

# **BOARD - COMMITTEE**

## **Chapter 26**

### **BOARDS - ADVISORY COMMITTEES DUTIES - FUNCTIONS**

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## **Article 1 INTERPRETATION**

### **26.1.1 Board - defined**

“board” means a body that governs, manages or operates.

### **26.1.2 Advisory Committee - defined**

“advisory committee” means a body established to provide advice to Council as outlined in its approved mandate. Advisory committees are not responsible for the direct management of staff, expenditures and budgets.

### **26.1.3 Sub-committee - defined**

“sub-committee” means a body created by a board or advisory committee that reports directly to the board or advisory committee to assist it in fulfilling its mandate.

### **26.1.4 Member - defined**

“member” means a member of a board, advisory committee, or

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sub-committee.

**26.1.5 Members of Council - defined**

“members of Council” include the Mayor, unless the context requires a different interpretation.

**Article 2  
GENERAL PROVISIONS**

**26.2.1 Intent - to provide a common framework**

This Chapter is intended to provide a common framework for the organization of the boards and advisory committees described in the Schedules. Provisions which are specific to particular boards and advisory committees shall be contained within the Schedules pertaining to each such board or advisory committee.

**26.2.2 Terms - provisions - Schedules to govern**

In the event that the terms and provisions contained in a Schedule are inconsistent with the main body of this Chapter, the terms and provisions of the Schedule shall govern to the extent of any inconsistency with respect to the board or advisory committee described in the Schedules.

**26.2.3 Schedules - to form part of Chapter**

The Schedules are an integral part of this Chapter.

**26.2.4 Applicable to boards- advisory committees- listed**

This Chapter only applies to the boards and advisory committees which are described in the Schedules, and does not apply to any other bodies.

**26.2.5 Creation - amendment - dissolution**

Boards and advisory committees may be created, altered or dissolved by adding, amending or deleting Schedules to this Chapter.

**26.2.6 Amendment - format**

For the purpose of achieving and maintaining consistency within this Chapter and its Schedules, Schedules and amendments to Schedules to this Chapter shall be drafted using the prescribed format and shall be approved by the Clerk before presentation to Council. By-law 204-2021, 27 October 2021

**26.2.7 Conflict of interest - applicable to all members**

All members of boards and advisory committees shall comply with the same rules that are applicable to members of Council pursuant to the Municipal Conflict of Interest Act. By-law 178-2007, 17 December, 2007

**26.2.8 Powers and authority - set out**

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Unless and to the extent otherwise specified in this Chapter or in the provisions of the applicable Schedules, all boards and advisory committees shall have the following powers and authority:

- (a) the ability to create sub-committees from among their members;
- (b) the ability to receive delegations from the public;
- (c) the ability to schedule their own meetings;
- (d) the ability to obtain assistance from professional staff in other City departments, where such assistance is necessary and is obtained through the administrative department identified pursuant to Section 26.2.17(f); and,
- (e) the ability to establish procedures for the conduct of meetings if not in conflict with any requirements of this Chapter or Chapter 15 of the City of Brantford Municipal Code. By-law 178-2007, 17 December, 2007; By-law 109-2011, 12 September, 2011. By-law 204-2021, 27 October 2021

**26.2.9 Sub-committees - creating - conditions**

Boards and advisory committees may only create sub-committees which include members drawn otherwise than from among their members if:

- (a) The board or advisory committee has prepared a report to Council in which it has identified, justified and explained the need for outside members; and
- (b) Council has approved the inclusion of outside members in the sub-committee.

**26.2.10 Sub-committees - membership - requirement**

It shall be the general policy of the City that all sub-committees approved pursuant to Sections 26.2.8 and 26.2.9 shall, despite the inclusion of outside members, include at least one (and preferably more than one) member of the board or advisory committee which created the sub-committee, although Council may authorize a deviation from this policy if it concludes that it is necessary and advisable to do so in particular circumstances.

**26.2.11 Meetings - scheduling - administrative support**

In exercising their power and authority to schedule their own meetings, all boards and advisory committees shall have regard to staff resources and availability and shall only schedule meetings when any required administrative support is reasonably capable of being provided to such meetings.

**26.2.12 Citizen - member - vacancy - appointment**

A board or advisory committee may by resolution declare a citizen member position vacant and request that the vacancy be filled by the Appointments Committee if:

- (a) a citizen member misses three consecutive meetings without notifying the board or advisory committee; or
- (b) the citizen member's absence is excessive and is creating difficulties for the board or advisory committee in the carrying

out of its business,

by providing the citizen member with the board or advisory committee's written decision, a copy of which shall also be provided to the City Clerk, within seven days of the decision. By-law 37-2013, 22 April 2013. By-law 204-2021, 27 October 2021.

**26.2.13 Chair - Vice-Chair - member of Council - prohibited**

Members of Council may serve as Chair or Vice-Chair of any board or advisory committee. By-law 46-2024, 30 April 2024.

**26.2.14 Chair - Vice-Chair - elected - annually – limitation**

Boards and advisory committees shall elect a Chair and Vice-Chair annually, with the election of Chairs limited to two consecutive one-year terms.

Notwithstanding the above, the Committee may, by way of a unanimous vote of present members at the time of election, allow a Chair to serve more than two consecutive one year terms. By-law 204-2021, 27 October 2021.

**26.2.15 Obedience to law - compliance with Council directions**

All boards and advisory committees shall obey and comply with the requirements of any applicable laws, including municipal by-laws. Boards and advisory committees shall also obey and comply with the provisions of any direction which may be given by Council in the form of resolutions.

**26.2.16 Addition of schedules - amendment**

This Chapter may be amended from time to time by adding Schedules thereto.

**26.2.17 Schedules - information requirements**

The Schedules to this Chapter shall each include the following components, as a minimum:

- (a) the name of the board or advisory committee;
- (b) a concise statement of the purpose of the board or advisory committee;
- (c) the mandate of the board or advisory committee;
- (d) the composition of the board or advisory committee, including the lengths of terms of its members;
- (e) the reporting structure through which the board or advisory committee will report to Council whenever such reporting is required or permitted pursuant to this Chapter or otherwise; and
- (f) identification of the department of the City which shall provide staff and budgetary support to the board or advisory committee.
- (g) identification of the department to provide Administrative Support to the Committee. By-law 204-2021, 27 October 2021.



