

FREQUENTLY ASKED QUESTIONS (FAQs)

What is a Citizen Member and the purpose of the Citizen Member Appointment?

- A Citizen Member is a resident and/or business owner in the City of Mississauga that are City Council appointed to sit on an Advisory Committee to provide advice, knowledge and make recommendations on specific matters.
- The purpose of the Citizen Member appointments allow Council to utilize the knowledge and skills of the citizens of Mississauga.

What are the Requirements/Qualifications/Eligibility to be a Citizen Member?

Eligibility

- **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.
- 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.

Requirements

- 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.

Qualifications

- ***Some Committees, Boards and Authorities may require additional qualifications to be appointed.

What does the Time Commitment entail? (Frequency, Location, Time, etc.)

- All those appointed are consider a citizen member of a Committee, Board and Authority for the Term of Council. The new Term of Council is from November 15, 2022 to November 14, 2026, therefore an individual is a member from the time they are appointed until **November 14, 2026 or until a successor is appointed.**

- Each committee commitments varies;
 - **Frequency** - may meet monthly, every other month (bi-monthly) and/or quarterly.
 - **Time** - meetings usually last for about 2-3 hours, others may last longer. The meetings also have various start times and may meet in the morning (9:30am/10am), afternoon (between 1pm and 3pm) and/or evening (between 5:30pm to 6:30pm). Majority of meetings take place on either Monday, Tuesday and/or Wednesday.
 - **Location** – To be determined. May meet virtual, in-person or in a hybrid format. Virtual meetings take place via WebEx, with the exception of the Accessibility Advisory Committee that using ZOOM. In-person meetings majority will take place at Civic Centre with a few exceptions.
- Potential additional time commitment, some committees:
 - May have established Subcommittees and Working Group meetings; and
 - May require participation with site inspections.

Is there remuneration for sitting on a Committee and/or Board?

- **No compensation** for sitting on an Advisory Committee – ***strictly a volunteer position.***
- Members of Quasi-Judicial Committees and Tribunal receive an honorarium, which is flat fee per meeting, not a salary or hourly rate.

Is there reimbursement for Mileage, Expenses and/or City-Paid Parking?

- Members who have meetings at Civic Centre during enforced paid parking hours will receive a parking pass to attend Committee meetings only.
- Members also receive reimbursement for mileage to attend site inspections.
- Members of Quasi-Judicial Committees and Tribunals receive reimbursement for expenses.

What does the Selection/Interview Process consist of?

- Those selected for an interview will be contacted between the months of January to April 2023.
- Interviews are scheduled for 15 minutes and consist of approximately five (5) questions with the Nomination Committee.
 - Nomination Committee consists of the appointed Councillors on the applicable committee, a representative from Clerks and applicable departmental staff.
- Interviews may be held in-person at Civic Centre OR Virtual via WebEx.
- Apply → ***Only those selected will be contact for an Interview*** → A list of interview dates and times will be sent out via email - availability and selection is based on first response basis → Confirmation Interview email → Attend the Interview → Be Appointed to the Committee and fill out the applicable paperwork

How to apply to become a Citizen Member?

- Fill out the online application form located at the following link - <http://bttr.im/lc1xp>
- Please select no more than three (3) committees to apply to and ensure each of the answers are related to each committee selected.

For further questions and/or details regarding the Citizen Appointment process;

- Please visit the following webpage at <https://www.mississauga.ca/council/committees/citizen-appointments-on-committees/>; OR
- Call 311 (905-615-4311 outside of City limits); OR
- Email citizen.appointments@mississauga.ca; OR
- Make an appointment to visit the Office of the City Clerk.