

City of Mississauga

# Corporate Policy & Procedure



**Policy Title: Citizen Appointments to Committees, Boards and Authorities**

**Policy Number: 02-01-01**

Section:	<b>Municipal Government</b>	Subsection:	<b>Council and Committees</b>
Effective Date:	<b>December 10, 2019</b>	Last Review Date:	<b>April, 2018</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Support Services, Legislative Services - Office of the City Clerk, Corporate Services</b>		

## Policy Statement

Council appoints citizen members to the City's committees, boards and authorities.

## Purpose

Citizen appointments allow Council to utilize the knowledge and skills of the citizens of Mississauga. This policy establishes eligibility criteria and outlines the application and appointment process.

## Scope

This policy applies to citizen appointments to any of the City's committees, boards and authorities, unless Council directs that an alternate appointment process be undertaken.

For the purposes of this policy, "committee" means committee, board, and authority.

## Eligibility

Citizen members of committees must be:

- Canadian citizens or, for the Mississauga Public Library Board only and in accordance with the *Public Libraries Act*, a permanent resident of Canada
- A minimum of 18 years of age at the time of application, and
- Either a resident of Mississauga or a citizen who owns a business in Mississauga

Employees of the City of Mississauga or the Regional Municipality of Peel are not eligible.

Citizen members of committees will be required to provide, as a condition of appointment, confirmation that they do not have a criminal record for which a pardon has not been granted.

A citizen member who ceases to be eligible must submit his or her resignation to the committee.

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## **Application process**

### **Public Notice**

The Office of the City Clerk, Corporate Services Department, arranges for a public notice to be placed on the City's web site and in newspaper(s) having general circulation in Mississauga, advising of citizen positions available on the various committees of Council. The public notice is usually placed in the fall of each election year and appears for three consecutive weeks.

### **Information Sessions**

The public notice advises that an information session will be held for all committees. Citizens interested in serving on any of the committees may attend the information session. The Office of the City Clerk arranges the information session.

### **Application Form**

Application forms are available on request from the Office of the City Clerk, at the information session and on the City's web site. Incumbents must reapply each term.

The application form will require applicants to provide information about their interests/ experience as it relates to the committee to which they are applying. Applicants for all positions will be asked the same questions to ensure consistency and fairness in the evaluation process.

The application must be completed and submitted to the Office of the City Clerk by an established deadline. No applications will be accepted after the deadline.

### **Application Process for Election Campaign Finances Committee**

The application process for the Election Campaign Finances Committee differs from that of other committees in that a public notice is placed on the City's web site and in newspaper(s) having general circulation in Mississauga in the spring, immediately prior to an election, rather than the fall and no information session is held.

## **Appointment Process**

The appointment process will be undertaken in two phases, one for boards, authorities and quasi-judicial committees in the fall or early winter of the election year and one for advisory committees early the following year.

### **Screening Process**

All applications received by the established deadline will be screened by the Office of the City Clerk in order to short list those candidates whose interests/experience align with the mandate of the committee they are applying for.

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### **Nominating Committee**

A Nominating Committee is established for each committee having citizen members. The review panel of each Nominating Committee will be comprised of a minimum of two members of the newly-elected Council who are appointed to, or previously sat on, the applicable committee.

Each Nominating Committee is responsible for reviewing the short list of applicants and, with the support of staff from the Office of the City Clerk, conducting interviews.

### **Selection**

Following the interview process, potential appointees are selected by each Nominating Committee. The recommendations are consolidated by the Office of the City Clerk in a report to Council, in closed session, for their consideration and final approval.

The Office of the City Clerk notifies all applicants, in writing, of Council's decision and retains all applications on file.

### **Term of Office**

Citizen members serve a term concurrent with that of Council and retain office until their successors are appointed.

The Office of the City Clerk will canvass citizen members of committees at mid-term to confirm that they wish to carry out the balance of their term.

While there are no specific term limits for citizen members of committees, Council may give preference to qualified applicants who have not had a previous opportunity to serve over those who are seeking re-appointment after serving two consecutive terms.

### **Appointment Process for Election Campaign Finances Committee**

The appointment process for the Election Campaign Finances Committee differs in that there is no Nominating Committee. Council will appoint a panel of staff to interview applicants. The staff panel will make a recommendation to Council with respect to the appointees to this committee. Citizen members of the Election Campaign Finances Committee are appointed prior to the election and serve for the term of office that commences following the municipal election. All other requirements with respect to the appointment process apply to the Election Campaign Finances Committee.

### **Filling Vacancies during Term of Committee**

Vacancies are not filled after March 31 of an election year.

When a vacancy needs to be filled, the previous applications will be submitted to the applicable Nominating Committee for consideration.

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If there are no previous applicants who are suitable and available to serve, the City Clerk repeats the application and appointment process described above (with the public notice appearing for two weeks, rather than three).

## Expenses

Citizen members of committees may be eligible for the standard City of Mississauga car allowance. See Corporate Policy and Procedure – Business Expenses - Car Allowance/ Reimbursement for Use of Personal Vehicles on City Business.

Business cards are not provided to citizen members of committees.

## Revision History

Reference	Description
GC-218-76 – 1976 02 09	
GC-758-79 – 1979 05 14	
Resolution 791-80 – 1980 12 8/10	
AF-927-82 Part A: - 1982 07 14	
AF-51-90- 1990 01 22	
GC-118-92- 1992 07 15	
GC-620-94 – 1994 10 26	
GC-0300 – 2006 04 26	
GC-0585-2010 – 2010 09 15	
GC-0187-2013 – 2013 04 10	Citizens who owns a business in Mississauga may become Citizen members of committees
GC-0388-2014 – 2014 09 10	Revised citizen appointment process; applicant must be 18 and over
October 15, 2020	Revised to reflect amendments to the <i>Public Libraries Act</i> (PLA), effective December 10, 2019, to permit Canadian permanent residents to serve as public library board members