**26.2.18 Schedules - other matters included**

In addition to the required components, the schedules may include any other matter in relation to the board or advisory committee, or its activities, powers and authority, including provisions related to the repeal of previous by-laws and resolutions in respect of the board or advisory committee.

**26.2.19 Transitional matters - moved toward completion**

It is recognized that some transitional matters contained within the Schedules, such as adjustments to the composition of the boards or the creation of a staggered appointment system, may require time to become fully operational. Staff shall bring such transitional matters to the attention of Council when appointments are made, and shall move towards the complete rollout of any such provisions as soon as practicable. By-law 178-2007, 17 December 2007.

**Article 3  
MEMBERSHIP**

**26.3.1 Appointment - councillor terms**

Where the terms are not prescribed by provincial legislation, the terms of Council appointments to boards and advisory committees will be at the discretion of Council. Generally, Council appointments will be made on an annual basis; however, Council may make appointments for a different term. The length of the term of the Council appointments will be identified in the respective Schedules. By-law 120-2010, 6 December, 2010.

**26.3.2 Number of councillors - per board – committee**

Council appointments to boards and advisory committees will generally comprise one councillor, but Council may from time to time appoint more councillors through the Appointments Committee process. The number of councillors appointed will be identified in the respective Schedules. By-law 120-2010, 6 December, 2010; By-law 116-2013, 18 November, 2013. By-law 204-2021, 27 October 2021.

**26.3.3 Committees and Boards - voting privileges - councillors – quorum**

Members of Council appointed to advisory committees and boards shall have voting privileges and their membership shall affect quorum. By-law 178-2007, 17 December, 2007. By-law 96-2008, 7 July, 2008. By-law 204-2021, 27 October 2021.

**26.3.4 Councillor - no consent to serve**

If no councillor consents to serve on any board or advisory committee, any position reserved for a councillor on the board or advisory committee will remain unfilled for the one-year term. In such circumstances, the

size of the board or advisory committee shall be reduced accordingly for purposes of the determination of quorum. By-law 178-2007, 17 December, 2007. By-law 96-2008, 7 July, 2008.

**26.3.5 Mayor- ex-officio member - each board - committee**

In addition to the membership as defined in the applicable schedule, the Mayor shall be an ex-officio member of each board and advisory committee. By-law 178-2007, 17 December, 2007.

**26.3.6 Appointed members - voting rights**

All members appointed by Council to a board or advisory committee shall have full voting rights on the board or advisory committee. By-law 178-2007, 17 December, 2007. By-law 96-2008, 7 July, 2008

**26.3.7 Terms - at the pleasure of Council**

Even though members of boards and advisory committees may have been appointed for a specific term, all members of boards and advisory committees shall serve at the pleasure of Council and their appointment may be terminated at any time.

**26.3.8 Appointment - terminations – recommendations**

Appointments and termination of appointments to boards and advisory committees shall generally be made by Council upon the advice of the Appointments Committee of Council, however Council may consider such appointments and terminations without the advice of its Appointments Committee if it so chooses.

**26.3.9 Appointment - not vested right**

No member of any board or advisory committee shall have any vested right to appointment or reappointment to any board or advisory committee, but members are nevertheless eligible for and may seek any number of reappointments in accordance with the City's appointments policy.

**26.3.10 Liaison - non-member unless appointed**

Any person who serves as a liaison to any board or advisory committee shall not be a member of the board or advisory committee unless he/she is appointed by Council as a member of the board or advisory committee.

**Article 4  
QUORUM**

**26.4.1 Majority - required**

A majority of the voting members of any of the boards and advisory committees described in the Schedules shall form a quorum for the transaction of business.

**26.4.2 Mayor - ex-officio position - how calculated**

In calculating the number of members on any board or advisory committee required to reach a quorum, the ex-officio position of the Mayor shall not be counted as a member of the board or advisory committee. Despite the foregoing, if the Mayor is present at any board meeting or advisory committee, his/her presence shall nevertheless be counted in determining whether the required quorum has been achieved.

**26.4.3 Quasi-judicial role - members to hear entire matter**

If any board is fulfilling a quasi-judicial role, the board shall ensure that each member of the board which commences hearing any matter shall hear the entire matter without additions, substitutions or other changes to the composition of the panel. By-law 178-2007, 17 December, 2007.

**Article 5  
ROLES AND RESPONSIBILITIES**

**26.5.1 Members - set out**

Members of boards and advisory committees shall have the general roles and responsibilities as set out in Sections 26.5.2 through 26.5.6 inclusive.

**26.5.2 Councillors who serve on - board- advisory committee**

The role of a member of Council who serves on a board or advisory committee is to:

- (a) act as an informal liaison between the board or advisory committee and Council;
- (b) communicate Council's perspective, goals and expectations where appropriate;
- (c) when necessary and appropriate, explain the rationale behind the board or advisory committee's input into reports when brought forward to committee and Council. By-law 96-2008, 7 July, 2008.

**26.5.3 Mayor - role of**

The role of the Mayor, who serves as an ex officio member of all boards and advisory committees, is to:

- (a) act as a liaison between the board or advisory committee and Council;
- (b) communicate Council's perspective, goals and expectations where appropriate;
- (c) when necessary and appropriate, explain the rationale behind the board or advisory committee's input into reports when brought forward to committee and Council;
- (d) provide the unique and valuable perspective of the Mayor as Head of Council, the Chief Executive Officer of the Municipality,

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and as the only member of Council elected at large. By-law 178-2007, 17 December, 2007.

**26.5.4 Members appointed by Council - public**

The role of members appointed by Council from the public is to:

- (a) provide needed skill/knowledge areas;
- (b) provide desired representation of interests in the community;
- (c) actively participate in the discussion and decision-making process.

