Monday, February 25, 2019
2:00 p.m. – Special Meeting
Bdrm WT-2C/2D – 2nd Floor – West Tower

Closed Session following (See Item 14)
Bdrm WT-2E – West Tower
(Under Section 239 of the Municipal Act, 2001)

Members:
- 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

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Terri Brenton, Legislative Coordinator, Telephone 905.874.2106, TTY 905.874.2130
cityclerksoffice@brampton.ca

Note: Meeting information is also available in alternate formats upon request.
1. **Approval of Agenda**

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

3. **Consent**
   
   * The following items listed with an asterisk (*) are considered to be routine and non-controversial by the Committee and will be approved at this time. There will be no separate discussion of any of these items unless a Committee Member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

   (nil)

4. **Announcements**

5. **Delegations**

6. **Staff Presentations**

   6.1. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: **New Council Office Support Model – Implementation Update**

   Note: Presentation will be provided at the meeting. A copy of draft Member Staff job descriptions and the Council Office Management and Ethical Framework is attached.

7. **Reports**

8. **Other Business/New Business**

9. **Deferred/Referred Matters**

   9.1. Discussion Item re: **Printing and Mailing Costs for Members of Council**

   Note: Referred from the Committee of Council Meeting of February 13, 2019, pursuant to Resolution C053-2019 (Recommendation CW089-2019).
9.2. Discussion Item re: **Accountability and Governance Matters – Update**

Note: Deferred from the Governance and Council Operations Committee Meeting of February 12, 2019, pursuant to Resolution C052-2019 (Recommendation GC008-2019).

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

Note: Deferred from the Governance and Council Operations Committee Meeting of February 12, 2019, pursuant to Resolution C052-2019 (Recommendation GC009-2019).

9.4. **Tour of Renovated Council Chambers and Adjacent Spaces**

Note: Deferred from the Governance and Council Operations Committee Meeting of February 12, 2019, pursuant to Resolution C052-2019 (Recommendation GC010-2019).

10. **Notice of Motion**

11. **Correspondence**

11.1. Correspondence from City Councillor Williams, dated February 20, 2019, re: **Item 9.1 – Printing and Mailing Costs for Members of Council (Mailings from the office of City Councillor Charmaine Williams)**.

See Item 9.1

To be received

12. **Councillors' Question Period**

13. **Public Question Period**

15 Minute Limit (regarding any decision made at this meeting)
14. **Closed Session**

14.1. Personal matters about an identifiable individual, including municipal or local board employees – Council Office transitional matters

15. **Adjournment**

Next Meetings: To be determined
COUNCILLOR EXECUTIVE ASSISTANT
(fixed-term full-time or part-time contract employment position)

PRIMARY RESPONSIBILITIES:

Under the general direction of the Councillor, the successful candidate will assume primary responsibility for supporting the Councillor in the day-to-day management of general operations. The ideal candidate will be organized and enjoy dealing with constituents to investigate and resolve their concerns. In addition, the incumbent will:

- Maintain database and ensure constituents receive timely follow-up.
- Maintain sound awareness of local and city-wide municipal matters, current, social and political issues, and other matters affecting the municipality, which affect the Councillor and constituents.
- Prepare and co-ordinate correspondence, speeches and presentation materials for the Councillor.
- Act as contact for Councillor media inquiries and prepare the Councillor for media follow-up.
- Ensure the Councillor is prepared with briefing material for meetings of Council, Committees, and other meetings, as required.
- Review and analyse agendas for Council.
- Monitor and maintain records on Committee recommendations and Council decisions and follow through on requests and inquiries.
- Review and monitor all incoming mail, electronic mail, correspondence and telephone messages and prepare a daily summary for follow-up.
- Review correspondence of importance with the Councillor, advise or determine the course of action if required, and organize replies for signature where appropriate.
- Attend public meetings/hearings as required and facilitate communication on behalf of Councillor.
- Undertake research and analysis with respect to policy matters and departmental initiatives.
- Collaborate with Mayor’s Office, other Councillor offices and the Corporation on events and issues management that impact the Councillor’s office and update the Councillor on all matters.
- Liaise with departments and other levels of government to obtain information for constituents on Council matters.
- Maintain confidentiality with respect to issues involving the City and the Councillor’s office.
- Monitor Councillor social media platforms and webpage, and act as web author, managing changes and site updates.
- Undertake special assignments as requested.
- Provision of expense administration for the Councillor, to meet corporate policies and guidelines.
- Perform other duties as assigned

