February 20, 2015

Council Committee Room
4th Floor – City Hall

Members:
City Councillor D. Whillans – Wards 2 & 6 (Chair)
City Councillor P. Fortini – Wards 7 & 8
Regional Councillor M. Medeiros – Wards 3 & 4
Regional Councillor E. Moore – Wards 1 & 5
Regional Councillor M. Palleschi – Wards 2 & 6

Staff:
E. Evans, Deputy City Clerk, Corporate Services

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.
Minutes
Citizen Appointments Committee

The meeting was called to order at 3:10 pm, and adjourned at 4:04 pm.

After consideration of the matters placed before the Committee, the members present their report as follows:

A. CAC001-2015 Appointment of Chair
B. CAC002-2015 Approval of Agenda
C. Conflicts of Interest
D 1. CAC003-2015 Citizen-Based Advisory Committee Guideline and Appointment Procedure
D 2. Committee Terms of Reference

E. Closed Session
F. Other Business
G. CAC007-2015 Adjournment

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City Councillor D. Whillans, Chair
A. **Appointment of Chair**

Deputy Clerk Earl Evans opened this first meeting of the Citizen Appointments Committee and stated that the first order of business is for the appointment of a Committee Chair.

The following Committee members were nominated:
- Councillor Doug Whillans
- Councillor Pat Fortini

Councillor Fortini subsequently withdrew his nomination. No other nominations were received and nominations were closed.

The following motion was considered:

CAC001-2015 That City Councillor Whillans be appointed as Chair of the Citizen Appointments Committee for the term ending November 30, 2016, or until a successor is appointed.

Carried

B. **Approval of Agenda**

Councillor Whillans assumed the Chair.

The following motion was considered:

CAC002-2015 That the Agenda for the Citizen Appointments Committee Meeting of February 20, 2015, be approved as printed and circulated.

Carried

C. **Conflicts of Interest** - nil

D. **Discussion – Citizen Applications and Interview Process**

D 1. **Citizens-Based Advisory Committee Guideline and Appointment Procedure**

Committee discussed the guideline requirement (second last bullet) that citizen members absent for three consecutive meetings will be deemed to have resigned. The Committee expressed concern about the contribution of some past members, including poor attendance. The Deputy Clerk reminded that
staff will provide “factual” information such as attendance and participation on sub-committees and site inspections. The Deputy Clerk also reported that Clerk’s Office staff is compiling meeting attendance information, which will be available for the interviews. Another of the guideline clauses indicates that City staff with subject-matter expertise may observe the interviews and advise the Citizen Appointments Committee.

D 2. Committee Terms of Reference – 2014-2018

The Deputy Clerk distributed a copy of the 2014-2018 terms of reference for the various City committees, including the citizen-based advisory committees for which interviews will be conducted. This material was provided for reference throughout the interview process.

D 3. Other Discussion

Interview all applicants
The Deputy Clerk reported that more than 400 applications were received. To provide each applicant with a ten-minute interview would take approximately 66 hours. The possibility of short-listing the applicants was considered but not recommended.

The following motion was considered:

CAC003-2015 That all applicants for the various citizen advisory committees, who applied by the deadline date and time, be invited to an interview with the Citizen Appointments Committee.

Carried

Interview late applicants
The Deputy Clerk reported that there were several applications received after the deadline time of 4:30 pm on Friday, January 30, and reminded that the Appointment Procedure states that “applications received after that [deadline] date shall not be considered”. Committee members agreed and compared it to a candidate in the recent municipal election being past the deadline time; the application would not be accepted.

The following motion was considered:

CAC004-2015 That only those applicants who submitted an application by the deadline date and time, be invited to an interview, and that late applicants not be interviewed.

Carried
Interview Style
Committee members did not speak in favour of the usual interview questions used in the past but understood the constraints resulting from the numbers of applicants and the brief time available per person. Committee discussed the possibility of applicants for the Committee of Adjustment to make a presentation. Staff will be asked to provide applicants with a case study using a past or fictitious report, site plan and specifications for an application for a minor variance. Each applicant will be asked to report on a suggested course of action, questions and recommended decision.

Conflict of Interest
Committee discussed whether Citizen Appointments Committee members have a conflict of interest, for example if a family member or friend applies for a citizen committee. The Deputy Clerk explained that declarations are a personal matter for members to decide and not advised by staff to do so.

Limit on membership term
Committee discussed a suggestion to limit the membership of citizens appointed to advisory committees to a maximum of two terms (8 years). An opinion was expressed that citizens may have stopped applying for committees because of long-term members filling the places. No recommendation was made at this time but Committee reserved the right to present one at a later time, including when appointments are recommended to Council.

Alternate members
Committee recalled the previous practice of appointing “alternate” members who would not serve as members immediately but would be available to become full members if and when a vacancy on a particular committee occurs. This would save the lengthy time for advertising, application and interview. Committee agreed to include alternate members among its recommendations to Council for citizen appointments.

Staging of interviews
Committee discussed the possibility of staging the interviews over time rather than conducting them all at once, as soon as possible. For example, there is less urgency to form Cycling Advisory and Environment Advisory since they are new committees. Other committees such as Accessibility Advisory and Safety Council are operating well with current members. The Sports Hall of Fame is also less urgent since it operates until June 1, after its annual May event.

The suggested first priority interviews are:
- Brampton Public Library Board
- Committee of Adjustment
- Brampton Appeal Tribunal
- Property Standards Committee
The following motion was considered:

CAC005-2015 That staff be directed to arrange interviews as soon as possible for the following committees: Brampton Public Library Board, Committee of Adjustment, Brampton Appeal Tribunal, and Property Standards Committee.

Carried

Staff-conducted interviews
In light of the high number of applications, Committee questioned whether staff could interview the applicants for some of the committees, such as the two GTAA committees. Accessibility Advisory Committee was suggested at first but that suggestion was withdrawn.

The following motion was considered:

CAC006-2015 That authority be delegated to a City staff committee, comprised of the City Clerk, Deputy City Clerk, or their respective delegates (with any necessary support from the City Clerk’s Office) to interview and appoint City of Brampton representatives on the following:
1) Greater Toronto Airports Authority – Consultative Committee (one representative), and
2) Greater Toronto Airports Authority – Community Environment & Noise Advisory Committee (three representatives), in accordance with Council’s approved Committee Terms of Reference and the Citizen-Based Advisory Committee Guideline and Appointment Procedure.

Carried

E. Closed Session - nil

F. Other Business

G. Adjournment

CAC007-2015 That the Citizen Appointments Committee now adjourns the meeting of February 20, 2015, to meet again at the call of the Chair.

Carried