency, Board or Committee. Most positions are volunteer, however a few offer remuneration.

City Council wishes to ensure that its Agencies, Boards and Committees reflect the diverse nature of the City of Hamilton's population and encourages all residents to consider this opportunity. Applications from women, persons with disabilities, aboriginal persons, and racialised persons are especially encouraged.

Please complete the attached application form, together with the optional tracking form, and return to the City Clerk's Office, or at any of the Municipal Service Centres, by the application deadline. Application forms will be reviewed by the City Council's Selection Committee and applicants will be considered for interviews based on the information provided in their application. Citizen members will be appointed to the City Agencies, Boards and Committees based on their interest, experience and availability. Written notification will be sent to all the applicants once Council has made their final appointments.

Your co-operation is also requested in completing the attached Tracking Form. This information is for statistical purposes only and will assist the City in determining the successfulness of its existing outreach program as well as identifying any changes needed to promote fair appointment practices in the future.

If applying for more than one City Agencies, Boards and Committees, applicants are asked to complete separate application form for each submission and to **limit themselves to a maximum of two.**

For further information regarding Citizen Appointments to City Agencies, Boards and Committees, please contact:

Irene Sturgeon, A.M.C.T., Legislative Assistant  
Office of the City Clerk, Hamilton City Hall  
71 Main Street West, 2nd Floor  
Hamilton, Ontario L8P 4Y5

Phone No. (905) 546-2424 ext. 5987

Fax No. (905) 546-2095



7. How is your business/work experience or educational background related to the mandate of the Agency/Board/Committee? Please explain.

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8. Please state why you are interested in serving on this Agency/Board/Committee?

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9. What skills, abilities and specialized knowledge do you have that will assist this body?

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10. Have you read the Agency/Board/Committee description and are you able to commit the time required to carry out these duties?

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11. Have you previously been a member of this or any other City of Hamilton Agency/Board/Committee? If "yes", please identify which Committee and when you served.

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12. Are you applying to serve on another Agency/Board/Committee? If "yes", please indicate the name of the Committee.

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13. How did you learn about this position: (i) \_\_\_ Newspaper (please specify)

- (ii) \_\_\_\_\_  
(iii) \_\_\_ City's Web-site  
(iv) \_\_\_ Community Organization  
(v) \_\_\_ Radio/Television  
(vi) \_\_\_ Word of Mouth  
(vii) \_\_\_ Other (please specify)

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**TRACKING FORM**

Information requested on this form is gathered under Section 14 of the Ontario Human Rights Code. Completion of the form is optional.

Agency/Board/Commission you have applied for:

1. \_\_\_\_\_

(Please complete a separate Tracking Form for each Agency/Board/Committee application).

**PLEASE COMPLETE EACH SECTION:**

1. Are you: **Female** \_\_\_\_\_ **Male** \_\_\_\_\_

2. Are you an Aboriginal person (Native, Metis or Inuit)?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

3. Please identify yourself as one of the following: (This refers to Ethnic group)

**Black** \_\_\_\_\_  
(of African Heritage)

**East Asian** \_\_\_\_\_  
(e.g. Korean, Japanese, Chinese)

**South Asian** \_\_\_\_\_  
(e.g. Bangladesh, Indian, Pakistani)

**South East Asian** \_\_\_\_\_  
(e.g. Cambodian, Filipino, Vietnamese)

**West Asian** \_\_\_\_\_  
(e.g. Arab, Armenian, Egyptian, etc.)

**Central/South American** \_\_\_\_\_  
(e.g. Mexican, Honduran, Salvadorean)

**Caribbean** \_\_\_\_\_  
(e.g. Cuban, Jamaican, Trinidadian)

**Caucasian** \_\_\_\_\_

**Other** \_\_\_\_\_  
(Please state)

4. **Disability**

Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.

Given this definition, do you consider yourself disabled?

**No** \_\_\_\_\_

**Yes** \_\_\_\_\_

"Information collected on this form is authorized by Section 14 of the Ontario Human Rights Code, RSO 1990, Ch. 19 and is collected for the purpose of tracking citizen applications to City Committees, Boards and Commissions. Questions about its collection can be directed to the Access and Equity Co-ordinator, 120 King Street West, 9th Floor, Hamilton, ON L8P 4V2 (905) 540-6419."

**Please Note: The information collected above will be kept strictly confidential and will only be used for tracking purposes.**

**City of Hamilton Agencies, Boards and Committees**

**Canadian Football Hall of Fame and Museum Management Committee**

**Canadian Pacific Railway Liaison Committee**

**City of Hamilton Owned Housing Corporations**

**Committee of Adjustment - Rural Section**

**Committee of Adjustment - Urban Section**

**Conservation Halton**

**Cross-Melville Heritage District Committee (Dundas)**

**Glanbrook Landfill Community Co-ordinating Committee**

**Grand River Conservation Authority**

**Hamilton Conservation Authority**

**Hamilton Library Board**

**Hamilton Port Authority**

**Hamilton Waterfront Trust**

**Hess Village Pedestrian Mall Authority**

**Knowles Bequest**

**Police Services Board**

**Provincial Gas Tax Transit Master Plan Steering Committee**

**Municipal Heritage Committee (formerly L.A.C.A.C.)**

**Mill Street Heritage District Committee (Waterdown)**

**Niagara Peninsula Conservation Authority**

**Property Standards Committee**

**Royal Botanical Gardens**

**Symphony Hamilton Board of Directors**

**VIA Rail**