**26.5.5 Members appointed by Council - interest groups**

The role of members appointed by Council to represent specific interests is to:

- (a) provide desired representation for the interest group at meetings;
- (b) bring forward information and/or recommendations from the interest group to assist the board or advisory committee in the completion of its mandate;
- (c) share information from the board or advisory committee with the interest group represented;
- (d) actively participate in the discussion and decision-making process.

**26.5.6 Chair - role of**

The role of the Chair is to:

- (a) work with staff in the development of the meeting agenda;
- (b) facilitate and Chair meetings in accordance with rules of procedure;
- (c) ensure active participation by all members;
- (d) maintain decorum and ensure fairness and accountability;
- (e) be the official spokesperson for the board or advisory committee.

**26.5.7 Non-members**

Persons, other than the Mayor and Members of Council, attached to boards and advisory committees in a capacity other than that of voting member shall have the general roles and responsibilities as set out in Sections 26.5.8 through 26.5.9 inclusive.

**26.5.8 Non-member attached as a liaison**

The role of the non-members attached to a board or advisory committee as a liaison is to:

- (a) attend meetings as an observer and to answer questions and give input only if requested by the Chair;
- (b) liaise with the board or advisory committee by sharing minutes and information from the body for which they are acting as liaison;
- (c) share minutes and information from the board or advisory committee with the body for which they are acting as liaison.

**26.5.9 Staff - role of**

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The role of staff is to:

- (a) provide clerical, administrative and/or technical support to the board or advisory committee as required including the preparation and distribution of minutes and agendas;
- (b) communicate the corporate strategic plan, committee related policies and information items, departmental goals and objectives as required;
- (c) provide guidance regarding timelines, work plan initiatives;
- (d) incorporate the board or advisory committee's comments into staff reports;
- (e) seek the board or advisory committee's input on all reports being presented to Council on matters within the board or advisory committee's mandate and incorporate its comments as input from other sources in staff reports presented; and
- (f) communicate with the board or advisory committee on the outcome of all reports and/or issues presented to Council on issues within the board or advisory committee's mandate. By-law 204-2021, 27 October 2021.

## **Article 6 ORIENTATION AND TRAINING**

### **26.6.1 Orientation**

The staff identified pursuant to Section 26.2.17 (f) as the administrative support for each board or advisory committee shall, with the assistance of the Clerk's Services Department, provide an orientation session for new members as necessary following the appointments process to provide:

- (a) an overview of this Chapter to govern the duties, functions and processes of boards and advisory committees created by the municipality and the Schedule relating to that specific board or advisory committee;
- (b) dates, times and location of meetings;
- (c) ongoing issues and priorities;
- (d) Code of Conduct and conflict of interest requirements; and
- (e) any other information that is deemed beneficial to members. By-law 204-2021, 27 October 2021.

### **26.6.2 Training**

Each member shall complete Corporate training per the guidelines set out in the Appointments Policy (Corporate-028), as amended from time to time. By-law 204-2021, 27 October 2021.

### **26.6.3 Reports-provided-as required by Council**

Every board or advisory committee shall provide reports as Council may require from time to time. By-law 204-2021, 27 October 2021.

## **Article 7 RECORDS - REPORTING**

### **26.7.1 Records - minutes - approved - each meeting**

Every board or advisory committee shall keep minutes of its meetings. Every meeting of each such board or advisory committee shall include the approval of the minutes of the previous meeting as an agenda item, and the approved minutes shall thereafter be forwarded to Council in a timely manner.

### **26.7.2 Recommendations - prepared**

In addition to the requirement of providing approved minutes to Council in a timely manner:

- (a) a report of recommendations shall be prepared, as necessary, and forwarded to Council by way of the outlined reporting structure identified in the below schedules;
- (b) the circulation of board or advisory committee minutes to other bodies that may have an interest in issues discussed is encouraged. The foregoing shall not apply to in-camera or other confidential matters. By-law 204-2021, 27 October 2021.

### **26.7.3 Communication - follow up - on decisions made**

To keep the board or advisory committee informed, the staff identified pursuant to Section 26.2.17 (f) as the support for each board or advisory committee shall follow up with the board or advisory committee on all decisions made by committee and Council on matters in which the board or advisory committee was involved and/or provided comment or advice. By-law 204-2021, 27 October 2021.

### **26.7.4 Confidential matters - non-disclosure**

No member of any board or advisory committee shall disclose any confidential matter except to staff of the municipality or to Council.

## **Article 8 MEETINGS**

### **26.8.1 Meetings - open to the public**

Despite the fact that the advisory committees and boards governed by this Chapter may not have a legal requirement to conduct their meetings in public pursuant to the *Municipal Act, 2001*, c. 25, each advisory committee or board governed by this Chapter shall conduct its meetings in public unless it is considering one of the matters set forth in subsection 239 (2) of the *Municipal Act, 2001*, c. 25.

### **26.8.2 Closed meetings - conditions**

If the advisory committee or board is not required by law (other than this Chapter) to hold its meetings in public and it is considering one of the matters set forth in subsection 239 (2) of the *Municipal Act, 2001*, c. 25, it shall hold the portion of the meeting concerning such matter in the

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absence of the public.

**26.8.3 All meetings - open - exceptions**

If the advisory committee or board is required by law (other than this Chapter) to hold its meetings in public, it shall only proceed in the absence of the public if it is considering one of the matters set forth in subsection 239 (2) of the *Municipal Act, 2001*, c. 25, and has complied with the requirements of subsection 239 (4) of the *Municipal Act, 2001*, c.25, and the requirements of any other applicable law. By-law 178-2007, 17 December, 2007.

**26.8.4 Public notice of meetings**

Notice of regular and special meetings of boards and advisory committees shall be provided to the public in accordance with Chapter 15 of the City of Brantford Municipal Code. By-law 109-2011, 12 September, 2011. By-law 204-2021, 27 October 2021.

**Article 9  
REPEAL - ENACTMENT**

**26.9.1 By-law - previous**

By-law 141-2006, as amended, is repealed in its entirety.