JOB SPECIFICATIONS:

- Minimum Grade 12 education complemented by post-secondary certificate, diploma or degree in a related discipline
- 3 to 5 years of experience in a senior administrative-related position or equivalent combination of education and experience
- Good working knowledge of the municipal process/structure
- Ability to work independently and demonstrate sound judgement
- Ability to research/investigate issues and where appropriate make decisions toward resolution
- Excellent writing skills to prepare correspondence, speeches and presentation materials
- Ability to represent the Councillor in a professional articulate manner at City and Ward functions
- Superior customer service skills
- Ability to exercise good judgement and maintain confidentiality
- Excellent communication; overall time-management and organizational skills are essential
- Demonstrated ability to work under pressure
- Knowledge of multiple languages is an asset.
- Ability to attend off site locations may be required, including willingness and ability to work variable shifts, including evenings, weekends and holidays, if and as required.

DRAFT for Discussion – February 25, 2019
COUNCILLOR ADMINISTRATIVE ASSISTANT
(fixed-term full-time or part-time contract employment position)

PRIMARY RESPONSIBILITIES:

Under the general direction of the Councillor and functional guidance of the Councillor’s Executive Assistant, the successful candidate will:

- Perform administrative functions as it relates to the day-to-day running of the office.
- Assume primary responsibility for scheduling Councillor’s appointments, invitations, etc. ensuring that there is no scheduling conflict and ensuring that Councillor has necessary information and material for each meeting and/or event.
- Assume primary responsibility for the review and distribution of all incoming mail, e-mails and telephone inquiries to appropriate members of staff.
- Forward inquiries, which are not routine or general, to Executive Assistant for follow-up and action.
- Receive and respond to in-person, telephone and email inquiries from the public.
- Drafting correspondence on behalf of the Councillor.
- Update and maintain spreadsheets and databases, and data entry.
- Photocopying, opening and distributing mail, and other general clerical duties.
- Maintain and update the Councillor’s contact list.
- Working knowledge in a Windows environment with experience in the Internet and web posting.
- Attend and assist in the organization of events.
- Liaise with other Councillors, Councillor Assistants, senior management, other government officials, constituents and community representatives as required.
- General office support activities with the Councillor Executive Assistant.
- May undertake other activities consistent with the requirements of the Councillor’s office.

JOB SPECIFICATIONS:

- Minimum Grade 12 education with two to five years’ experience in an administrative related position.
- Knowledge of the City sufficient to obtain information in response to constituent questions and issues and to refer constituents.
- Knowledge of the mandate and structure of Council and its committees.
- Knowledge of various Office applications including Word, PowerPoint, Excel, and Outlook.
- Knowledge of office systems and procedures.
- Energetic, motivated and a self-starter.
- Deal effectively with time frames and deadlines, and work effectively under pressure.
- Deal effectively with people under circumstances where the other party can be highly irate and unreasonable.
- Strong ability to multitask and take on a variety of assignments.
- Organize, prioritize and manage tasks and responsibilities toward timely completion, adjusting priorities as required.
- Ability to maintain composure in stressful and difficult situations.
- Ability to demonstrate a high level of tact and diplomacy when dealing with constituents, other Councillors, senior management, different levels of government, etc.
- Excellent written and oral communication and listening skills.
- Knowledge of multiple languages is an asset.
- Ability to attend off site locations may be required, including willingness and ability to work variable shifts, including evenings, weekends and holidays, if and as required.
COUNCILLOR’S AIDE
(fixed-term full-time or part-time contract employment position)

PRIMARY RESPONSIBILITIES:

Under the general direction of the Councillor and functional guidance of the Councillor’s Executive Assistant, the successful candidate will:

- Be responsible for general administrative and clerical functions within the Councillor’s office.
- Answer phones, handle general enquiries or refer to other members of the Councillor’s staff and appropriate City staff.
- Assist the Councillor or Councillor’s staff in handling concerns and complaints from constituents and the public. Gather information and/or prepares response as directed.
- Assist with filing and maintenance of office supplies within the office.
- Complete photocopying and distribution of materials to the community.
- Assist with community events.
- Provide research support.
- Undertake special assignments as requested by the Councillor.
- Perform other duties as assigned by the Councillor or Executive Assistant.

