

Date: 2022-12-04

Subject: **Member of Council Appointments to Local Boards and Other Bodies and Considerations for Citizen-based Advisory Committees**

Contact: **Charlotte Gravlev, Deputy City Clerk**

Report Number: Legislative Services-2022-1006

Recommendations:

1. That the report titled: Member of Council Appointments to Local Boards and Other Bodies and Considerations for Citizen-based Advisory Committees, to the City Council meeting of December 14, 2022, be received;
2. That the following Advisory Committees be established, and the corresponding Terms of Reference identified for each within the report appendices, be approved:
 - a) Accessibility Advisory Committee (1 Member);
 - b) Brampton Heritage Board (1 Member);
 - c) Brampton School Traffic Safety Council (1 Member);
 - d) Brampton Sports Hall of Fame Committee (minimum 1 Member);
 - e) Environment Advisory Committee (1 Member);
 - f) Active Transportation Advisory Committee (1 Member);
 - g) Business Ambassadors Advisory Committee (to be determined by Council);
 - h) Medical Innovation Advisory Committee (4 Members pre-defined by Council);
3. That the following committees, established during the 2018-2022 term of Council, not be established at this time, unless Council deems it appropriate to do so at some future date:
 - a) Brampton Transit Advisory Committee;
 - b) Age-Friendly Brampton Advisory Committee;
 - c) Brampton Community Safety Advisory Committee; and
 - d) Vehicle-for-hire Advisory Committee
4. That Council make Member appointments for all Advisory Committees established by Council in Recommendation #2, where required, in accordance with the respective committee terms of reference;
5. That the City Clerk be requested to undertake the process for:

- a) recruiting citizens, in accordance with the Citizen-based Advisory Committee Appointment Procedure, for recommended appointment by the Citizen Appointments Committee; and
 - b) identifying designated organizational representatives for the various committees, in consultation with appropriate City departments, as set-out in respective committee terms of reference;
6. That Council make Member appointments to the following advisory and external bodies:
- a) Brampton Library Board (2 Members);
 - b) Downtown Brampton Business Improvement Area Board of Directors (2 Members);
 - c) Brampton Arts Organization Advisory Panel (1 Member);
 - d) Brampton Arts Walk of Fame Nomination Working Group (1 Member);
 - e) Citizen Awards Committee (3 Members);
 - f) Brampton Emergency Management Program Committee (1 Member);
 - g) Employee Fundraising / United Way Committee (1 Member);
 - h) Greater Toronto Airports Authority (GTAA) Consultative Committee (1 Member); and
 - i) Brampton Senior Citizens Council (up to 4 Members);
7. That the City Clerk report to Council if other Member of Council appointment requests to advisory or external bodies are received.

Overview:

This report seeks to address outstanding items to be considered by Council with regard to governance structure, specifically:

- **identification of Advisory Committees Council for the new term, and approval of a Terms of Reference for each;**
- **the appointment of Members of Council to serve on each advisory committee; and**
- **the appointment of Members of Council to various external bodies for which representation on behalf of Brampton Council has been requested or is required.**

Background:

At its constitutional meeting of November 16, 2022, Council decided on a committee governance structure, in part, and made appointments of Members to positions on Peel Regional Council, as Deputy Mayor, and of Chair and Vice-Chair positions for Committee of Council sections, and various standing and functional committees.

At that meeting, Council also approved:

- The terms of reference, and for recruitment to commence, for the following adjudicative Committees and Administrative Tribunals:
 - Committee of Adjustment,
 - Brampton Appeals Tribunal, and
 - Property Standards Committee.(Note: An appointment of a Member of Council is not required for these bodies.)

- The continuation of various statutorily required or time sensitive committees with their current citizen membership until the committees could be reconstituted. These included the:
 - Accessibility Advisory Committee,
 - Brampton Heritage Board, and
 - Sports Hall of Fame Committee(Members of Council were appointed to serve on these continuing committees),
 - Committee of Adjustment,
 - Brampton Appeals Tribunal, and
 - Property Standards Committee(which do not include Council members).