**26.9.2 Effective date**

This Chapter shall come into effect immediately upon passage. By-law 178-2007, 17 December, 2007.

## **Schedule 1 – The Property Standards Committee**

### **Schedule '1' - The Property Standards Committee**

#### **1. Name of Board or Advisory Committee**

The Property Standards Committee

#### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the Property Standards Committee is to act as an appeal Board for property standards orders issued pursuant to the provisions of the Building Code Act.

#### **3. Mandate of Board or Advisory Committee**

The Property Standards Committee shall fulfill the functions of a Property Standards Committee as set forth in the Building Code Act.

#### **4. Composition of Board or Advisory Committee**

Five members appointed by Council from the public. (Section 4 effective March 1, 2011.)

#### **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis.

#### **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Property Standards Committee shall report through the Committee of the Whole - Planning and Administration. By-law 65-2016, 26 April, 2016.

#### **7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative support shall be provided by staff from the Clerk's Department.
- (b) Staff and Budgetary Support  
Staff support shall be provided from the Building and By-law department and the budget for the Property Standards Committee shall be submitted along with and determined as part of the budget deliberations for the Building Department. By-law 204-2021, 27



October 2021.

### **8. Special Provisions**

None. By-law 178-2007, 17 December, 2007; Schedule '1'; By-law 66-2010, 7 June, 2010; By-law 128-2011, 24 October, 2011; By-law 65-2016, 26 April, 2016.

## **Schedule '2' - The Control of Vicious Dogs Committee**

### **1. Name of Board or Advisory Committee**

The Control of Vicious Dogs Committee

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the Control of Vicious Dogs Committee is to hear and decide appeals from orders to muzzle dogs. Although referred to as a committee, the Control of Vicious Dogs Committee is a Board. By-law 204-2021, 27 October 2021.

### **3. Mandate of Board or Advisory Committee**

The Control of Vicious Dogs Committee shall fulfill the mandate defined in the City's Animal Control By-law. References in the said by-law to the Control of Vicious Dogs Committee shall be read as references to the Control of Vicious Dogs Board.

### **4. Composition of Board or Advisory Committee**

Five members appointed by Council from the public. (Section 4 effective March 1, 2011.)

### **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis.

### **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Control of Vicious Dogs Board shall report through the Committee of the Whole – Planning and Administration.

### **7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative Support shall be provided by staff from within the Clerk's Department.
- (b) Staff and Budgetary Support  
Staff support shall be provided from the Building & By-law Department and the budget for the Control of Vicious Dogs Committee shall be submitted along with and determined as part of the budget deliberations for the Clerk's Services Department. By-

law 204-2021, 27 October 2021.

## **8. Special Provisions**

None. By-law 178-2007, 17 December, 2007; Schedule '2'; By-law 66-2010, 7 June, 2010.

**Schedule '3' – The Brant, Brantford and Six Nations Impaired and  
Distracted Driving Advisory Committee**

**Repealed: By-law 184-2022; 20 December, 2022**

## **Schedule '4' - The Brantford Airport Board**

### **1. Name of Board or Advisory Committee**

The Brantford Airport Board

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the Brantford Airport Board is to give advice and recommendations to Council in respect of the operation of the Brantford Municipal Airport.

### **3. Mandate of Board or Advisory Committee**

3.1. The mandate of the Brantford Airport Board is to give advice and guidance to the Council of the City and the Property Management Department of the City with respect to:

- (a) the strategic direction of the airport;
- (b) practices and procedures at the airport;
- (c) the Business Plan for the airport; and
- (d) such other matters as may be referred to the Brantford Airport Board from time to time by Council or the Property Management Department.

3.2. In addition to its mandate to give advice and recommendations to Council, the Brantford Airport Board shall have the authority to make decisions and to generally take action, including giving instructions to municipal staff, to the extent that the same are:

- (a) required in order to implement the Airport Business Plan which has been approved by Council; and
- (b) specifically authorized as a power of the Board within the Airport Business Plan.

### **4. Composition of Board or Advisory Committee**

Total of 8 members, consisting of one member of Council, plus 7 other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council;
- (b) five (5) members appointed from the public, selected from persons in various segments of the community such as industry, commerce, and labour; By-law 94-2021, 27 April, 2021
- (c) one nominee of the County of Brant, and
- (d) one nominee of the Brantford-Brant Chamber of Commerce.

### **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately

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half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

**6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Brantford Airport Board shall report to Council through the Committee of the Whole - Operations.

**7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative Support shall be provided by Staff from within the Property Management Department.
- (b) Staff and Budgetary Support  
The budget for The Brantford Airport Board shall be submitted along with and determined as part of the budget deliberations for the Facilities Management and Security Department. By-law 204-2021, 27 October 2021.

**8. Special Provisions**

8.1. The Powers of the Brantford Airport Board shall not include the following:

- (a) the Power to do anything which can only be done by a municipal Council or which cannot legally be delegated to the Board, such as performing a legislative Act. Since fees and charges are enacted through Council by-law, the enactment of fees and charges must be performed by Council;
- (b) the power to disregard any applicable laws, including City by-laws (including this Chapter), or City policies and procedures (such as the Purchasing Policy or policies regarding financial accountability);
- (c) unless specifically authorized by Council each specific instance, the power to make expenditures not authorized by the budget approved by Council;
- (d) unless specifically authorized by Council in each specific instance, the power to engage outside consultants or other professionals to perform legal, purchasing, insurance, risk management, financial, or accounting functions for the Brantford Municipal Airport. The Approved Business Plan may authorize the Board to engage consultants for other purposes;
- (e) The power to borrow money, to buy or sell real property, or (unless specifically authorized by Council in each specific instance) the power to dispose of any personal property or goods outside the normal course of business; and
- (f) Generally, the power to do anything beyond the jurisdiction of the municipality,

and in the event that the existing Board has in the past implemented any policy or procedure which would be contrary to anything above, such policy or procedure is hereby abolished.

