

February 23, 2016

**To: All City of Brampton Citizen Advisory  
Committee Members**

**Re: Parks and Recreation Master Plan  
Seeking Members for Citizen Panel**



The City of Brampton is commencing work on the creation of a **Parks and Recreation Master Plan** in 2016/2017. The Project Team, which consists of city staff and an external consultant team, is looking for volunteers to sit on a **Citizen Panel** to provide insight and contribute to the development of the Master Plan.

The Panel will be chosen from the existing [Citizen Advisory Committees of Council](#). You are not being asked to represent the committee you sit on. Instead, we are looking for a 10-20 person panel consisting of a broad cross-section of individuals with an interest in parks and recreation. If selected, you would:

- Participate as a Panel member on the development of the Parks and Recreation Master Plan 2016/2017 (estimate of 4 meetings total)
- Provide feedback on needs and opportunities, the results of the engagement process, the draft vision, principles, goals and objectives, and the draft Master Plan.
- Serve as a sounding board to anticipate issues, opportunities and challenges, about the Master Plan.
- Act as a conduit to distribute information about the Master Plan process and other engagement opportunities to organizations and members of the public.

Participation on this Panel would require attendance at an orientation meeting to be held in March. Subsequent meetings will be arranged to coincide with key project milestones.

For more information on this committee, please see the attached Terms of Reference (Appendix 1). If interested, please contact one of our project leads John Spencer, Manager, Parks and Facility Planning ([john.spencer@brampton.ca](mailto:john.spencer@brampton.ca) or Maria Doyle, Coordinator, Special Projects ([maria.doyle@brampton.ca](mailto:maria.doyle@brampton.ca)) before March 4, 2016. We will be meeting with candidates shortly thereafter.

Thank you,

**J. Pitushka**  
Chief (Acting)  
Planning and Infrastructure Services Department

*Appendix 1 – Citizen Panel Terms of Reference*

February 23, 2016

## **Parks and Recreation Master Plan CITIZEN PANEL Terms of Reference**

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### **1. Statement of Purpose**

- 1.1. The Parks and Recreation Master Plan Citizen Panel will be asked to provide feedback on needs and opportunities, the results of the engagement process, the draft vision, principles, goals and objectives, and the draft master plan.

### **2. Composition**

- 2.1. The Panel will consist of a group of citizen and community stakeholders that collectively represent a broad cross-section of individuals and organizations with an interest in parks and recreation.
- 2.2. The target size for the Panel is 10-20 persons.

### **3. Candidacy**

- 3.1. The Panel will be selected from members that come from the existing City of Brampton [Citizen Advisory Committees](#).
- 3.2. Members will be selected based on their interest or background in parks and recreation. An individual should be able to demonstrate their civic mindedness (i.e. past president of local stakeholder organization, former volunteer board member of a stakeholder organization, or representative of a stakeholder agency or organization).
- 3.3. Candidates are asked to respond, in writing, to John Spencer, Manager, Parks and Facility Planning ([john.spencer@brampton.ca](mailto:john.spencer@brampton.ca)) or Maria Doyle, Coordinator, Special Projects ([maria.doyle@brampton.ca](mailto:maria.doyle@brampton.ca)) **before March 4, 2016** detailing why they think they might be suitable for the Panel.

### **4. Duties**

- 4.1. Participate as a Panel member on the development of the Parks and Recreation Master Plan 2016/2017
- 4.2. Provide feedback on needs and opportunities, the results of the engagement process, the draft vision, principles, goals and objectives, and the draft Master Plan.
- 4.3. Serve as a sounding board to anticipate issues, opportunities and challenges, about the Master Plan.
- 4.4. Act as a conduit to distribute information about the Master Plan process and other engagement opportunities to organizations and members of the public.

## 5. Term

- 5.1. The term of the Panel is anticipated to be from March 2016 to March 2017, coinciding with the anticipated timeframe for the project.

## 6. Frequency of Meetings

- 6.1. The Panel will be asked to attend approximately 4 meetings over the Term of the project. By meeting throughout the process, the Panel will act as a sounding board to anticipate issues, opportunities and challenges, and as a conduit to distribute information about the Master Plan process and other engagement opportunities to organizations and members of the public associated with Panel members.

## 7. Panel Governance

- 7.1. The Citizen Panel is acting in an advisory capacity to the Project Team and is not responsible for the decisions made by the Project Team or City Council. By participating in the Citizen Panel, members are not expected to waive their rights to participate in the democratic process and may continue to participate through other channels.
- 7.2. The Citizen Panel will report its advice to the project team with the assistance of a facilitator. The facilitator will provide facilitation services for Citizen Panel meetings, including developing meeting agendas in consultation with the Project Team and Citizen Panel, and documenting perspectives and advice shared at the meetings through meeting notes.
- 7.3. As an advisory group, the Citizen Panel will be asked to seek general agreement on guidance and advice to the Project Team. The Citizen Panel will be encouraged to openly discuss ideas, perspectives and viewpoints, and seek to develop common ground and narrow areas of disagreement to the best of their ability. Where differing viewpoints and opinions exist, these will be documented in the Citizen Panel meeting notes.
- 7.4. The Parks and Recreation Master Plan Project Leader (or designate) will serve as a staff support to the Panel.
- 7.5. The Project Team reserves the right to dissolve the Panel for any matter that compromises the integrity, transparency or accountability of the City, Panel and/or its mandate.

## 8. Vacancies

- 8.1. The Chairperson shall inform the City Clerk's Office of any vacancies.
- 8.2. Should a vacancy occur during the term of the project, the recruitment of a replacement member to join the Citizen Panel shall be conducted by the *Project Leader, Parks and Recreation Master Plan* to complete the balance of the term.

## **9. Conflict Of Interest**

- 9.1. In the event that a Citizen Panel member becomes aware of an actual or perceived conflict of interest, he/she must declare the conflict immediately to the Chairperson.
- 9.2. Citizen Panel members must follow all applicable City Conflict of Interest and Panel Code of Conduct policies or guidelines related to the declared conflict of interest.
- 9.3. The Citizen Panel member with the actual or perceived conflict shall not use his/her influence to affect the outcome of a Panel's advisory ability regarding the individual or organization that is the subject of the conflict. The Chairperson reserves the right to order the Panel member with the actual or perceived conflict to leave the room during any deliberations regarding the subject of the conflict.
- 9.4. Failure by a Citizen Panel member to disclose a perceived, actual or pecuniary conflict of interest shall be grounds for dismissal by Council on advice of the Chairperson or Project Leader, Parks and Recreation Master Plan.

## **10. Expectations of Panel Members**

- 10.1. Members must attend all meetings as scheduled by the Chairperson throughout the year. Members will be expected meet a minimum of three (3) times to a maximum of five (5) over the course of the project to review materials from the Project Team.
- 10.2. Members will not have any materials or information sent to them in preparation of meetings. All materials will be reviewed within the context of the scheduled meeting. Members are expected to review materials thoroughly and with due diligence.
- 10.3. In the event that a member cannot attend a meeting, he/she shall be expected to provide notice in writing via email or hard copy to the Chairperson a minimum of forty eight (48) hours before a scheduled meeting.
- 10.4. Failure by a Panel member to attend two (2) consecutive meetings without a legitimate reason or proper documentation shall be grounds for dismissal by Council on advice of the Chairperson.

## **11. Media Contact**

- 11.1 Individual Citizen Panel members' opinions are not necessarily representative of the views of the entire Citizen Panel. In the event that individual Citizen Panel members receive media enquiries about opinions expressed by the Citizen Panel, such inquiries should be referred to [City of Brampton contact].