

**Wednesday, February 20, 2019**  
*(the later time of 30 minutes after adjournment  
of the City Council meeting or 3:00 p.m.)*  
**Regular Meeting**

**Closed Session (See Item 7) – Following Regular Business**  
*(Under Section 239 of the Municipal Act, SO, 2001)*

**Bdrm WT 2E – 2<sup>nd</sup> Floor – West Tower**

**Members:** Regional Councillor P. Fortini – Wards 7 and 8 (Chair)  
Regional Councillor R. Santos – Wards 1 and 5  
Regional Councillor P. Vicente – Wards 1 and 5  
Regional Councillor M. Palleschi – Wards 2 and 6  
Regional Councillor M. Medeiros – Wards 3 and 4  
City Councillor J. Bowman – Wards 3 and 4

**Note:** As required by the *Citizen-Based Advisory Committee Guideline and Appointment Procedure*, the Citizen Appointments Committee shall be comprised of a minimum of three Members of Council.

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact: Charlotte Gravlev, Deputy City Clerk  
Telephone (905) 874-2115, TTY (905) 874-2130  
[Charlotte.gravlev@brampton.ca](mailto:Charlotte.gravlev@brampton.ca)

**Note:** Meeting information is also available in alternate formats upon request.

**Note:** Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting. Council Members are prohibited from sending text messages, e-mails and other electronic messaging during the meeting.

**Agenda**  
**Citizen Appointments Committee**

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1. **Approval of Agenda**

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

3. **Minutes**

3.1. **Minutes - Citizen Appointments Committee - February 4, 2019**

The minutes will be considered by Council on February 20, 2019. The minutes are provided for Committee's information.

4. **Items**

5. **Other Business**

6. **Public Question Period**

15 Minute Limit (regarding any decision made at this meeting)

7. **Closed Session**

7.1. **Personal matters about an identifiable individual, including municipal or local board employees - citizen applications for the following appointments:**

- Committee of Adjustment
- Brampton Appeal Tribunal
- Property Standards Committee
- Brampton Library Board

Note: Closed Session agenda will be distributed to Committee Members only.

8. **Adjournment**

**Monday, February 04, 2019**  
**Regular Meeting – 10:30 a.m.**

**Bdrm WT 2C/2D – 2<sup>nd</sup> Floor – West Tower**

**Members:** Regional Councillor P. Fortini – Wards 7 and 8 (Chair)  
Regional Councillor R. Santos – Wards 1 and 5  
Regional Councillor P. Vicente – Wards 1 and 5  
Regional Councillor M. Palleschi – Wards 2 and 6  
Regional Councillor M. Medeiros – Wards 3 and 4 (arrived at  
10:35a.m.)  
City Councillor J. Bowman – Wards 3 and 4

# 3.1 - 2

## Minutes

### Citizen Appointments Committee

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#### 1. **Approval of Agenda**

CAC001-2019 That the Agenda for the Citizen Appointments Committee Meeting of February 4, 2019, be approved as printed and circulated.

Carried

#### 2. **Declarations of Interest under the Municipal Conflict of Interest Act** - nil

#### 3. **Discussion - Citizen Applications and Interview Process**

##### 3.1 **Committee Terms of Reference and Orientation**

Peter Fay, City Clerk, provided an overview of the Terms of Reference for the Citizen Appointments Committee.

Mr. Fay also provided further details with respect to the Citizen-based Advisory Committee Guideline and Appointment Procedure, and relevant Council decisions regarding citizen recruitment and appointments. Mr. Fay explained that the Audit Committee appointment interviews would be undertaken by the Chief Audit Executive and AMPS appointment interviews will be undertaken by staff.

Mr. Fay suggested the Committee's initial focus for appointments start with the Property Standards Committee, Brampton Appeal Tribunal, Committee of Adjustment and Brampton Library Board, then proceed to all other citizen based committees.

In response to questions from Committee, staff noted the following:

- Council appointment of one to three citizen members to the Audit Committee.
- Reviewed number of applicants received for Audit Committee
- Advised the qualifications for both Audit Committee and AMPS will be sent to all members of Council
- Clarified past interview structures used for Citizen appointment interviews
- Provided suggestions with respect to simplifying the candidate selection process for interviews
- Reviewed how Committee members declare a conflict of interest during the applicant interview process

# 3.1 - 3

## Minutes

### Citizen Appointments Committee

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#### 3.2 Discussion Item re: Citizen Application, Evaluation and Interview Process

Peter Fay, City Clerk, provided further details with regard to the number of applications received and provided suggestions with respect to priorities for Committee appointments, including the selection and evaluation process and the scheduling of citizen interviews and interview format.

In response to questions from Committee, staff noted the following:

- Suggested different methods for applications to be reviewed by Committee
- Advised that all members of the Committee must be present for all applicant interviews
- Provided details regarding the possibility of merging the Property Standard Committee and Brampton Appeal Tribunal together to form one Committee for all appeal matters
- Clerk's Office will canvass Committee members for possible meeting date the week of February 11, 2019
- Suggestion to have staff undertake the initial screening of applicants
- Provided the number of applications received per Committee.
- Closed session material will be distributed prior to the closed session meetings to allow Committee members to prepare
- Past citizen appointment attendance record will be provided for reference
- All members appointed to certain committees may be subject to criminal background checks
- Possibility of conducting interviews the weeks of February 18, 2019 and February 25, 2019
- Staff who are subject matter experts will also be canvassed for interviews

The following motion was considered.

- CAC002-2019
1. That the applicant evaluation and interview process first on the following appointments:
    - Committee of Adjustment,
    - Brampton Appeal Tribunal,
    - Property Standards Committee, and
    - Brampton Library Board; and,
  2. That the City Clerk be requested to review and screen the applications based on the following initial criteria:
    - compliance with the basic application requirements,
    - previous appointment service/attendance of the applicant,
    - applications submitted for multiple appointments; and,

# 3.1 - 4

## Minutes

### Citizen Appointments Committee

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3. That the Clerk be requested to schedule another meeting of the Citizen Appointments Committee to review and evaluate in closed session the list of applicants for appointments as set in Recommendation #1, and to consider appropriate scheduling of interviews.

Carried

4. **Closed Session** – nil

5. **Other Business** – nil

6. **Adjournment** – nil

CAC003-2019 That the Citizen Appointment Committee do now adjourn.

Carried