8.2. Chapter 27 of the City of Brantford Municipal Code is repealed in its entirety. By-law 178-2007, 17 December, 2007; Schedule '4'; By-law 34-2011, 4 April, 2011; By-law 116-2013, 18 November, 2013;

## **Schedule '5' - The Brantford Accessibility Advisory Committee**

### **1. Name of Board or Advisory Committee**

The Brantford Accessibility Advisory Committee

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the Brantford Accessibility Advisory Committee is to act as the advisory body on matters related to the *Accessibility for Ontarians with Disabilities Act, 2005* and universal accessibility within Brantford.

### **3. Mandate of Board or Advisory Committee**

The Brantford Accessibility Advisory Committee (BAAC) shall assist Council in improving opportunities for persons of all abilities, including persons with disabilities, by promoting the implementation of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Implementation of the AODA shall encompass all related accessibility standards, including customer service, transportation, information and communication, employment and built environment. In relation, the BAAC is to advise Council about the preparation, implementation and effectiveness of the City's Accessibility Plan. The BAAC will further assist in the attainment of a universally accessible Brantford through the recommendation and input in the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities. The BAAC will administer the City of Brantford Accessibility Awards Program as approved by Council, with authority to select Award recipients to be recognized at a meeting of Council.

### **4. Composition of Board or Advisory Committee**

The composition of BAAC will be reflective of the population of the City of Brantford and compliant with all statutory requirements. The committee will be comprised of no less than ten (10) members with a maximum of seventeen (17) members representing, where possible, the following organizations and categories of persons:

- a) up to eight (8) members appointed from the public;
- b) a citizen who is a senior citizen;
- c) a nominee of the Lansdowne Children's Centre;
- d) a nominee of the CNIB, the Canadian Council of the Blind, or a member of Vision Loss Rehabilitation Canada (VLRC);
- e) a nominee of the Canadian Hearing Society;
- f) a nominee of W. Ross MacDonald School;
- g) a nominee of Participation Support Services;
- h) two members of Council; By-law 184-2022; 20 December, 2022



- i) nominee of the Grand River Council on Aging; and
- j) a nominee of the Adult Recreation Therapy Centre. By-law 153-2018, 3 December, 2018, By-law 260-2021 21 December 2021.

Notwithstanding quorum requirements as set out in section 26.4.1, quorum of the Brantford Accessibility Advisory Committee shall be 6 members. By-law 50-2023; 28 March 2023.

## **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a two year term. By-law 153-2018, 3 December, 2018.

## **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Brantford Accessibility Advisory Committee shall report to Council through the Committee of the Whole – Planning and Administration.

## **7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative Support shall be provided by staff from within the City Clerk's Department.
- (b) Staff and Budgetary Support  
Staff shall be provided by the Human Resources Department and the Budget for the Brantford Accessibility Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Human Resources Department. By-law 204-2021, 27 October 2021.

## **8. Special Provisions**

None. By-law 96-2008, 7 July, 2008; Schedule '5'. By-law 168-2008, 8 December, 2008; Schedule '5'; By-law 19-2010, 16 February, 2010; By-law 125-2012, 17 December, 2012; By-law 131-2013, 16 December, 2013; By-law 73-2018, 29 May, 2018; By-law 153-2018, 3 December, 2018, By-law 50-2023; 28 March 2023

**Schedule '6' - The Brantford Cultural Advisory Committee**

**Repealed: By-law 184-2022; 20 December, 2022**

## Schedule '7' - The Brantford Heritage Committee

### 1. Name of Board or Advisory Committee

The Brantford Heritage Committee

### 2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Brantford Heritage Committee is to act as a municipal heritage committee as permitted by the *Ontario Heritage Act*. The Brantford Heritage Committee is an Advisory Committee.

### 3. Mandate of the Board or Advisory Committee

The mandate of the Brantford Heritage Committee is to advise Council on all matters relating to the administration of the *Ontario Heritage Act* within the City of Brantford including:

- (a) Promoting heritage conservation within the community through research, programs and activities;
- (b) Educating the community to encourage the preservation of heritage assets and creating a positive environment for heritage conservation;
- (c) Advising Council on the protection, conservation, regulation, and enhancement of all aspects of heritage throughout the community, through the recommendation of appropriate design guidelines and municipal policies, and by identifying properties for designation;
- (d) Establishing and maintaining a Register of Properties of Heritage Interest, approved by Council, to encourage the protection of the heritage attributes of these properties;
- (e) Reviewing and providing relevant heritage comments on major alteration applications for designated heritage properties, demolition applications that yield or have the potential to yield, cultural heritage significance, and other municipal policies and projects as requested;
- (f) Providing recommendations to Council annually to select an honouree for the Prominence Point program and providing research and recommendations to the Wall of Recognition Task Force to honour the contributions of previous Council members; and
- (g) Reviewing and evaluating designated property financial incentive programs. By-law 148-2016, 20 December, 2016.

### 4. Composition of Board or Advisory Committee

Total of 16 members, consisting of two member of Council, plus fourteen other members, all appointed by Council, to represent the following interest groups:

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- (a) two members of Council;
- (b) one nominee of the Brant Historical Society;
- (c) one nominee of the Brant Museums and Galleries Association;
- (d) one nominee of the Business Improvement Area Board of Management;
- (e) one nominee of the Architectural Conservancy of Ontario (ACO);
- (f) one nominee of the Canadian Heritage Industrial Centre (CIHC); and
- (g) nine members appointed from the public. By-law 153-2018, 3 December, 2018.

## **5. Lengths of Terms or Members of Board or Advisory Committee**

Four years, with new appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the members of Council shall have a one year term. By-law 153-2018, 3 December, 2018.

## **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Brantford Heritage Committee shall report to Council through the Committee of the Whole - Planning and Administration. By-law 65-2016, 26 April, 2016.

## **7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative Support shall be provided by staff within the Clerk's Services Department.
- (b) Staff and Budgetary Support  
Staff support shall be provided for by the Planning Department. The Budget for the Brantford Heritage Committee shall be submitted along with and determined as part of the budget deliberations for the Planning Department. By-law 204-2021, 27 October 2021.

