



## THE REGIONAL MUNICIPALITY OF PEEL

### REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE

#### AGENDA

PPC - 1/2019

**DATE:** Thursday, March 21, 2019

**TIME:** 11:00 AM – 12:30 PM

**LOCATION:** Council Chamber, 5th Floor  
Regional Administrative Headquarters  
10 Peel Centre Drive, Suite A  
Brampton, Ontario

**MEMBERS:** P. Brown; B. Crombie; G. Dhillon; P. Fortini; N. Iannicca; J. Innis;  
S. McFadden; M. Palleschi; C. Parrish; P. Saito; I. Sinclair; A. Thompson

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1. **ELECTION OF CHAIR AND VICE CHAIR**
2. **DECLARATIONS OF CONFLICTS OF INTEREST**
3. **APPROVAL OF AGENDA**
4. **DELEGATIONS**
5. **REPORTS**
  - 5.1. Regional Council Policies and Procedures Committee Work Plan
  - 5.2. Member Appointment to the Peel Police Services Board (For information)
6. **COMMUNICATIONS**
7. **OTHER BUSINESS**
  - 7.1. Notice of Motion from Councillor Parrish Regarding the Role of the Regional Chair  
(Referred from the February 28, 2019 Regional Council meeting)
8. **IN CAMERA MATTERS**
  - 8.1. Selection of Applicant for Appointment to the Peel Police Services Board (For information) (Personal matters about an identifiable individual, including municipal or local board employees)

**9. NEXT MEETING**

Thursday, May 16, 2019, 11:00 a.m. – 12:30 p.m.  
Council Chamber, 5th Floor  
Regional Administrative Headquarters  
10 Peel Centre Drive, Suite A  
Brampton, Ontario

**10. ADJOURNMENT**

DATE: March 14, 2019

REPORT TITLE: **REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE  
WORK PLAN**

FROM: Catherine Matheson, Commissioner of Corporate Services

## RECOMMENDATION

**That a Work Plan, as proposed in Appendix II to the report of the Commissioner of Corporate Services, titled “Regional Council Policies and Procedures Committee Work Plan”, be approved.**

### REPORT HIGHLIGHTS

- On December 13, 2018 the Council Policies and Procedures Committee (the Committee) was established with a mandate to review Regional Council’s operational structure, procedures, and regulatory tools; and, to provide recommendations regarding Council transparency and accountability, Council’s effective and efficient decision making procedures, and methods/tools to build on current practices.
- The Committee Terms of Reference, outlining the mandate, is attached as Appendix I.
- On February 28, 2019, Regional Council passed resolutions to amend various policies and procedures, including such items as the Council Code of Conduct and Council-Staff Relations Policy, and referred the matters to the Committee for review.
- Based on the approved Committee mandate and the resolutions passed by Regional Council on February 28, 2019, staff has put forward a draft work plan for discussion by the Committee members.
- The proposed work plan is attached as Appendix II.

## DISCUSSION

### 1. Background

On December 13, 2018 the Council Policies and Procedures Committee (the “Committee”) was established with a mandate to review Regional Council’s operational structure, procedures, and regulatory tools; and, to provide recommendations regarding Council transparency and accountability, Council’s effective and efficient decision making procedures, and methods/tools to build on current practices.

The Committee Terms of Reference (Appendix I) outlines the mandate and provides a list of policies, procedures and by-laws that may be reviewed by the Committee.

## REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE WORK PLAN

On February 28, 2019, as required by Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*, Regional Council passed resolutions that:

- amended the existing Council Code of Conduct, Schedule "A" to By-law 1-2017, to also include local board members;
- approved an interim Council-Staff Relations Policy (the Policy);
- referred the Council Code of Conduct and the Policy to the Council Policies and Procedures Committee for review;
- approved that a new section "Pregnancy and Parental Leave – Members of Council", be added to policy HR 10-08 "Remuneration of Council Members";
- approved a Disclosure of Interest form for use by Council Members, to be published on the Region of Peel web page in the form of a registry, which shall be made available for public inspection; and
- approved the necessary amendments to Procedure By-law 9-2018.

Amendments to the various Regional policies, procedures and by-laws, resulting from the above noted resolutions, fall under the mandate of the Committee.

### 2. Proposed Work Plan Details

Based on the approved Committee mandate and the resolutions noted above, staff has put forward a draft work plan, included as Appendix II, for discussion by the Committee members.

### CONCLUSION

The purpose of the proposed work plan is to support and guide the Committee's work throughout the current Term of Council. Additional information and changes to the work plan will be at the discretion and approval of the Committee. Staff request that the members choose meeting topics to be addressed in 2019 and approve a work plan in order to commence the work of the Committee.



