



## Terms of Reference

### City Agency Recruitment and Evaluation Committee

#### Authority

Section 55 of *The Cities Act*, Council Resolution – October 25, 2021; Council Resolution – February 28, 2022

#### Mandate

The function and mandate of the City Agency Recruitment and Evaluation Committee (CARE) shall be to consider and recommend external applicants for appointment or reappointment to City Agencies.

**City Agency**, for the purposes of this Terms of Reference, means any board, commission, committee, or other body established by City Council under *The Cities Act*, by City bylaw or by other provincial legislation to which City Council makes one or more appointments, including the Board of Revision, Business Improvement Districts, Controlled Corporations, Statutory Boards, Appeal Boards and Advisory Committees, but does not include Pension Boards.

#### Composition

Two (2) to three (3) Members of Council  
One (1) Member of the City Clerk's Office

#### Process

Applicant evaluations shall be conducted in accordance with the following process:

1. All applications for appointment or reappointment are submitted to the City Clerk's Office and forwarded to CARE.
2. The applications are then reviewed by CARE in accordance with the qualifications of the City Agency set by City Council. CARE may conduct interviews of the applicants as part of the screening process.
3. Considering the applications and interviews (if any), CARE shall make recommendations for appointment/reappointment to *in camera* Governance and Priorities Committee (GPC). All applications, including those of applicants who were not interviewed by CARE, will be attached to the report to GPC from CARE. CARE shall make its recommendations in advance of the *in camera* GPC meeting at which appointments/reappointments are discussed.
4. City Council shall make appointments based on the recommendations from the GPC and in accordance with all relevant legislation, bylaws and policies. If City Council disagrees with the recommendations of GPC, it may direct further advertising and recruitment.

### Board of Revision Subcommittee

When recruiting for membership to the Board of Revision specifically, CARE shall form a Board of Revision Subcommittee to consider and recommend applicants to GPC for appointment or reappointment to the Board of Revision.

In addition to the two (2) to three (3) Members of Council of CARE, the Board of Revision Subcommittee shall include the:

- Board of Revision Chair
- Board of Revision Secretary

The evaluation of applicants shall be conducted in accordance with the following process:

1. All applications for appointment or reappointment are submitted to the City Clerk's Office and forwarded to the Board of Revision Subcommittee.
2. The applications are then reviewed by the Board of Revision Subcommittee using the Board of Revision Recruitment Matrix (attached to these Terms of Reference) developed from the qualifications set by City Council and used to identify suitable candidates for interview.
3. Suitable candidates shall be interviewed by the Board of Revision Subcommittee using the Board of Revision Interview Guide (attached to these Terms of Reference). The Interview Guide is a pre-established series of questions created in consideration of the roles and responsibilities of the Board of Revision and its members.
4. Considering the applications and interviews, the Board of Revision Subcommittee shall make recommendations for appointment to *in camera* GPC. All applications, including those for applicants who were not interviewed, and a completed Matrix will be attached to the report to GPC from the Board of Revision Subcommittee.
5. City Council shall make appointments based on the recommendations from the GPC and in accordance with all relevant legislation, bylaws and policies. If City Council disagrees with the recommendations of GPC, it may direct further advertising and recruitment.

#### **Appointment and Term**

Members of Council shall be appointed to CARE annually.

Members of the City Clerk's Office, including the Board of Revision Secretary are as assigned at the discretion of the City Clerk.

The Board of Revision Chair shall serve in correlation with their term serving as Chair of the Board of Revision.

#### **Reporting**

CARE shall report to City Council through GPC.

#### **Meetings**

CARE will meet as required to carry out its mandate.

#### **Meeting Support**

The City Clerk will provide meeting support services for CARE.



# Board of Revision Interview Guide

Name of Applicant: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_

Interview Date: \_\_\_\_\_

## **Brief Overview of Expectations of Board Members:**

The duties and responsibilities of a member include attending board meetings and hearings, following board policies and procedures, preparing for hearings, actively participating in hearings and writing decisions.

The preferred qualifications to serve on the Board of Revision include:

- a) Previous experience on or with a quasi-judicial or an administrative tribunal;
- b) The ability to be fair, open-minded and impartial;
- c) The ability to conduct themselves with integrity and consistency;
- d) The ability to interpret and apply the relevant statutes and case law to complex scenarios;
- e) The ability to absorb and analyze complex information and write comprehensive, intelligible decisions;
- f) Previous real estate experience would be an asset; or
- g) Previous property appraisal experience would be an asset.

## **Questions:**

1. Why did you choose to apply for the Board of Revision?

---

---

---

---

---

---

2. Describe the role of the Board of Revision. Identify the participants in a Board of Revision hearing and describe their roles.

---

---

---

---

---

---

---

---

---

---

---

---

3. Hearings are held during business hours. Does your availability allow you to attend hearings during regular business hours?

---

---

---

4. What is a quasi-judicial board?

---

---

---

---

---

---

---



7. Can you provide an example of where you had to interpret relevant statutes and case law to solve a complex scenario?

---

---

---

---

---

---

---

---

---

---

---

---

8. The ability to absorb and analyze complex information and write comprehensive, intelligible decisions is a recommended qualification. Do you have any decision writing experience?

---

---

---

9. What does conducting a fair, efficient and effective hearing mean?

---

---

---

---

---

