



## Minutes

### Citizen Appointments Committee

### The Corporation of the City of Brampton

**Tuesday, April 4, 2023**

Members Present: Regional Councillor P. Vicente (Chair)  
City Councillor R. Power (Vice-Chair)  
City Councillor D. Keenan  
Regional Councillor M. Palleschi  
Regional Councillor G. Toor

Additional Councillors Regional Councillor Fortini

Staff Present: Peter Fay, City Clerk  
Babu Nagalingnam, Chief of Staff, Office of the Mayor  
Sameer Akhtar, City Solicitor  
Clare Fung, Director of Audit  
Razmin Said, Manager, Community Safety and Wellbeing  
Charlotte Gravlev, Deputy City Clerk

External representatives: Todd Kyle, CAO, Brampton Library

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**1. Call to Order**

The meeting was called to order at 1:06 p.m. and recessed at 1:27 p.m.  
Committee moved into Closed Session at 1:32 p.m. and recessed at 2:06 p.m.  
Committee reconvened in Open Session at 2:10 p.m. and adjourned at 2:14 p.m.

**2. Approval of Agenda**

The following motion was considered.

**CAC001-2023**

That the agenda for the Citizen Appointments Committee meeting of April 4, 2023 be approved as published and circulated.

Carried

**3. Declarations of Interest under the Municipal Conflict of Interest Act**

No declarations of interest were stated by the members.

**4. Minutes**

There were no previous sets of minutes of the Committee to be considered.

**5. Items**

**5.1 Orientation and Review of Committee Terms of Reference**

The City Clerk provided orientation and reviewed the Committee Terms of Reference, including reference to member attendance requirements and options related to electronic participation.

The following motion was considered.

**CAC002-2023**

That committee members be permitted to participate in interviews of candidates whenever possible, without requirement for individual members to be present for all interviews related to a specific committee; and

That deliberations and interviews of the Citizen Appointments Committee be permitted to be undertaken by electronic or hybrid means when necessary or practical.

Carried

**5.2 Citizen-Based Advisory Committee Guideline and Appointment Procedure**

Committee discussion on this matter included the following:

- Process for removal of committee members due to multiple missed meetings;
- Ability of the Committee to recommend alternates for appointment to advisory committees; and
- Desirability of department heads as a committee resource.

The following motion was considered.

**CAC003-2023**

That department heads and additional staff deemed to be subject matter experts in relation to particular citizen-advisory committees be permitted to attend related closed sessions of the Citizen Appointments Committee, in a resource capacity.

Carried

**5.3 Discussion regarding Citizen Applications Evaluation and Selection Process**

Committee discussion on this matter included the following:

- Selection process, timing and committee prioritisation; and
- Composition and quorum requirements for the Committee of Adjustment.

The following motion was considered.

**CAC004-2023**

That the Terms of Reference for the Committee of Adjustment for the 2022 to 2026 term of Council be amended, with respect to composition, from four to seven members.

Carried

**6. Other Business**

There was no other business to be considered at this time.

**7. Public Question Period**

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made during the meeting. Peter Fay, City Clerk, confirmed that no questions had been received.

**8. Closed Session**

The following motion was considered.

**CAC005-2023**

That Committee proceed into Closed Session to discuss matters pertaining to the following:

8.1. Open Meeting exception under Section 239 (2) (b) of the Municipal Act, 2001:

Personal matters about an identifiable individual, including municipal or local board employees - Compendium of Applications.

Carried

**Business Arising from Closed Session:**

**CAC006-2023**

That the Audit Committee assume responsibility for the evaluation and interview process, as appropriate, for citizen member appointments to the Audit Committee.

Carried

**9. Adjournment**

The following motion was considered.

**CAC007-2023**

That the Citizen Appointments Committee does now adjourn to meet again at the call of the Chair.

Carried

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P. Vicente, Chair

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R. Power, Vice-Chair