JOB SPECIFICATIONS:

- Minimum Grade 12 education.
- Knowledge of various MS Office applications including Word, PowerPoint, Excel, and Outlook.
- Energetic, and motivated.
- Strong ability to multitask and take on a variety of assignments.
- Organize, prioritize and manage tasks and responsibilities in a timely manner.
- Ability to attend off site locations may be required.
COUNCIL OFFICE MANAGEMENT AND ETHICAL FRAMEWORK

SECTION ONE – BACKGROUND

1. PREAMBLE:

The Council Office Management and Ethical Framework is a consolidated Framework that sets out the roles and responsibilities of Members of Council for managing the employees under their authority and affirms applicable Corporate policy requirements for staff working directly for Members of Council.

This Framework also sets out the ethical framework for Member staff and clarifies their responsibility under the existing Code of Conduct for Members of Council. As Councillor staff are not members of the City administration, the framework provides clarity to the distinct roles that Councillor Member staff fulfil in the effective functioning of City of Brampton government.

2. DEFINITIONS:

MEMBER - A Brampton City or Regional Councillor.

MEMBER STAFF - Individuals retained to work within the Councillor offices for Members including:

- All Full-time and Part-time staff, regardless of base position held (even if base position is with the Brampton Public Service).
- Staff who are managed by the City Clerk’s office during the period where the seat of the Member of Council is vacant.

CITY CLERK’S OFFICE - The City Clerk, or other designated staff in the City Clerk’s Office.

CODE OF CONDUCT - The Code of Conduct for Members of Council, as approved by Council and administered by the Integrity Commissioner.

COUNCIL HANDBOOK - The manual for Members of Council, as amended from time to time, related to the carriage and control of their offices, service protocols, processes, as well as the day-to-day operational supports provided to Members of Council by staff.

3. HUMAN RESOURCE POLICY REQUIREMENTS:

These are the minimum, necessary policies, as amended from time to time, applicable to Member staff in order that Members of Councillor can effectively manage their staff, and to ensure that the City is meeting its legislative obligations as the employer.

APPLICATION:

While Members staff are City of Brampton employees, they are subject to the City’s policies and procedures. Consequently, Members have responsibility for managing
these staff and are required to enforce human resource and ethical policies to ensure both they, and the City, are meeting all legislative obligations and responsibilities.

The Council Office Management and Ethical Framework applies to all individuals employed in the Councillor offices. The Framework does not apply to non-employment relationships such as unpaid students, volunteers or independent contractors, consultants or vendors:

- Unpaid students and volunteers are subject to the City of Brampton volunteer and student placement guidelines, as determined by each department, and protocols or others as applicable, as amended from time to time. Both students and volunteers working in Councillor offices are retained in accordance with applicable City guidelines and protocols and their placements arise only through prior City agreements with schools and/or the individuals themselves (involving a myriad of issues such as academic standards, curriculum responsibility, indemnities, confidentiality, copyright and a waiver of liability).

4. PURPOSE

The Council Office Management and Ethical Framework aims to:

- Provide clear guidelines for Members with respect to the management of their staff.
- Set out the key ethical framework for Members, and the staff working in their offices to guide their day-to-day activities in support of the Member.
- Delineate the roles and responsibilities amongst Council Members, Member staff, the City Clerk’s Office and the City as employer of record.

5. CONTEXT AND PRINCIPLES:

The Human Resources and Ethical Framework for Council Member Staff is developed within the following context:

- Member staff are political staff and a unique sub-group of City of Brampton non-union employees. The City, as the employer, has certain statutory requirements and corporate responsibilities, as do the Members as the immediate managers of staff working in their offices.
- While they are City employees, Member staff are distinct from Union and Non-union City staff, and are governed by this Council Office Management and Ethical Framework and applicable City policy.
- The unique nature of Member staff requires that a separate Council Office Management and Ethical Framework be developed in order to ensure a common understanding of roles, responsibilities and authorities amongst Members, Member staff, and City staff, and to strengthen the separation between the administrative and political components of City of Brampton government.
The key principles used in developing the *Council Office Management and Ethical Framework* are:

- **Integrity**
  Member staff, in working for the Member of Council, will uphold high standards of ethical behaviour consistent with those applicable to elected officials.

