Tuesday, February 12, 2019

Members Present:  Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10
City Councillor C. Williams – Wards 7 and 8

Other Members Present: Regional Councillor R. Santos

Staff Present: A. Taylor-Safruk, Business Partner, Human Resources
N. Early, Manager, Manager, Corporate Policy and Performance, Office of the CAO
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Brenton, Legislative Coordinator
Minutes
Governance and Council Operations Committee

The meeting was called to order at 2:02 p.m. and adjourned at 4:50 p.m.

1. **Approval of Agenda**

   The following motion was considered.

   GC001-2019 That the agenda for the Governance and Council Operations Committee Meeting of February 12, 2019 be approved as published and circulated.

   Carried

   The following supplementary information was provided at the meeting.

   6.2. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: Council Office Support Model – Implementation Work


   7.2. Report from P. Fay, City Clerk, Office of the Chief Administrative Officer, re: Secure Access to Closed Session Material

2. **Declarations of Interest under the Municipal Conflict of Interest Act** – nil

3. **Consent** – nil

4. **Announcements** – nil

5. **Delegations** – nil

6. **Staff Presentations**

   6.1. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: Committee Terms of Reference and Orientation.

   Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided an overview of the Committee’s Terms of Reference document, appended to the agenda for this meeting.
The following motion was considered.

GC002-2019 That the Governance and Council Operations Committee Terms of Reference, to the Governance and Council Operations Committee Meeting of February 12, 2019, be received.

Carried


The subject presentation was distributed at the meeting.

Peter Fay, City Clerk, introduced Amy Taylor-Safruk, Business Partner, Human Resources, and provided a presentation entitled “Council Office Support Model – Implementation Work”.

In response to questions from Committee, Mr. Fay provided information on the following:

- Staffing, accommodation and budget considerations, including positions and duties, compensation levels, work stations and office expenses
- Comparison of Brampton’s political staffing model with similar municipalities
- Need for a written business case and approval in terms of Corporate requirements for any staff salaries above or below the compensation range
- Privacy matters as they relate to names of and compensation levels for staff
- Need to ensure there are no health or occupational issues should staff members share work space in a Member of Council’s office
- Continuation of the Spring and Fall Council newsletters and the annual Council calendar (any changes to the newsletters, calendar could be considered during Budget deliberations)

The following motion, moved by Regional Councillor Fortini, was introduced:

1. That any new Council Office renovations for additional staffing accommodations for Council office support staff shall be determined at the discretion of each individual Councillor for their own individual needs;

2. That appropriate severance shall be paid to Council Constituency Assistant staff due to their loss of status as “Full Time Permanent” employees as a result of the new Political Support Model, and
that such compensation be based on the employee’s length of service, employment legislation and City of Brampton past practice;

3. And further that Councillors shall reserve the right to hire existing Constituency staff under the new political model at any time upon implementation, regardless of any severance payment made to these employees relating to their loss of full time employment status.

Committee consideration of the motion included:
- proposed amendment to Clause 1 to add “beyond the initial design provision for the April 15, 2019 implementation date will be provided for from the individual Councillor budget”
- indication from staff that Clause 2 is not required as the action outlined would be covered under the City’s current policies/practices
- request that Clause 3 be referred to staff for further investigation
- agreement from the mover to amend Clause 1 and refer Clause 3 to staff

The following motions were considered.

**GC003-2019**
That the presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 12, 2019, re: **Council Office Support Model – Implementation Work**, be received.

Carried

**GC004-2019**
1. That any new Council Office renovations for additional staffing accommodations for Council office support staff shall be determined at the discretion of each individual Councillor for their own individual needs, and beyond the initial design provision for the April 15, 2019 implementation date will be provided for from the individual Councillor budget;

2. That the following be referred to staff for further investigation:

   “3. And further that Councillors shall reserve the right to hire existing Constituency staff under the new political model at any time upon implementation, regardless of any severance payment made to these employees relating to their loss of full time employment status.”

Carried
7. **Reports**


The subject report was distributed at the meeting.

Peter Fay, City Clerk, provided an overview of the report, and responded to questions from Committee with respect to maternity/parental leave provisions, and Closed Session confidentiality requirements.

The following motion was considered.

GC005-2019 1. That the report from P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 12, 2019, re: *New Policies in Compliance with Bill 68 – Modernizing Ontario’s Municipal Legislation Act, 2017*, be received;

2. That the new Council-Staff Relations Policy appended to this report as Appendix A, be approved;

3. That the new Pregnancy/Parental Leave Policy for Members of Council appended to this report as Appendix B, be approved;

4. That the Council Code of Code apply to local boards, with exceptions, modifications, and adaptions as may be necessary, until such time as specific Codes are developed and approved for these local boards; and further

5. That the Clerk be requested to forward a copy of this report and Council’s resolution to the City’s local boards, including the Downtown Brampton Business Improvement Area (BIA) Board of Directors and Brampton Public Library Board.

Carried

7.2. Report from P. Fay, City Clerk, Office of the Chief Administrative Officer, re: *Secure Access to Closed Session Material*.