Current Situation:

Still outstanding, to be considered by Council with regard to governance structure, are:

1. the Advisory Committees Council to be established for the new term, and approval of Terms of Reference for each;
2. the appointment of Members of Council to serve on each advisory committee, as required; and
3. the appointment of Members of Council to various external bodies for which representation on behalf of Brampton Council is requested.

This report also seeks the authority from Council for the City Clerk's Office to proceed with the recruitment of interested Brampton citizens to be considered for appointment to the various Citizen Advisory Committees, once established, via the standard process attached as Appendix 1 to this report, and by means of consideration of applicants by the Citizen Appointments Committee. This would include, in due course, a report to Council with Committee recommendations on individuals for appointment.

1. Advisory Committees – Pre-existing and Newly-proposed

The following list includes the current pre-existing committees from the past term of council, and suggestion of the disposition or status of each for the current term. This information was also provided in the previous report to Council on November 16, and corresponding terms of reference (existing or as proposed to be amended) is attached for each within Appendix 2.

Citizen-Based Advisory Committees – pre-existing from past term

a) **Accessibility Advisory Committee** (currently continuing until re-established)

This committee will advise Council on the preparation of the mandated municipal accessibility plan as well as accessibility matters regarding City services, programs, buildings, structures or premises. It will meet quarterly and include one Member of Council and up to twelve citizens.

The *Accessibility For Ontarians with Disabilities Act (2005)* requires municipalities to have an Accessibility Advisory Committee (AAC). The objective of the AAC is to advise Brampton City Council about the requirements and implementation of accessibility standards. Staff in the Accessibility Office drafted revised Terms of Reference for the AAC members which outlines:

- the purpose and mandate of the Committee;
- recruitment, membership, composition, and qualification;
- term of office;
- meetings and workshops;
- conflict of interest; and
- reporting relationship.

This new proposed terms of reference for the AAC is included in Appendix 2.

b) **Brampton Heritage Board** (currently continuing until re-established)

This committee will advise Council on resources that are identified as being of cultural heritage value or interest, and fulfils municipal responsibilities set out in the *Ontario Heritage Act*. It will meet monthly and include Members (1) and citizens. It is recommended that the current membership be extended until successor appointments are made by Council to provide continuity in heritage advice and processes

c) **Brampton School Traffic Safety Council** (to be re-established)

This committee will consider student pedestrian / traffic safety matters around Brampton schools and educate the school community on these matters. It will review existing, temporary or prospective school crossing guard locations. This committee will meet monthly and include Members (1) and citizens.

d) **Brampton Sports Hall of Fame Committee** (currently continuing until re-established)

This committee will recognize and honour the names and achievements of those who have brought fame to Brampton through athletic prowess or contribution to sports. It will collect and preserve objects and histories which are significant to the development of sport in Brampton. This committee will meet monthly and include Members (minimum 1)

and citizens. Council has already approved the continuation of the currently appointed committee to the end of June 2023 to provide continuity through to the conclusion of the 2023 hall of fame induction event.

e) **Environment Advisory Committee** (to be re-established)

This committee advises City Council on identifying and implementing new or existing programs, approaches or policies relating to the protection, sustainability and enhancement of natural resources and systems in the City of Brampton in cooperation with other organizations where appropriate, including the City's Environmental Master Plan. The committee meets quarterly and includes Members (1) and citizens.

f) **Active Transportation (formerly Cycling) Advisory Committee** (to be re-established with expanded mandate)

This committee provides input and advice to City staff and to Council regarding the development and maintenance of a safe and connected active transportation network within the City of Brampton and to neighbouring municipalities as part of an integrated multi-modal transportation system. This committee meets bi-monthly and includes Members (1) and citizens. Based on a request presented to Council, the mandate and name of the Committee is proposed to be expanded to include all forms of Active Transportation, including cycling, walking and other self-propelled mobility travel.