- **Accountability**
  Members are accountable for the management of Member staff in compliance with applicable legislation and City policies.
  Member staff are accountable to their individual Member of Council for the performance of their duties and responsibilities.

- **Respect**
  Member staff will act with decorum and respect the Office the Member holds.
  Member staff will treat the public, the City of Brampton staff and each other with respect at all times.

6. **ROLES AND RESPONSIBILITIES**

1. **Members of Council**

Members have the responsibility to manage their office staff in accordance with the *Council Office Management and Ethical Framework*, the *Council Code of Conduct*, the Council Handbook and in compliance with applicable City employment related policies and guidelines, and the City’s statutory obligations, including but not limited to the *Employment Standards Act*, the *Occupational Health and Safety Act*, *Workplace Safety and Insurance Act*, *Ontario Fire Code*, *Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act*, and *Income Tax Act*, as amended from time to time (please refer to [Council Handbook webpage](#) for links to the legislation).

2. **Member staff**

Each Member staff has the responsibility to become familiar with and abide by the *Council Office Management and Ethical Framework* as detailed in this document.

Each Member staff is responsible for abiding by the relevant Corporate policies referenced in this Framework and appended to their employment contracts. These policies may be amended from time to time.

Member staff will act responsibly, disclosing all actual or potential conflict of interest situation to the Member of Council and behave in a manner that would not create the perception that the Member deliberately or inadvertently breached the Code of Conduct or applicable legislation.

3. **City Clerk’s Office**

City Clerk’s Office provides day-to-day operational support and advice to Members in relation to the management of staff in their offices and assists the Members in meeting the City’s legislative obligations as the employer of record.
4. City

The City is the employer of Member staff and in this role is legally responsible for fulfilling its statutory requirements and other corporate responsibilities and obligations to protect City interests.

SECTION TWO – COUNCIL MEMBER ROLE IN MANAGEMENT OF MEMBER STAFF

Individuals employed in the offices of Councillors are City of Brampton employees. However, Member staff are a special sub-group of City of Brampton non-union employees and are hired under a standardized fixed-term temporary contract of employment.

Member Responsibilities

Members, as supervisors/managers of City employees working in their offices, have control and direction over their staff and are responsible for the following:

- Managing their staff and office in compliance with applicable City employment related policies and guidelines, and the City’s statutory obligations, including but not limited to the *Employment Standards Act, Workplace Safety and Insurance Act, Ontario Fire Code, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, Ontario Labour Relations Act* and *Income Tax Act*, as amended from time to time.

  Details on compliance requirements with respect to applicable legislation and policies can be found in the Council Handbook, which is provided to all Members at the beginning of the term and which may be updated from time to time by the City Clerk’s Office.

- In particular, a Councillor is responsible for:
  - Providing a safe work environment;
  - Ensuring staff receive training on health and safety requirements as needed;
  - Reporting staff injury or misconduct to appropriate City staff; and
  - Scheduling and recording of staff vacation and lieu time to promote wellness.

- Ensuring that individuals working in their offices comply with applicable City policies and guidelines. To that end, Members are encouraged to involve the City Clerk’s Office where there is a staffing issue involving a corporate responsibility, obligation or liability (e.g. accommodation, human rights, respectful workplace, workplace violence, excessive absenteeism, misconduct, etc.)

Member Role

The role of Council Members in the management of their staff includes the following components:
1. **Staff Recruitment and Hiring**

- The Clerk’s Office shall approve the basic form of the contract; however, the Member shall have the sole discretion in matters relating to the recruitment process and final decision-making responsibility for hiring including resume review, screening, testing, interviews, reference checks, selection and job offer.
- Members may engage Human Resources to assist in the recruitment process.
- Two Members can share an individual staff member, if the staff member is in the same job classification and is paid their rate equitably by both Members. Such employment contracts are co-signed by both Members, the employee and the City Clerk’s designate.
- Members are responsible for providing hiring information to the City Clerk’s Office prior to staff starting work in their offices so that the employment contract and other documentation can be completed prior to the staff beginning employment.