The subject report was distributed at the meeting.

Peter Fay, City Clerk, provided an overview of the report.
Committee consideration of this matter included:

- suggestion that Council have a discussion on whether or not to permit printed copies of Closed Session materials
- need to reinforce the consequences for violations of confidentiality and disclosure rules

The following motion was considered.

GC006-2019

1. That the report from P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 12, 2019, re: Secure Access to Closed Session Material, be received;

2. That the City Clerk be requested to investigate and implement as expeditiously as possible a secure means of electronic provision of closed session material to Members of Council and appropriate staff; and

3. That the Closed Session Protocol be revised to accommodate the electronic provision of confidential closed session material, by means and at the discretion and satisfaction of the City Clerk and City Solicitor; and

4. That, until such time as an adequate electronic method of distributing closed session materials is instituted, the CAO, in consultation with the City Clerk and City Solicitor, be authorized to determine appropriate timing and method of distribution of specific hard-copy closed session agenda items depending on their deemed level of sensitivity and/or complexity.

Carried

8. **Other Business/New Business**


Committee consideration of this matter included:

- concerns about access to Mayor and Council offices and the need to ensure the offices are accessible to authorized persons only
- details from Peter Fay, City Clerk, about the previous security model for Mayor and Council offices, and proposed revisions to this model for reinstatement
- various opinions and suggestions for a new security model
- reminder that Members are ultimately responsible for their visitors
8.2. Discussion Item re: **Printing and Mailing Costs for Members of Council.**

Peter Fay, City Clerk, indicated that printing and mailing costs are currently tracked on a cost-shared basis and not through individual charge backs to divisions/departments. He confirmed that when the new staffing model is in place, a system could be implemented for tracking these costs per Member.

Committee consideration of this matter included:
- current rules as they relate to printing and mailing costs incurred by Members
- use of corporate funds for printing and mailing of materials specific to a Member or Ward
- need for transparency and accountability relating to printing and mailing costs
- alternate communication options available to Members, including Council newsletters and social media

The following motion, moved by Regional Councillor Fortini, was introduced:

Whereas it is the Corporation's duty to provide equal services to members based on decisions made by Council;

And whereas individual Councillors do not represent the views or decisions made by the Council body;

And whereas accountability, transparency, and fiscal responsibility are paramount to the Corporation’s finances and Councillors' use of taxpayers dollars;

And whereas Councillors are in the process of transitioning to a political model of staffing and office budgets that reflect a more accountable and transparent approach to utilize politically based mailing and services;

Therefore be it resolved that:

1) Councillors who utilized the unlimited and unaccountable mailing services provided by the Corporation from the beginning of this term, disclose the total dollar amount of mailing services utilized, including printing costs and postage, and corporate staff provide those costs should the Councillors not know the exact dollars spent to date;

2) Councillors disclose to Council and publicly, the correspondence that was sent using the Corporation’s budget;
3) All costs identified above, be deducted from the Councillors annual discretionary budget, should the correspondence not reflect the body of Council’s direction or decisions.

Committee Members voiced varying opinions on the motion, and following discussion, agreed to refer this matter for consideration at the Committee of Council Meeting of February 13, 2019.

The following motion was considered.

GC007-2019 That the discussion item, listed on the agenda for the Governance and Council Operations Committee Meeting of February 12, 2019, re: Printing and Mailing Costs for Members of Council, be referred to the Committee of Council Meeting of February 13, 2019.

Carried

8.3. Discussion Item re: Accountability and Governance Matters – Update.

The following motion was considered.

GC008-2019 That the discussion item, listed on the agenda for consideration at the Governance and Council Operations Committee Meeting of February 12, 2019, re: Accountability and Governance Matters – Update, be deferred to the next meeting of the Committee.

Carried

8.4. Discussion Item re: Procedure By-law and Meeting Rules.

The following motion was considered.

GC009-2019 That the discussion item, listed on the agenda for consideration at the Governance and Council Operations Committee Meeting of February 12, 2019, re: Procedure By-law and Meeting Rules, be deferred to the next meeting of the Committee.

Carried

8.5. Tour of Renovated Council Chambers and Adjacent Spaces.

The following motion was considered.
That the Tour of Renovated Council Chambers and Adjacent Spaces, that was to follow the Governance and Council Operations Committee Meeting of February 12, 2019, be deferred to the next meeting of Committee.

Carried

9. **Deferred/Referred Matters** – nil

10. **Notice of Motion** – nil

11. **Correspondence** – nil

12. **Councillors' Question Period**

In response to a question from Committee, Peter Fay, City Clerk, provided background on Council's decision to include a statement on meeting agendas relating to the use of PDAs, and confirmed that this could be a topic for consideration at a future Committee meeting.

13. **Public Question Period** – nil

14. **Closed Session** – nil

15. **Adjournment**

The following motion was considered.

That the Governance and Council Operations Committee do now adjourn to meet again at the call of the Chair.

Carried

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City Councillor Fortini, Chair