## **8. Special Provisions**

None. By-law 96-2008, 7 July, 2008; Schedule '7'; By-law 13-2011, 14 February, 2011; By-law 128-2011, 24 October, 2011; By-law 133-2011, 14 November, 2011; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; By-law 65-2016, 26 April, 2016; By-law 148-2016, 20 December, 2016. By-law 153-2018, 3 December, 2018

Below, for ease of reference, is sections 4 and 5 Schedule A of By-law 148-2016.

Minor Alterations	Major Alterations
<p><b>Repairs/Replacement:</b>            Eavestroughs            Downspouts            Broken windows            Existing fences            Driveways/walkways            Existing exterior features            Re-roofing in similar or same material            Re-cladding in similar or same material            Continuing maintenance</p>	<p><b>Replacement:</b>            Cladding material            Roofing material            Soffit material            Windows and window openings            Door and door openings            Repointing brick</p>
<p><b>Painting</b> (unless previously unpainted):            Doors            Cladding            Dormers</p>	<p><b>Installation:</b>            Signage            Dormers            Shutters            Skylights            Solar panels            Awnings</p>
<p><b>Landscaping:</b>            Gardening            Removal or planting of minor vegetation (small shrubs, bushes, trees)</p>	<p><b>Removal:</b>            Porches            Verandahs            Architectural details defined in Reasons for Designation</p>
<p><b>Construction:</b>            Patios/decks located at the rear of the property and not visible from the street</p>	<p><b>Construction:</b>            New additions            Garages            Fences            Barns            Sheds            Porches            Verandahs            Steps            Other outbuildings/structures that require a Building Permit, or as recommended by Staff</p>
<p><b>Installation:</b>            Satellite dishes            Antennas            Utility boxes            A/C units</p>	

**Schedule A of By-law 148-2016**

## **Schedule '8' - The Brownfields Community Advisory Committee**

### **1. Name of Board or Advisory Committee**

The Brownfields Community Advisory Committee

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

To provide nontechnical advice and recommendations to Council in relation to Brownfields issues

### **3. Mandate of Board or Advisory Committee**

The mandate of the Brownfields Community Advisory Committee is to meet on an as-needed basis to review policies and major initiatives under consideration by the City in relation to Brownfields issues, and to provide advice and recommendations to Council from the perspective of the community at large. The mandate includes the role of making recommendations to Council pursuant to the Brownfields Financial Tax Incentive Programme and the prevention of future brownfields. By-law 102-2016, 28 June, 2016.

### **4. Composition of Board or Advisory Committee**

Total of ten members, consisting of one member of Council, plus nine other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council
- (b) eight members appointed from the public; and
- (c) one elected Council member from the Six Nations Band Council nominated by the Six Nations Band Council. By-law 153-2018, 3 December, 2018. By-law 27-2019, 26 February, 2019.

### **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

### **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Brownfields Community Advisory Committee shall report to Council through the Committee of the Whole - Planning and Administration. By-law 65-2016, 26 April, 2016.

**7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative Support shall be provided by Staff from within the Planning Department.
- (b) Staff and Budgetary Support  
Staff support shall be provided for by the Planning Department. The budget for the Brownfields Community Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Planning Department. By-law 204-2021, 27 October 2021.

**8. Special Provisions**

A Six Nations Band Council staff liaison will be invited to attend meetings as a resource person. This position shall be deemed to be a non-member attached as a liaison as outlined in Section 26.5.8 of this Chapter. By-law 96-2008, 7 July, 2008; Schedule '8'. By-law 168-2008, 8 December, 2008; By-law 128-2011, 24 October, 2011; By-law 125-2012, 17 December, 2012; By-law 116-2013, 18 November, 2013; By-law 129-2014, 1 December, 2014; By-law 102-2016, 28 June, 2016; 65-2016, 26 April, 2016; By-law 186-2017, 19 December, 2017; By-law 27-2019, 26 February, 2019.

**Schedule '9' - Downtown Incentive Programs Advisory Committee**

**Repealed: By-law 127-2019, 27 August, 2019**



**Schedule '10' - The Economic Development Advisory  
Committee**

**Repealed: By-law 184-2022; 20 December, 2022**

## **Schedule '11'- The Environmental and Sustainability Policy Advisory Committee**

### **1. Name of Board or Advisory Committee**

The Environmental and Sustainability Policy Advisory Committee

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the Environmental and Sustainability Policy Advisory Committee is to advise Council and make recommendations with respect to environmental municipal sustainability matters.

### **3. Mandate of Board or Advisory Committee**

The mandate of the Environmental and Sustainability Policy Advisory Committee is to:

- (a) advise Council on and assist staff with matters that relate to the items contained in the Brantford Community and Corporate Climate Change Action Plans; and
- (b) administer the City of Brantford Green Environmental Recognition Awards Program (GreenER) (the "Award) as approved by Council, with authority to select Award recipients to be recognized at a meeting of Council; and
- (c) promote and undertake educational, outreach and other activities related to the environment and municipal sustainability, as approved by City Council. By-law 184-2022; 20 December, 2022

### **4. Composition of Board or Advisory Committee**

Total of twelve members, consisting of two member of Council, plus ten other members, all appointed by Council to represent the following interest groups:

- (a) two members of Council; By-law 184-2022; 20 December, 2022
- (b) one member chosen from among the nominees of Wilfrid Laurier University, Conestoga College, Six Nations Polytechnic and any other Post-Secondary Education establishments within the municipality;
- (c) one nominee of the elected Council of the Six Nations of the Grand River;
- (d) eight members chosen from the public, selected from among persons who have qualifications and relevant experience, including but not limited to:
  - i. Awareness and interest in environmental and municipal sustainability;

- ii. Knowledge, skill, or experience in the development of:
  - a. Environmental or integrated community sustainability plans
  - b. Detailed strategies
  - c. Action plans, or
  - d. Environmental and sustainability priorities in a municipal setting
- iii. Availability to attend Committee and Sub-Committee meetings.

## **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

## **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Environmental Policy and Sustainability Advisory Committee shall report to Council through the Committee of the Whole - Operations.

