



# CITY POLICY

**POLICY NUMBER:** C478

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**REFERENCE:**

City Council 2000 09 26

**ADOPTED BY:**

City Council

**SUPERSEDES:**

NEW

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**PREPARED BY:** Office of the City Clerk

**DATE:** 2000 08 28

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**TITLE:** Process for appointments and re-appointments of Members to City of Edmonton Quasi-Judicial Boards

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**Policy Statement:**

Appointment and re-appointment of Member of Quasi-Judicial Boards (the Assessment Review Board and the Subdivision and Development Appeal Board) must be in accordance with this policy.

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**The purpose of this policy is to:**

Establish a consistent process for the appointment and re-appointment of members of quasi-judicial boards.

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**This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.**



# CITY PROCEDURE

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## **Purpose**

1. The purpose of this policy is to establish a consistent process for appointments to quasi-judicial boards.

## **Definition**

2. In this policy:
  - (i) "Administration" means the city staff directed to coordinate appointments to civic agencies;
  - (ii) "Board Administration" means staff responsible for the quasi-judicial board;
  - (iii) "Chair" means the person appointed by Council to this position.
  - (iv) "City Agency" means a Civic Agency that was established by Council;
  - (v) "Civic Agency" means a board, committee, commission, panel, agency or corporation to which Council appoints one or more members;
  - (vi) "Council" means the municipal council of the City of Edmonton;
  - (vii) "Quasi-judicial board" means the Assessment Review Board and the Subdivision and Development Appeal Board;
  - (viii) "Selection Committee" means the Standing Committee of Council or other entity charged with the responsibility for recommending appointments to quasi-judicial boards.

## **Interpretation**

3. This policy is subject to any statute, regulation or Bylaw.

## **General appointment policies**

1. Every appointment by the City to a quasi-judicial board shall be by resolution of Council.
2. Every appointment by the City to a quasi-judicial board is at the pleasure of Council, whether or not the appointment is for a specified time period.
3. The term of office for all members of quasi-judicial boards shall be a one-year term up to a maximum of six consecutive years.
4. Anyone who has been a member of one quasi-judicial board for six consecutive years:
  - 4.1. may not be appointed to that board for the next two years;
  - 4.2. may not be appointed to any other Civic Agency for the next two years.
5. No one may be a member of more than one Civic Agency at the same time.
6. Preference for membership on a City Agency shall be given to applicants who are residents of the City of Edmonton.



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## The appointment process for Quasi-judicial Boards

1. Council will:
  - a) approve this policy and any changes to this policy;
  - b) make appointments and re-appointments of members and chairs to quasi-judicial boards, after considering recommendations by the selection committee associated with the boards.
2. Selection Committee will:
  - a) direct the administration to co-ordinate appointments to quasi-judicial boards;
  - b) approve the member and chair profiles, interview questions, testing criteria, and short list of applicants for testing and/or interview;
  - c) conduct interviews for member and chair positions;
  - d) recommend to Council appointments and re-appointments to quasi-judicial boards, including appointments required to fill vacant positions in quasi-judicial boards and the selection of board chairs, and will consider information from the board chairs and the board administration.
3. Administration will:
  - a) coordinate appointments to quasi-judicial boards including:
    - I) obtaining a letter from each current member of the board who is eligible for reappointment, stating whether or not that member wishes to be re-appointed;
    - II) arranging meetings for the Selection Committee to approve profiles;
    - III) advertising;
    - IV) providing application materials to individuals who wish to apply for appointment as new members;
    - V) arranging appropriate meetings for the Selection Committee;
    - VI) providing all documents the Selection Committee may require to facilitate interviews;
    - VII) scheduling interviews of applicants with Selection Committee;
    - VIII) preparing the appointment report for Council outlining the Selection Committee's appointment recommendations;
    - IX) preparing letters for the Mayor to send to all applicants concerning the status of their application;
    - X) advising the board administration and the board chair of appointments and re-appointments made by Council;
  - b) maintain all records pertaining to appointments to quasi-judicial boards.
4. Board Administration will:
  - a) consult with the current board (which may be represented by Chair of the board, all current board members, or a subcommittee of the current board);
  - b) identify the skills, knowledge, experience, and other characteristics required of the board position during the coming term of appointment;
  - c) review previously developed board member and chair profiles, if any are available;
  - d) draft member and chair profiles and ensure that the profiles meet all relevant legal requirements;
  - e) review the draft profiles with the Chair of the Board and note the Chair's comments
  - f) make the Selection Committee aware of issues or concerns in respect to member re-appointments or Chair appointments/re-appointments;
  - g) submit 2 or 3 nominations for the Chair position from the board to the Selection Committee;



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- h) provide the draft profiles to the Selection Committee (and/or Council as appropriate) and obtain approval of profiles;
  - i) inform the current board of the finalized profiles;
  - j) provide approved profiles to the Administration for recruitment campaign;
  - k) sort applications received according to elements of the board member or chair profile, the board chair may be consulted in the sorting process;
  - l) draft interview questions and testing criteria, based on the board member or chair profile;
  - m) provide the sorted applications, draft questions and testing criteria to the Selection Committee for candidate short listing and approval of interview questions and testing criteria;
  - n) arrange and conduct the testing of applicants, according to the testing criteria approved by the Selection Committee, and provide the testing results to the Selection Committee;
  - o) attend and facilitate at applicant interviews;
  - p) provide orientation and training to the quasi-judicial boards.
5. Chair will:
- a) provide evaluations of current board members and re-appointment recommendations to Selection Committee;
  - b) assist Board Administration in the drafting of the member profiles;
  - c) identify with Board Administration the skills, knowledge, experience, and other characteristics required of the board position during the coming term of appointment;
  - d) review interview questions and testing criteria and make recommendations to Selection Committee;
  - e) assist in the orientation and training of board members.