

# Corporate Policy and Procedure



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Effective Date 2010 09 15  
Supersedes 2006 04 26

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TAB: MUNICIPAL GOVERNMENT  
SECTION: COUNCIL AND COMMITTEES  
SUBJECT: CITIZEN APPOINTMENTS TO COMMITTEES, BOARDS  
AND AUTHORITIES

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**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, and residents of 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 confirmation that they do not have a criminal record for which a pardon has not been granted, as a condition of appointment.

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

**APPLICATION PROCESS**

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## 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 positions available to citizens 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 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

### Nominating Committee

A Nominating Committee is established for all committees having citizen members. The Nominating Committee is comprised of five members of the newly-elected Council, who are appointed at the beginning of the new term of Council.

All applications received by the established deadline are

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presented to the Nominating Committee. The Nominating Committee is responsible for reviewing the applications; selecting which applicants will be interviewed; and conducting the interviews.

All Members of Council shall be notified of the interview dates for all committees with citizen members and, upon request, may attend any of the interviews as time permits. However, those Members of Council not on the Nominating Committee shall not be permitted to participate in the interview process.

## Selection

Appointees are selected at the earliest possible meeting of Committee. The Nominating Committee makes its recommendations to Council, in closed session.

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

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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 Nominating Committee for consideration.

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.

Business cards are not provided to citizen members of committees.

## REFERENCE:

GC-0300 – 2006 04 26  
GC-0585-2010 – 2010 09 15

## LAST REVIEW DATE:

June, 2010

## CONTACT:

For more information, contact Support Services, Office of the City Clerk, Corporate Services Department.