2. **Compensation and Salary Expenditures**

- Members are bound by all City policies related to the hiring of employees and as outlined in the Council Handbook.
- Members decide on the position and determine the level of compensation for staff in their office, as long as the salary for the staff is within the salary range for the job classification of the employee as adopted by City Council and as per City hiring policies. Members of Council decisions on salary outside the range or beyond the mid-point require a business case to be completed by the member of Council and placed on file with the City Clerk.
- Councillors fund their office staff from a Staffing Budget envelope, assigned to each individual Member annually by Council.
- Members are responsible for reviewing and approving the annual salary expenditures of their staff, which will be reported in the *Annual Remuneration and Expenses for Members of Council Report*.

3. **Terms and Conditions of Employment**

- Member staff are employed subject to fixed-term temporary employment contracts with the City and the terms and conditions of their employment are standardized and stipulated therein. The length of the employment contract is determined by the Member but cannot exceed the term of Council.
- Members are responsible for approving hours of work (subject to a regular maximum of 35 working hours per week), overtime, attendance, vacation, lieu time, unpaid leave of absence, and expense claims for their staff.
- Member staff may be eligible to receive an annual 35-hour lieu time bank in consideration of overtime worked during the year, without additional compensation.
- Member staff will be eligible for Benefits as outlined in their employment agreement.
4. **Termination**

- Members are responsible for termination decisions with respect to individuals working in their offices and can terminate staff without cause any time during the employment contract period. Termination decisions must be carried out in accordance with the provisions of the applicable Employment Contract, City employment and severance policies and statutory requirements.

- Prior to a termination decision being made, a Member must consult with the City Clerk’s Office and Human Resources to ensure compliance with the statutory requirements and other obligation in order to limit the City’s liability as the employer.

5. **Duties and Limitations**

- **Commitment to Member**
  
  *Member staff shall only perform administrative and communications functions related to the employing Member.*

- **Substituting for Member**
  
  *Member staff shall not substitute for the Member at meetings of boards, commissions or committees to which the Councillor has been appointed by Council.*

- **Appointments to City boards, commissions and committees**
  
  *Member staff shall be ineligible for selection by Council to boards, agencies, committees and authorities appointed by Council, but may accept appointments by bodies other than those made by Council.*

SECTION THREE – ETHICAL FRAMEWORK FOR MEMBER STAFF

Members have carriage and control of, and are fully responsible for, the conduct and management of staff working in their offices. Members are responsible for ensuring that individuals working in their offices understand and follow this *Ethical Framework* and the expectations it sets out for Member staff and individuals working in their offices.

This Framework applies to all individuals employed in the Councillor offices.

Member staff are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties.

1. **Duties and Responsibilities of Member Staff in relation to the Code of Conduct**

   a. Member staff often act on behalf of or in the name of the Member of Council, including representing the Member at events or communication with constituents. Member staff must be familiar with the *Code of Conduct for Members of Council* so that they ensure that their actions on behalf of their Member of Council are in compliance with the principles and requirements within the *Code of Conduct*. Actions taken by staff on behalf of a Member may
result in that Member of Council being found to have contravened the Code of Conduct and lead to sanction of the Member.

b. As part of the Code of Conduct, Member staff must be familiar with City policies that apply to Members of Council, including but not limited to:
   i. the Council Expense Policy
   ii. the Policy on Employment of Employee Relatives

c. Each Member of Council is responsible for ensuring that their staff do not put the Member in contravention of the Council Code of Conduct.

d. In situations where the Member of Council is uncertain about the application of the Council Code of Conduct to staff, they should consult with the appropriate City staff and/or Integrity Commissioner.

2. Lobbying

   a. Member staff are considered public office holders and must be familiar their requirements and restrictions as it relates to lobbying.

   b. Member staff should consult with the appropriate City staff and/or Lobbyist Registrar if they have any questions regarding lobbying.

3. Conflict of Interest

Member staff must not place themselves or their Member of Council in a direct or perceived conflict of interest.

Member staff should always consult with the Member if there is a conflict or potential conflict in a specific situation.

A conflict of interest refers, but is not limited to, a situation in which a Member staff has private interests that could compete with, or that may be perceived to compete with, their duties and responsibilities as a Member staff.

