

## **Citizen-based Advisory Committee Guideline and Appointment Procedure**

This guideline and procedure shall be approved and amended by Council, as deemed necessary.

A citizen shall include any Brampton resident, organizational representative or non-resident business representative.

### **Citizen-based Advisory Committee Guideline:**

- Council will establish all citizen-based advisory committees by resolution and in accordance with Council's Procedure By-law, based on the following criteria-based rules:
  - aligns with the City's Strategic Plan
  - requires a citizen voice
  - involves a broad subject matter
  - addresses emerging issues important to City
  - helps streamline discussion
  - handles work that staff do not regularly perform
  - defined by a clear mandate/work plan
- Every committee shall report to Council through a defined Standing Committee.
- Every committee shall annually establish a work plan and reports its results annually. Any committee established by Council that includes members, who are not exclusively members of Council, shall comply with the City's citizen-based advisory committee and appointment procedure, as approved and amended by Council.
- Members of Council appointed to these committees shall not be counted for quorum unless legislatively required or specified by Council in approved terms of reference.
- Should a citizen resign or be removed from a citizen-based advisory committee, quorum provisions for the committee with a vacant position, until the vacancy is filled, will be reduced by the number of vacant positions, as determined by the City Clerk (**Resolution C186-2017**).
- Every committee shall receive meeting management support from the City Clerk's Office, subject to Council approval, and receive subject-matter expertise support from the appropriate City department, as determined by the Chief Administrative Officer or designate.
- The City Clerk's Office shall be responsible for budgeting for an annual thank-you reception for each committee, subject to approval by Council.
- Every committee recommendation to Council, unless such authority is delegated by Council or provided for through legislative authority, shall be in the form of advice and opinion without the commitment of City funds, resources or assets, unless a Standing Committee recommends or Council approves otherwise.

- Appointed citizen chairs shall not chair successive terms of appointment, and committees are encouraged to rotate chairs on a regular basis to facilitate active member participation. Committees may establish their own procedures for chairing meetings, or Council may so decide.
- Citizen members will be reimbursed for any eligible expenses incurred, subject to City approval. Any mileage expense is paid at the City of Brampton corporate rate when the members are required to travel for committee business.

### **Appointment Procedure:**

- In December following a municipal election, or such other appropriate time, the City Clerk's Office shall circulate a memorandum to the Mayor and Members of Council confirming the date of publication for a Public Notice seeking applications from the public for appointment of citizens to committees of Council or to other authorities as may be required.
- The Public Notice will be advertised in the Brampton Guardian, on the City's website, and through local ethnic media outlets early in December following a municipal election, quoting a specific date by which applications must be received in the City Clerk's Office. Applications received after that date shall not be considered.
- A citizen appointee must be a resident of the City of Brampton or a non-resident Brampton-based organizational or business representative. Council may establish such other criteria as are deemed necessary for committee appointments, including general or specific qualifications for citizen appointments.
- Applicants will be requested to complete the appropriate application form.
- Interviews will be conducted by a Citizen Appointments Committee which shall be comprised of a minimum of three Members of Council. Those members who participate shall be required to be present for all interviews for a specific committee.
- The City Clerk's Office shall prepare a report to the Citizen Appointments Committee including a list of the names of all persons who have submitted an application.
- Interviews and subsequent discussions regarding appointment will be conducted in a "closed session" under the provision that the matter under discussion is "Personal matters about an identifiable individual, including municipal or local board employees".
- The City Clerk's Office shall prepare a standard list of questions to be asked of each applicant. The members of the Citizen Appointments Committee may add to that list of questions prior to the commencement of individual interviews.
- Appropriate City staff with subject-matter expertise, depending on the committee appointment subject to interview, may participate in the interview and selection process to advise the Citizen Appointments Committee.

- The Citizen Appointments Committee shall appoint a chair for the interview process and ensure that all applicants are asked the same questions for the committee in which they have expressed interest.
- The final recommendations of the Citizen Appointments Committee shall be made in "open session" for consideration by City Council.
- Appointments will be for the term of Council, and incumbents will continue until their successors are appointed.
- Appointments are voluntary unless Council decides otherwise.
- Depending on the nature and purpose of the committee, as determined by the City Clerk, citizen appointments may be subject to a police background check and any issues as a result of a police background check will be reported to the Citizen Appointments Committee.
- When a citizen appointee is absent for three consecutive meetings of a committee, without authorization, that appointee shall be deemed to have resigned and a vacancy declared.
- When a vacancy occurs during the term, the City Clerk's Office shall pursue filling that vacancy through the procedure outlined above, except that the Chair (or his/her designate) of the committee on which the vacancy exists may also participate in the interview process.

*Approved December 17, 2014 by Council Resolutions C325-2014 and C265-2014, more specifically Clause 6 as follows:*

6. That the Citizen-based Advisory Committee Guideline and Appointment Procedure, attached as Appendix 4 to this report, be approved and the City Clerk's Office be requested to recruit for citizen applications to the various citizen-based advisory committees established by Council, unless already established in accordance with legislation (i.e., Compliance Audit Committee):
  - a. subject to the current appointments to the Brampton Sports Hall of Fame continuing until the current award process is completed in the Spring of 2015;
  - b. subject to the Clerk's Office being requested to coordinate the citizen recruitment process for Council committees as follows:
    - a) Require applicants for an appointment interview to make brief presentations to the Citizen Appointments Committee in response to pre-circulated questions and/or assignments;
    - b) Convening a public information session during the recruitment process to provide information regarding the citizen appointments and application requirements
    - c) Ensure citizen applicants are aware of the Municipal Conflict of Interest Act provisions and any appropriate position qualifications and restrictions
  - c. subject to the Clerk's Office being requested to investigate and develop citizen appointment criteria and appointment qualifications for those adjudicative committees and administrative tribunals in order to minimize the potential for conflicts of interest from such appointments.