Catherine Matheson, Commissioner of Corporate Services

**Approved for Submission:**



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D. Szwarc, Chief Administrative Officer

**REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE WORK PLAN**

**APPENDICES**

Appendix I - Committee Terms of Reference

Appendix II - Draft Proposed Work Plan

*For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Director of Legal Services, ext. 4325, [kathryn.lockyer@peelregion.ca](mailto:kathryn.lockyer@peelregion.ca).*

*Authored By: Jill Jones*

**APPENDIX I  
REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE WORK PLAN**

**Terms of Reference – Regional Council Policies and Procedures Committee**

**Mandate:**

The mandate of the Regional Council Policies and Procedures Committee (the “Committee”) shall be to review the Region’s council operational structure, procedures and regulatory tools (and/or review best practices of other models of governance) and provide recommendations to Regional Council regarding: Council transparency and accountability; Council’s effective and efficient decision making structures and procedures; and, methods/tools to build on current practices.

**Responsibilities:**

The Committee will review and, if/when required, provide recommendations on:

Regional Council’s Transparency and Accountability Policies, Procedures and By-laws:

- Accountability and Transparency Policy
- Council Code of Conduct
- Closed Meeting Investigator
- Role, Recruitment and Procedures of the Integrity Commissioner
- Lobbyist Registry
- Corporate Sponsorship
- Council Expense Policy
- Council Fees under the Fees and Charges By-law

Regional Council’s Decision Making Structure, Procedures and By-laws:

- Council Meeting Structure
- Council Committee Structure, Composition and Related Procedures
- Council Appointments to Special Purpose Bodies \*
- Citizen Engagement (through Advisory Committees etc.)
- Procedure By-law
- Delegation of Powers and Duties
- Public Notice By-law
- Election Policies and/or Appointment of the Regional Chair

\* Regional Council appointments to special purpose bodies include the Peel Police Services Board and the nominations to the Greater Toronto Airports Authority Board of Directors, and other bodies as required.

**Membership:**

The Committee is comprised of the Regional Chair (ex-officio) the Mayors of Caledon, Brampton and Mississauga, and a minimum of 1 Councillor from each municipality.

**Roles and Responsibilities of Members:**

The Committee will serve in an advisory capacity by making recommendations to Regional Council. Members who cannot attend a meeting must inform the Office of the Regional Clerk and may designate an alternate Councillor to attend the meeting.

**APPENDIX I  
REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE WORK PLAN**

**Election of Chair and Vice-Chair:**

The Committee will elect from among its members a Chair and Vice-Chair, and this election shall be held at the first meeting of the Committee. The Vice-Chair may act in the capacity of Chair and exercise all the rights, powers and authorities of the Chair when the Chair is absent through illness or otherwise, or is absent from the office in the course of his or her duties, or on vacation or on an approved leave.

**Quorum:**

Quorum will consist of the majority of the total number of members of the Committee.

**Reporting Structure:**

The Committee will report through the Enterprise Programs and Services section of the Council agenda. The minutes of each Committee meeting will be placed on the next appropriate Regional Council Agenda for approval.

**Term of Appointment:**

Members of the Committee shall be appointed for a term ending upon the dissolution of the Committee or at the end of the term of Council, whichever comes first, or until their successors are appointed.

**Frequency of Meetings:**

Will be determined by the Committee in consultation with Regional Staff.

**Staff Resources:**

The Corporate Services and Finance staff will support the Regional Council Policies and Procedures Committee.

The Committee will be supported by the Regional Clerk, pursuant to the Procedure By-law.

**APPENDIX II  
REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE WORK PLAN**

DRAFT PROPOSED WORK PLAN

<b>Meeting No.</b>	<b>Meeting Date:</b>	<b>Topic</b>
1.	March 21, 2019	<ul style="list-style-type: none"> <li>• Peel Police Services Board (PPSB) – Application Review and Interview Selection Process</li> <li>• Work Plan Review</li> </ul>
2.	May 16, 2019	<ul style="list-style-type: none"> <li>• PPSB Appointment Recommendation</li> <li>• Procedure By-law 9-2018</li> <li>• Council Code of Conduct (Schedule “A” to By-law 1-2017)</li> <li>• Council Expense Policy</li> </ul>
3.	TBD*	<ul style="list-style-type: none"> <li>• Council-Staff Relations Policy Review</li> </ul>
4.	TBD*	<ul style="list-style-type: none"> <li>• Accountability and Transparency Policy</li> <li>• Role, Recruitment and Procedures of the Integrity Commissioner</li> <li>• Closed Meeting Investigator</li> <li>• Lobbyist Registry</li> </ul>
5.	TBD*	<ul style="list-style-type: none"> <li>• Corporate Sponsorship</li> <li>• Council Fees under the Fees and Charges By-law</li> </ul>
6.	TBD*	<ul style="list-style-type: none"> <li>• Council Meeting Structure</li> <li>• Council Committee Structure, Composition and Related Procedures</li> <li>• Citizen Engagement (through Advisory Committees etc.)</li> </ul>
7.	TBD*	<ul style="list-style-type: none"> <li>• Delegation of Powers and Duties</li> <li>• Public Notice By-law</li> </ul>
8.	TBD*	<ul style="list-style-type: none"> <li>• Election Policies and/or Appointment of the Regional Chair</li> </ul>
9.	As required	<ul style="list-style-type: none"> <li>• Council Appointments to Special Purpose Bodies</li> </ul>

\* It is requested that the Committee choose meeting topics to be addressed throughout 2019 and the Term of Council.