A conflict of interest can be a situation where the Member staff use their position for private gain or expectation of private gain, non-monetary or otherwise. A conflict may also occur when the private interest benefits the staff’s family, friends, or organization in which the staff or his or her family or friends have a financial interest.

Private (or personal) interest means a relationship, obligation, duty, responsibility or benefit unique to the Member staff or a person related to the Member staff.

Conflict of interest may include, but is not limited to the following situations:

   a. Preferential treatment

Member staff must not use their positions to give anyone preferential treatment that would advance their own interest or that of any party where such advance is contrary to the interest of the City.

   b. Gifts
Member staff must not accept, arrange to accept or request to be given a reward, gift, advantage or benefit of any kind from any person or entity that influences or could be perceived to influence the performance of his or her duties.

Member staff may accept a gift of nominal value given as an expression of courtesy or hospitality, provided this does not influence, or be perceived to influence, the performance of their duties. All gifts should be disclosed on the Gift Registry however it is mandatory to disclose gifts of a value of $50 or more.

A Member may decide that no gifts may be accepted under any circumstances.

A Member staff, who receives a gift in the performance of their duties, will immediately notify the Member.

c. Employment of Relatives

Member staff will abide by the City’s Employment of Employee Relatives Standard of Practice (SOP) as one of the City’s Corporate Policies attached to their employment contract.

In cases where relatives of a Member staff are employed in the same office of the Member of Council, there must not be any work direction provided or any supervisory responsibility of one relative over another.

d. Use of City property

Member staff must not use, or permit use of any City property, including facilities, equipment, supplies, technology and other resources, for activities not associated with the performance of their duties.

e. Use or disclosure of confidential information

Member staff may not, during the term of his or her employment or any time thereafter, directly or indirectly use or disclose any confidential information obtained during their employment with the Member, unless they are required by law or authorized by the Member in writing and in advance. The obligation to maintain confidentiality continues after the ceasing of employment.

Confidential information includes, but is not limited to, privileged information, draft by-laws or staff reports, third party information, personal information, technical, financial or scientific information and any other information collected, obtained or derived for or from any records that a Member staff may come into contact with while employed in the office of the Member.

f. Closed Session Council or Committee Meetings
Member staff are not entitled to attend closed session meetings of Council or its committees, unless authorized by Council.

g. Disclosure of financial interests

Members’ staff who have a financial interest or are involved in a decision-making process related to a City contract, sale or business transaction, or has family members, friends or business associates with such interest, must disclose their interest to the Member and remove themselves from any decision-making process. The Members’ staff must sign a declaration that the staff will not engage in any activity related to the City contract, sale or business transaction.

h. Appearing before City committees

Member staff may not appear before a City committee on behalf of a private citizen or third party, other than for themselves or a family member.

Member staff must identify themselves as such if they are making a delegation to a City committee, unless they appear as a private citizen on matters that do not relate to their employment.

i. Engaging in outside work

Member staff may not engage in any outside work or business activity that conflicts with his or her duties in the Members’ Office; or could benefit from confidential information obtained during the course of his or her employment.

Member staff who engage in any other work or business activities must disclose these activities to the Member in advance.

4. Political Activity

a. Political Activity is defined as:

- supporting or opposing a political party and/or candidate before or during an election;
- seeking nomination or being a candidate in an election;
- seeking appointment to a municipal council or school board; or
- canvassing or campaigning on a Brampton municipal referendum question.

Political activity is applicable to municipal, school board, provincial and federal elections and Brampton municipal referendum questions.

b. Member staff must comply with the requirements of the *Municipal Elections Act, 1996*, and applicable City policy, when seeking election or appointment to Brampton City Council:
• Member staff who seek election to Brampton City Council must take an unpaid leave of absence before the date he or she files the nomination papers to voting day.
• Member staff who seek appointment to Brampton City Council must take an unpaid leave of absence from the date he or she files the appointment application to the date City Council make the appointment decision.

c. Member staff must not use any City resources for any election-related or campaign purposes. City resources include any facility, equipment, supplies or other resources as defined in the City’s Use of City Resources During an Election Policy.

d. Member staff who are planning to engage in political activity as defined in this Framework should disclose this information to the Member of Council and seek guidance and advice from their Member as required.