Previous Committees – recommend not re-establishing at this time

The committees listed below are deemed to have fulfilled their mandate, and have completed their scheduled meetings. As such, it is recommended they not be included within the schedule of 2023 meetings, and the current appointed members be thanked for their service and released. Should Council wish to reconstitute or extend the mandate for any of these committees, it maintains the option to do so by resolution and adoption of appropriate terms of reference:

- a) **Brampton Transit Advisory Committee** – required to meet very infrequently, strategic objectives can be achieved through other committee structures.
- b) **Age-Friendly Brampton Advisory Committee** - committee mandate has been completed; strategic framework in place to guide future implementation actions.
- c) **Brampton Community Safety Advisory Committee** – challenges in achieving quorum with current composition; Council adopted a Community Safety Action Plan (2022-2027) in September 2022; Council resolution to consider establishing a Brampton Road Safety Advisory Committee for the 2022-2026 term of Council; future localized matters may be addressed through Committee of Council or some other committee as directed by Council.

- d) **Vehicle-for-hire Advisory Committee** – challenges to achieving appointments/representation from industry sectors identified with the terms of reference, mandate no longer required; operational matters can be addressed through Committee of Council.

Advisory Committees – Newly Proposed

The following summarizes the requests received to date, through Council consideration, for potential new advisory committees to be established at this time, with corresponding draft terms of reference for each provided within Appendix 2.

Should Council be prepared to proceed with the establishment of various advisory committees at this time, a recommendation has been provided above to effect the creation of the bodies named.

- a) **Business Ambassadors Advisory Committee** (Member appointments to be determined by Council)

The purpose of the Committee is to engage Brampton's business community to further the City's economic growth, with a particular focus on attracting new investment and business retention and expansion.

- b) **Medical Innovation Advisory Committee** (4 Members pre-defined as Chairs and Vice-Chairs of the Planning and Development Committee and Economic Development Section of Committee of Council)

The purpose of the Committee is to assist City Council in advancing and implementing City priorities for medical innovation within the municipality, including Council's priority for establishing post-secondary medical education and institutional uses benefitting Brampton residents and businesses.

2. Appointment of Members of Council to serve on each Advisory Committee

Once committees have been established, Council may also proceed to make appointment of Members of Council to these advisory committees in accordance with the respective terms of reference.

In the past, and based on provisions within the Procedure By-law, the Clerk's Office has typically canvassed members for their appointment preferences. Council may request the Clerk's Office to canvass Members and report to Committee of Council in January 2023, or may decide to make the appointments directly at the meeting by resolution.

3. Appointment of Members of Council to Various External Bodies (Local Boards, External Organizations and Agencies)

The City Clerk receives requests and inquiries from various organizations for representation thereon by Members of Council or Brampton residents. This also includes local boards and entities established by or funded through the City.

a) **Brampton Library Board** (2 appointed Members of Council)

The Brampton Library Board includes two Members, as set out in the [Board's procedure by-law](#). The Board generally meets monthly on a Tuesday evening.

Brampton also appoints citizen representatives to the Board. When the City canvasses for citizen appointments, citizen representatives will be included in the recruitment process.

b) **Downtown Brampton Business Improvement Area (BIA) Board of Directors** (2 appointed Members of Council last term)

The Downtown Brampton BIA promotes the commercial area as a vibrant business and shopping district, governed by its Board of Directors. The Board of Directors meet monthly generally on a Tuesday morning.