**For Information**

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DATE: March 4, 2019

REPORT TITLE: **MEMBER APPOINTMENT TO THE PEEL POLICE SERVICES BOARD**

FROM: Catherine Matheson, Commissioner of Corporate Services

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**OBJECTIVE**

To provide information to the members of the Regional Council Policy and Procedures Committee regarding applications received for the appointment of one member to the Peel Police Services Board who is neither a member of Regional Council, nor an employee of the Region of Peel.

**REPORT HIGHLIGHTS**

- Section 27(9) of the *Police Services Act* (the *Act*) requires that a municipality shall include on its Police Services Board, one person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality.
- A request for applications was placed in local papers on January 17 and 25, 2019 and posted on the Region of Peel website under News/Public Notices.
- The advertisement (included as Appendix I) outlines the preferred qualifications and eligibility criteria for appointment to the Peel Police Services Board.
- Forty-five applications were received.
- Staff reviewed the application forms and determined that 34 meet the minimum eligibility criteria as required by the *Act*, were completed in full and received by the submission deadline.
- The Regional Council Policies and Procedures Committee (the “Committee”) will review the applications and, based on the preferred qualifications, select a short-list of candidates for interview.
- Subsequent to the interviews, the Committee will meet to finalize the selection and provide a recommendation to Regional Council.

**DISCUSSION**

**1. Background**

Section 27(9) of the *Police Services Act* (the *Act*) requires that a municipality shall include on its Police Services Board, one person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality. Section 27(13) of the *Act* provides criteria for persons who are not eligible for appointment, that being: a judge; a

## MEMBER APPOINTMENT TO THE PEEL POLICE SERVICES BOARD

justice of the peace; a police officer; and, a person who practices criminal law as a defence counsel.

On December 13, 2018 the Regional Council Policies and Procedures Committee (the "Committee") was established with a mandate to provide oversight of the appointment process to various local boards including appointment to the Peel Police Services Board.

### 2. Appointment Process

A request for applications was placed in local papers on January 17 and 25, 2019 and posted on the Region of Peel website under News/Public Notices. The advertisement (included as Appendix I) outlines the preferred qualifications and includes the minimum eligibility criteria as provided in Sections 27(9) and 27(13) of the Act.

The application submission deadline was February 1, 2019. The Office of the Regional Clerk received a total of 45 applications. Staff reviewed the application forms and determined that 34 meet the minimum eligibility criteria as required by the Act, were completed in full and received by the submission deadline.

The Committee will review the applications and, based on the preferred qualifications, select a short-list of candidates for interview. Each candidate that accepts an interview, and agrees to proceed with the selection process, will be required to submit a criminal record search form. The successful candidate will be required to undergo a more thorough personal record search.

Following the interview process, members of the Committee will deliberate to determine the successful candidate. Subsequent to the interviews, the Committee will meet to finalize the selection and provide a recommendation to Regional Council. It is the goal to have the member appointed prior to the June 21, 2019 meeting of the Peel Police Services Board (the "Board").

### CONCLUSION

The Regional Council Policies and Procedures Committee will short-list and interview candidates in order to determine the most suitable candidate to be appointed as a member to the Board.



Catherine Matheson, Commissioner of Corporate Services

**Approved for Submission:**



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D. Szwarc, Chief Administrative Officer

**MEMBER APPOINTMENT TO THE PEEL POLICE SERVICES BOARD**

**APPENDICES**

Appendix I – Newspaper Advertisement

*For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Director of Legal Services, Ext. 4325, [kathryn.lockyer@peelregion.ca](mailto:kathryn.lockyer@peelregion.ca).*

*Authored By: Jill Jones*

## NOTICE TO MEMBERS OF THE PUBLIC WISHING TO SERVE ON THE REGIONAL MUNICIPALITY OF PEEL POLICE SERVICES BOARD

The Regional Municipality of Peel invites applications from members of the public who are interested in serving as a Citizen Appointee to the Peel Regional Police Services Board for a term ending November 14, 2022, or until a successor is appointed by Regional Council.