5. Disclosure of Wrongdoing and Reprisal Protection

The City of Brampton is committed to protecting its assets and to the principles of accountability, transparency, honesty and respect. As part of its ongoing efforts to demonstrate its commitment to responsible, sound and ethical operating practices, the City has established a framework to prevent, detect and report incidents of fraud; and a process to investigate and report on fraudulent acts. The Corporate Fraud Prevention Policy and the Fraud Hotline are components of this framework.

The Fraud Hotline provides all City staff with a convenient, secure, confidential and anonymous way to report possible incidents of fraud, waste and other questionable activities. The Hotline is administered by an independent, Canadian, third party provider. The Office of Internal Audit will review each reported case and, if necessary, launch an investigation. Internal Audit, is not part of the City of Brampton’s Administration and this independence will ensure that an appropriate, objective and impartial investigation will be conducted.

For further information on a staff’s responsibility as it relates to Fraud, staff are advised to visit the Fraud section and FAQs on the internal Portal

6. Information Management

The definition of a record is “any recorded information”. This definition encompasses both traditional formats such as printed materials and newer formats such as electronic files, emails, text messages, social media posts, web content, voicemails and video recordings. Records may be created and accessed using a range of platforms such as pen and paper, PCs, tablets and smartphones. Members are responsible for managing their records, regardless of format or platform as outlined in Section 6.1 of the Council Handbook and A Guide to Access and Privacy for Members.
Records created and maintained by Members tend to be either political records or corporate records. Political and corporate records should be filed and maintained separately.

a. Political Records

Records that document a Member’s relationship with their constituents as an elected representative are considered political records. An example of a political record is a letter from a constituent complaining about inadequate public transit infrastructure. Political records are the property of the Member, and are not generally subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

IMPORTANT:

1) Political records often contain the personal information of constituents and other confidential information. Members are responsible to ensure that all confidential information (including personal information) is appropriately secured from inappropriate use or disclosure.

2) Political records can become corporate records. For example, if a Member forwards an email from a constituent to staff for action, the email becomes a corporate record. Note: consent of the constituent is required before information can be shared.

3) Contact information obtained from a constituent in relation to a specific request or complaint, must not be reused to communicate with the constituent on other matters without the express written consent of the constituent. These records only become corporate records if they are shared with City staff. Note: consent of the constituent is required before information can be shared.

b. Corporate Records

Records that document the City’s business activities (i.e. the provision of municipal programs and services) are corporate records. Corporate records should be stored in BRIMS, and are subject to MFIPPA.

c. Member staff should ensure that contact information obtained from constituents is not stored and reused to communicate further with the constituent without their express written consent.

d. Member staff should restrict access to confidential and sensitive personal information received by the Member of Council’s Office to only those who need to see it in order to protect personal information.

7. Information Technology
a. Member staff are bound by the City’s Information Technology Use Policy and must abide by requirements to protect and safeguard the integrity and security of the City’s computer network and infrastructure.

b. Member staff must not download or upload any applications or software on City equipment without seeking the prior approval of the City Clerk’s Office so that the City’s computer infrastructure is not compromised.

c. Member staff must not connect any personal equipment to the City’s network.

d. Occasional personal use of the City’s equipment is permitted during business hours provided these are not for personal gain or campaign purposes.

e. Member staff access to social media sites is subject to the Member of Council’s direction and approval.
Written Statement ofDisclosure of Interest
Municipal Conflict of Interest Act

1. Your Name: ____________________________________________________________

2. Name of Meeting: ______________________________________________________

3. Date of Meeting Where a Conflict Exists: ________________________________
                                    Month     Day     Year

4. Agenda Item Title, Number and/or Description of Matter:


5. Obligations: Where a Member has any pecuniary interest, direct or indirect, in any matter
    and is present at a meeting of the council at which the matter is the subject of consideration, the
    member,
    (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the
        general nature thereof;
    (b) shall not take part in the discussion of, or vote on any question in respect of the matter;
    (c) shall not attempt in any way whether before, during or after the meeting to influence the
        voting on any such question; and
    (d) shall not use his or her office in any way to attempt to influence any decision or
        recommendation that results from consideration of the matter.