In accordance with the [Board's constitution](#), one or more directors of the Board are Members of Council.

c) **Brampton Arts Organization Advisory Panel** (1 appointed Member of Council for a 1-year duration in 2023)

Formed in 2021, the Brampton Arts Organization Advisory Panel is a time-limited expert panel tasked with the start-up and incubation of a new arm's length Arts Agency in Brampton. In 2023, the Advisory Panel will prepare the necessary legal, governance and operational plans to transition to an independent non-profit organization by January 2024. Meeting frequency is to be determined (currently, the panel meets monthly, with sub-committee working groups).

d) **Brampton Arts Walk of Fame Nomination Working Group** (1 appointed Member of Council)

Formed in 2022, the Nomination Working Group brings together a group of industry stakeholders to lead the process of making Brampton Arts Walk of Fame nomination recommendations to Council that are meaningful and relevant to the Brampton community. Meeting frequency is to be determined (quarterly meetings anticipated).

e) **Citizen Awards Committee** (3 appointed Members of Council)

The Citizens Awards Selection Committee is a short-term working group of community stakeholders that will convene to review, evaluate, and recommend award recipients to the Committee of Council in Spring 2023. Each committee member will provide expert insight on their involvement with the Brampton community as it pertains to the various award categories. Meetings are scheduled

when required.

- f) **Brampton Emergency Management Program Committee** (1 appointed Member of Council)

This committee is a provincial requirement, in accordance with *Ontario Regulation 380/04* of the *Emergency Management and Civil Protection Act*, and as defined in the [City's Emergency Plan](#). The committee includes such Members of Council as appointed by Council.

- g) **Employee Fundraising / United Way Committee** (1 appointed Member of Council liaison)

A Member of Council is appointed for the term as a Council liaison to the employee-led fundraising committee for the United Way.

- h) **Greater Toronto Airports Authority (GTAA) Consultative Committee** (1 appointed Member of Council)

The [GTAA Consultative Committee](#) will provide a consultative / communication forum for community stakeholders to meet with Greater Toronto Airports Authority (GTAA) Management and other aviation community representatives. The committee will discuss issues relating to the ongoing operation of Toronto Pearson International Airport and the activities of the GTAA. The Committee meets semi-annually or quarterly generally on a Tuesday at 4:00 pm. Membership includes one elected or staff representative from Brampton, Mississauga and Toronto, as nominated by each municipality.

Brampton also appoints a citizen representative to the committee. When the City canvasses for citizen appointments, a citizen representative will be included in the recruitment process.

- i) **Brampton Senior Citizens Council** (up to 4 appointed Members of Council)

An association of senior citizens advocating for senior citizen matters within the City, and meeting monthly.

In the past, and based on provisions within the Procedure By-law, the Clerk's Office has typically canvassed members for their appointment preferences. Council may request the Clerk's Office to canvass Members and report to Committee of Council in January 2023, or may decide to make the appointments directly at the meeting by resolution.

The City Clerk's Office endeavors to identify and confirm such community requirements of these organizations, and the terms of participation. These are the opportunities the Clerk's Office is currently aware of at this time, but others may materialize during the term of Council and will continue be brought forward for Council consideration as they arise.

Corporate Implications:

Financial Implications:

The approved City Clerk’s Office budget supports City Council and Committee decision-making processes and meetings. At this time, there are no direct financial implications identified from Council establishing its Committee structure based on this report.

Citizen advisory committee appointees act on a volunteer basis, and receive no remuneration for their service as committee members, except for some mileage expenses and incidentals, when required .

Other Implications: - nil

Term of Council Priorities:

As Council establishes its term priorities early in 2023, and in pursuit of a Well-run City, it may decide to retire, integrate or merge existing committees or establish additional advisory committees and/or expert panels to facilitate and guide action on its strategic term priorities.

Conclusion:

The City Council Governance Structure as it relates to Advisory Committees reflects the requirements of the Procedure By-law, addresses specific considerations, and seeks to maximize the efficiency and quality of inputs into the legislative Council/committee decision-making process. Once approved, the necessary processes to appoint Members of Council (if required) and citizens (in accordance with the Citizen-based Advisory Committee Guideline and Appointments Procedure), to the various committees as outlined, will be promptly undertaken.

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Attachments:

Appendix 1 – Citizen-based Advisory Committee Guideline and Appointments Procedure
Appendix 2 – Terms of Reference - Citizen-Based Advisory Committees