The Peel Police Services Board is responsible for the provisions of police services, law enforcement and crime prevention within the Region of Peel. Preference will be given to applicants who meet the following qualifications:

- Skills or leadership in a business or a profession which demonstrate ability to work effectively as a member of a board;
- Demonstrated history of community service;
- Of good character (selected applicants will be required to undergo police background checks);
- Specific knowledge or experience which may be an asset to the Board;
- A resident of the Region of Peel;
- An owner or tenant of land in the Region of Peel or the spouse of such a person;
- A Canadian citizen at least 18 years of age;
- Ability to devote up to 30 hours per month to Police Board matters including availability during normal business hours;
- Not a member of the Legislative Assembly, the Senate or House of Commons, nor an elected official of Council;
- Not a crown employee, nor an employee of a municipality;
- Not a judge, or justice of the peace;
- Not otherwise disqualified from holding office or voting;
- Not a police officer;
- Not a person who practices criminal law as a defence counsel.

Information regarding the Peel Police Services Board including the 2019 meeting schedule and the Board Members' Code of Conduct is available on the Peel Services Board website at [peelpoliceboard.ca](http://peelpoliceboard.ca)

### How to apply:

Individuals interested in serving in this capacity will be required to complete an application form outlining their qualifications and experience. The form may be downloaded from the Region of Peel's website at [www.peelregion.ca/news/notices](http://www.peelregion.ca/news/notices) or picked up in-person at the address identified below. Alternatively, applicants may contact the Office of the Regional Clerk by email at [regional.clerk@peelregion.ca](mailto:regional.clerk@peelregion.ca) or by phone at 905-791-7800, ext. 4330, to obtain the required application form.

Applications will be accepted by mail, fax, e-mail, or in person by the undersigned until **4:30 p.m. on Friday, February 1, 2019**. Selected applicants will be invited to attend an interview conducted by a Regional Council nomination committee. Only those selected for an interview will be contacted.

### Contacts:

Jill Jones, Legislative Specialist  
Region of Peel  
10 Peel Centre Drive, 5th Fl., Suite A  
Brampton, ON L6T 4B9

Kathryn Lockyer, Regional Clerk  
Region of Peel  
10 Peel Centre Drive, 5th Fl., Suite A  
Brampton, ON L6T 4B9  
Fax: 905-791-1693  
[regional.clerk@peelregion.ca](mailto:regional.clerk@peelregion.ca)

Information is collected under the *Police Services Act* s.27 and used to determine suitability for the "citizen" appointment to the Peel Police Services Board.

The Region of Peel is committed to ensure that all Regional services, programs and facilities are inclusive and accessible for persons with disabilities. Please contact the Clerk's Office if you need any disability accommodations.

**Region of Peel**

**APPROVED AT REGIONAL COUNCIL  
February 28, 2019**

**20. NOTICE OF MOTION**

**20.3 Motion from Councillor Parrish Regarding the Role of the Regional Chair**

Referred to the Regional Council Policies and Procedures Committee 2019-220



# Resolution

Moved By: Councillor Parrish	Date: <b>February 28, 2019</b>
Seconded By: Councillor	Item Number <b>20.3</b>

Whereas twenty-four Regional Councillors are equal members of the Board of Directors tasked with governing the Region of Peel;

And whereas, Section 224(d.1) of the *Municipal Act, 2001* as amended, defines the role of Councillors as "ensuring accountability and transparency in the operation of the municipality including in the activities of its senior management";

And whereas, Section 225 of the Act notes "It is an obligation of the Head of Council to provide information and recommendations to Council";

And whereas, Part C iv) of the Peel Regional Council Code of Conduct states "The Regional Chair and Members of Council will...have a duty to work together for goodwill, the common good and the public interest";

And whereas, section H i) of the Code states "Decision-making authority lies with Regional Council as a whole...";

And whereas, section I i) of the Code states "...this code applies in all respects to the Chair as a Member of Regional Council";

And whereas, section I iii) also states "The Regional Chair will work with Regional Council with regard to those decisions or authorities which have not been delegated to the Regional Chair by legislation. The Regional Chair will represent and promote those decisions reached by Regional Council as a whole";

And whereas, section J vii) states "The Regional Chair and Members of Council will respect the principle that decision making, including policy making, the direction of staff and the commitment of municipal resources is only to be exercised by Members acting collectively through the Council as a whole";

Therefore be it resolved, that the Regional Chair shall ensure that all twenty-four Members of Council shall be fully and equally informed on all issues affecting the operation of the Region of Peel;

And further, that the newly formed Regional Council Policies and Procedures Committee review and refine the Peel Regional Council Code of Conduct to include the above recommendations so that the role of the Chair of the Region is clearly defined with respect to keeping all members of Council fully informed at all times.

<b>CARRIED</b>	<b>LOST</b>	<b>REFERRED</b>
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Chair