## **7. Administrative Department of the City which shall provide administrative support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative Support shall be provided by staff from within the Clerk's Services Department.
- (b) Staff Liaison  
Climate Change Officer - Public Works Commission. By-law 204-2021, 27 October 2021.

## **8. Budgetary Support**

The Budget for the Environmental Policy Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Public Works Commission's Budget. By-law 65-2016, 26 April, 2016

## **9. Special Provisions**

Representatives from the Ministry of Natural Resources, Ministry of the Environment and the Grand River Conservation Authority will be invited to attend meetings and offer technical support only. These representatives shall be deemed to be non-members attached as liaisons as outlined in Section 26.5.8 of this Chapter.

By-law 96-2008, 7 July, 2008; By-law 10-2018, 30 January, 2018. By-law 136-2019, 27 August 2019.

**Schedule '12' - The Golf Board**

**Repealed: By-law 44-2014, 22 April, 2014**

**Schedule '13' - The Multi-Use Trail and Bikeway  
Advisory Committee**

**Repealed: By-law 100-2015, 31 August 2015**

**Schedule '14' - The Parks, Recreation and  
Waterfront Advisory Committee**

**Repealed: By-law 100-2015, 31 August 2015**

**Schedule '15' - The Sanderson Centre Board**

**Repealed: By-law 59-2014, 26 May, 2014**

**Schedule '16' - The Tourism Advisory Committee**

**Repealed: By-law 184-2022; 20 December, 2022**

**Schedule '17' - The Town and Gown Advisory  
Committee**

**Repealed: By-law 5-2018, 30 January, 2018**

**Schedule '18' - The Transit Liaison Advisory  
Committee**

**Repealed: By-Law 73-2015, 22 June, 2015**

## **Schedule '19'- The Committee of Adjustment**

### **1. Name of Board or Advisory Committee**

The Committee of Adjustment

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the Committee of Adjustment is to assume the role of the Committee of Adjustment pursuant to the Planning Act. Despite the fact that the Committee of Adjustment is named a committee, it is a Board.

### **3. Mandate of Board or Advisory Committee**

The mandate of the Committee of Adjustment is to perform the following functions, subject to the provisions and requirements of the Planning Act:

- (a) grant minor variances from the provisions of all by-laws of the City of Brantford which implement the Official Plan; and
- (b) grant consents (or such other equivalent powers) which may from time to time be conferred on the City pursuant to the Planning Act, or otherwise.

### **4. Composition of Board or Advisory Committee**

Total of seven members, all appointed from the public.

### **5. Lengths of Terms of Members of Board or Advisory Committee**

As set forth in the Planning Act.

### **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Committee of Adjustment shall report to Council through the Committee of the Whole - Planning and Administration. By-law 65-2016, 26 April, 2016.

### **7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative Support shall be provided by staff from within the Planning Department.
- (b) Staff and Budgetary Support  
Staff support shall be provided by the Planning Department.

The budget for the Committee of Adjustment shall be submitted along with and determined as part of the budget deliberations for the Planning Department. By-law 204-2021, 27 October 2021.

## **8. Special Provisions**

None. By-law 178-2007, 17 December, 2007; Schedule '19'; By-law 128-2011, 24 October, 2011; By-law 65-2016, 26 April, 2016.

**Schedule '20' – Post Secondary Education Advisory Committee**

**Repealed: By-Law 86-2019, 28 May 2019**

## **Schedule '21' – Municipal Elections Compliance Audit Committee**

### **1. Name of Board or Advisory Committee:**

Municipal Elections Compliance Audit Committee (the "Committee").

### **2. Concise Statement of the Purpose of the Board or Advisory Committee:**

The purpose of the Municipal Elections Compliance Audit Committee is prescribed by subsections 88.33 to 88.37 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sched (the "Act").

### **3. Mandate of Board or Advisory Committee:**

Pursuant to the requirements of subsections 88.33 to 88.37 (inclusive) of the Act, the powers and functions of the Committee include:

- (a) to consider the Clerk's reports on campaign financial contribution contraventions as required under section 88 of the Act and decide whether legal proceedings should be commenced;
- (b) to consider all applications for a compliance audit received by the Clerk under section 88 of the Act and decide whether all such applications should be granted or rejected;
- (c) if the application is granted by the Committee pursuant to the above, to appoint an auditor;
- (d) to consider the auditor's report and decide whether legal proceedings should be commenced;

### **4. Composition of Board or Advisory Committee**

The Committee shall be comprised of five members appointed by Council in accordance with the administrative practices and procedures established by the Clerk under subsection 88.37(6) of the Act.

In accordance with subsection 88.37(2) of the Act, the Committee shall not include:

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established.

### **5. Lengths of Terms of Members of Board or Advisory Committee**

The length of term for members of the Committee shall be as set out in subsection 88.37(5) of the Act, which provides that the term of office of the Committee is the same as the term of office of the council or local



board that takes office following the next regular election, and the term of office of the members of the Committee is the same as the term of the committee to which they have been appointed.

**6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Committee is a quasi-judicial body and does not report to Council.

**7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

(a) Administrative Support and Minutes

Administrative Support for the orientation meeting and any meetings related to an application submitted to review a candidate, third party advertiser or contributor financials within the City's jurisdiction shall be provided by staff from within the Clerk's Services Department of the City.

(b) Staff and Budgetary Support

All costs associated with the Committee shall be the responsibility of the Clerk's Services Department and funds will be drawn from the Election Reserve Account as required, pursuant to subsection 88.37(7) of the Act, which requires that Council shall pay all costs in relation to the Committee's operation and activities.

(c) Administrative Practices and Processes

Pursuant to subsection 88.37(6) of the Act, the Clerk of the municipality shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the Act to implement the Committee's decisions. By-law 204-2021, 27 October 2021.

**8. Special Provisions**

The following Articles of Chapter 26 of the City of Brantford Municipal Code do not apply to the Committee:

26.2.8 (a) – as the Committee does not have the ability to create sub-committees.