6. Type of the Conflict (check all that apply; see reverse for guidance):

   □ Direct Pecuniary Interest
   □ Indirect Pecuniary Interest (Section 2 of the MCIA)
   □ Deemed Pecuniary Interest (Section 3 of the MCIA)

7. General Nature of the Conflict:


Signature of Declarant ___________________________ Date ___________________________

City Clerk’s Office (name/position/date): ___________________________________________
Please refer to the Municipal Conflict of Interest Act (MCIA) for specific reference to the legislative provisions and individual requirements.

Definitions

**Pecuniary Interest** – an interest concerning or consisting of money, including an interest that has a monetary or financial value. A pecuniary interest can be positive or negative.

**Direct Pecuniary Interest** – A member has a direct pecuniary interest that has an impact on the individual’s finances, including economic interest or property value

**Indirect Pecuniary Interest** (Section 2 of MCIA) - a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,
   (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
   (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
   (iii) is a member of a body, that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter.

**Deemed Pecuniary Interest** (Section 3 of MCIA) - the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member

**Exceptions** (Section 4 of MCIA)

- as user of public utility;
- entitlement to any service, subsidy, loan or benefit common to other persons
- purchase or ownership of debenture
- deposit with municipality
- interest property affected by Drainage Act works or local improvements
- interest in exempted farm lands
- eligibility for election to fill vacancy
- director or senior officer of municipal corporation
- regarding allowance, remuneration, salary or benefit for being a member
- interest in common with electors generally
- remote or insignificant interest

**Exception** Section 5.2 (2) of MCIA as of March 1, 2019)

- whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the Municipal Act, 2001, after disclosing the interest and general nature thereof but shall not vote on the matter

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20181201_MCIA Form
At our last Governance Committee meeting and the committee of council meeting held on Wednesday February 13, 2019 it was suggested that one of the 11 Brampton Councillors had sent out a mass mailing of over 10,000 first class letters since council was sworn in on December 1, 2018.

But you can rest assured it wasn't me or my staff.

I have taken the time to instruct my staff to keep careful tally of the volume of all outgoing mail in a concerted effort to be mindful of costs.

My assistant informs me that the sum-total of all mailings from December 1, 2018 to February 19, 2019 is 890 pieces of mail through Canada Post via the Brampton mail room. This includes my mailings related to the Cannabis debate.

The discussion over limiting or preventing councillors from mailing letters to residents and taxpayers of Brampton appears to be a solution in search of a problem.

I believe communication is the building block of any democracy.

The stated goal of restricting Councillors from mailing letters to their constituents is wrong-headed -even if this is a temporary measure.

I urge members of council to choose democracy over any misguided need to want to restrict free speech of members of council. We are all members of team Brampton.

However, a robust and vigorous debate will always serve the residents and business community of Brampton by allowing diverse opinions to be given a voice at our committee and council meetings. In other words, all decisions do not have to be unanimous, nor should they be, if our local democracy is to remain healthy.

By publishing my mailing count to date, I am challenging you to do the same thereby giving taxpayers the accountability they so richly deserve.

Councillor Charmaine Williams
The following item, listed on the agenda for distribution prior to the meeting, is attached:

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

Governance and Council Operations Committee
February 25, 2019
# Work plan

<table>
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<tr>
<th>Tasks</th>
<th>Implementation Steps</th>
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| **Staffing**                                   | • Finalize and evaluate job descriptions  
• Salary bands and total rewards compensation  
• Benefits plan  
• Councillor discretion for staff compensation  
• Council Office Assistant job update (6th floor reception) |
| **Council Office Management and Ethical Framework** | • Review draft Framework  
• Training opportunities |
| Governance and Council Operations Committee     | • Steering Committee for implementation |
| **Policy and Documentation Updates**            | • Mayor and Councillor Expense Policy *(next meeting)*  
• Council Handbook |
| **Accommodations**                             | • Councillor discretion to install now (or expense later)  
• Installation of touchdown stations (April 12-14) |
| **Financials**                                 | • Individual Councillor Cost Centres  
• Offsets considered through Budget Committee (2019 budget process) |
| **Communications**                             | • Continue newsletters and calendar to continue  
• Define new role for Councillor’s staff in communications |
| **Other**                                      | • Councillor Discretionary Business account  
• One-time technology set-up for staff |
Accommodation Considerations
Next Steps

• Future GCOC meetings to guide implementation towards April 15 effective date
  • Transitional matters
  • Policy and document updates
  • Other implementation matters