26.3.2 – as members of Council shall not be appointed to the Committee in accordance with subsection 88.37(2)(b) of the *Municipal Elections Act, 1996*, c. 32.

26.3.6 – as the Mayor shall not be an ex-officio member of the Committee.

26.3.9 – as appointments are not required to be received by the Appointments Committee of Council

26.6.3 – as the Committee is not required to provide an annual report

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to Council.

26.6.5 – as Council cannot require the Committee to provide reports to Council.

Article 26.2.15 of the City of Brantford Municipal Code would apply with the following modification:

The Committee shall elect a Chair and Vice-Chair at its first meeting.

The term of the Chair and Vice-Chair shall be for the entire term of the Committee unless the Committee approves otherwise.

By-law 97-2018, 26 June, 2018, Schedule '21'

**Schedule '22' - The Community Safety and Crime Prevention  
Advisory Committee**

**Repealed: By-Law 73-2015, 22 June, 2015**

**Schedule '23' - The Cultural and Built Heritage Grant Programme  
Advisory Committee**

**Repealed: By-law 184-2022; 20 December, 2022**

**Schedule '24' – The Vision Zero Road Safety Committee**

**Repealed: By-law 46-2024, 30 April 2024**

**Schedule '25' - The Community Safety and Well-being Advisory  
Committee**

**Repealed: By-law 140-2021, 22 June 2021**

**Schedule '26' – The Economic Development, Tourism & Cultural  
Initiatives  
Advisory Committee**

**1. Name of Board or Advisory Committee**

The Economic Development, Tourism & Cultural Initiatives Advisory Committee

**2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the Economic Development, Tourism & Cultural Initiatives Advisory Committee is to give advice and recommendations to Council in respect of a holistic view of economic development, tourism and cultural initiatives in the Brantford community.

**3. Mandate of Board or Advisory Committee**

The mandate of the Economic Development, Tourism & Cultural Initiatives Advisory Committee shall be to give advice and recommendations to Council to advance the following goals:

- a) Policies and procedures that should be enacted for the purpose of fostering and advancing economic and business opportunities, including small and medium-sized enterprises (SMEs), tourism and creative industries; and the promotion of the City; and
- b) Strategies to ensure that the City of Brantford is attracting and retaining key markets;
- c) Strategies for positioning Brantford as a competitive investment and visitor destination; and
- d) Corporate-wide strategies that impact the City's quality of life and visitor readiness through a holistic lens;
- e) Such other matters as may be referred to the Economic Development, Tourism & Cultural Initiatives Advisory Committee from time to time by Council or the Economic Development, Tourism & Cultural Initiatives Department of the City;

**4. Composition of Board or Advisory Committee**

Total of 14 members, consisting of one members of Council plus 13 other members, all appointed by Council to represent the following interest groups:

- a) 2 members of City Council
- b) A nominee of the Brant Performing Arts network
- c) A nominee of the Brant Museums and Galleries Association
- d) A nominee of the Brantford-Brant Chamber of Commerce
- e) A nominee of the Downtown Brantford BIA
- f) A nominee of the Brantford Regional Real Estate Association

- g) A nominee of the Workforce Planning Board of Grand Erie
- h) 5 citizen appointees who identify as individuals from any of the following interest groups in any combination:
  - i. Tourism sector business owners/operators
  - ii. Industrial sector business owners/operators
  - iii. Manufacturing sector business owners/operators
  - iv. Small business owners/operators
  - v. Members of the Indigenous community
  - vi. Members of Brantford's post-secondary education community (students, instructors, professors, administrative officers, etc.)

**5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

**6. Reporting structure through which the Board or Advisory Committee will report to Council**

The Economic Development, Tourism & Cultural Initiatives Advisory Committee shall report to Council through the Committee of the Whole – Operations & Administration.

**7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support  
Administrative support for the Economic Development, Tourism & Cultural Initiatives Advisory Committee shall be provided by staff from within the Clerk's Department.
- (b) Staff and Budgetary Support  
Staff support shall be provided for by the Economic Development, Tourism & Cultural Initiatives Department budget. The Budget for the Economic Development, Tourism & Cultural Initiatives Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Economic Development, Tourism & Cultural Initiatives Department.

By-law 184-2022; 20 December, 2022

## **Schedule '27' - The Planning Advisory Committee**

### **1. Name of Board or Advisory Committee**

The Planning Advisory Committee

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the City's Planning Advisory Committee is to meet as required under Section 8 of the Planning Act, R.S.O. 1990, Chapter P.13.

### **3. Mandate of Board or Advisory Committee**

The mandate of the Planning Advisory Committee is to give advice and guidance on land use planning matters to the Council of the City with respect to:

- a) The development of a new Official Plan and Zoning By-law including any related comprehensive reviews of said documents as well as any City initiated technical amendments to the Official Plan and Zoning By-law.

### **4. Composition of Board or Advisory Committee**

Total of seven members, consisting of 1 member of Council, plus 6 other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council;
- (b) 5 members appointed from the public, selected from persons in various segments of the community such as industry, commerce and labour;
- (c) one nominee of the Brantford-Brant Chamber of Commerce.

### **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the members of Council shall have a one year term.

### **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The City's Planning Advisory Committee, shall report to Council through staff of the People, Legislated Services and Planning Department who shall ensure that its advice and comments are included, without amendment, in applicable staff reports.

### **7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative support for the Planning Advisory Committee shall be

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provided by staff from the City Clerk's Department.

(b) Staff and Budgetary Support

Staff and budgetary support for the Planning Advisory Committee shall be provided by the Planning Department.

**8. Special Provisions**

Sections 26.2.8 (a) (b), 26.2.9 and 26.2.10 of Chapter 26 of the City of Brantford Municipal Code (pertaining to the ability to create sub-committees and the ability to receive delegations) shall not apply to that portion of the meeting. Any person wishing to appear as a delegation to speak to the matter, should be directed to the statutory public meeting which will occur at the Committee of the Whole – Planning and Administration meeting.

By-law 184-2022; 20 December, 2022, By-law 49-2023; 28 March 2023