Monday, February 25, 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: City Councillor J. Bowman

Staff Present: J. Pittari, Acting Chief Administrative Officer
A. Taylor-Safruk, Business Partner, Human Resources
P. Fay, City Clerk
T. Olsen, Council Liaison Coordinator
T. Brenton, Legislative Coordinator
The meeting was called to order at 2:00 p.m. and recessed at 2:32 p.m. Committee moved into Closed Session at 2:36 p.m. and recessed at 3:28 p.m. Committee reconvened in Open Session at 3:29 p.m. and adjourned at 3:31 p.m.

1. **Approval of Agenda**

   The following motion was considered.

   GC012-2019 That the agenda for the Governance and Council Operations Committee Meeting of February 25, 2019 be approved as published and circulated.

   Carried

   The following supplementary information was provided at the meeting.

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

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: New Council Office Support Model – Implementation Update

   The subject presentation was distributed at the meeting.

   Peter Fay, City Clerk, provided a presentation on the New Council Support Model – Implementation Update, which included information on the Work Plan, Accommodations Considerations, and Next Steps.
Mr. Fay referenced the job descriptions that were provided with the agenda for Committee’s review and finalization.

The following motion was considered.

GC013-2019 That the presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: New Council Office Support Model – Implementation Update, be received.

Carried

7. Reports – nil

8. Other Business/New Business

9. Deferred/Referred Matters

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

Item 11.1 was brought forward and dealt with at this time.

The following motion was considered.

GC014-2019 That the correspondence from City Councillor Williams, dated February 20, 2019, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: Item 9.1 – Printing and Mailing Costs for Members of Council (Mailings from the office of City Councillor Charmaine Williams), be received.

Carried

Note: Later in the meeting, on a two-thirds majority vote to reopen the question, Item 9.1 was reopened to allow for a comment from Committee on Item 11.1 (which was dealt with under 9.1) that no accusations were made about a Member of Council’s printing and mailing costs.
9.2. Discussion Item re: Accountability and Governance Matters – Update

Peter Fay, City Clerk, provided a verbal advisory on this matter, which included information on the new Written Statement of Disclosure of Interest under the Municipal Conflict of Interest Act.

Mr. Fay responded to questions from Committee with respect to the written statement, use of separate votes to address declared conflicts, reduction in quorum requirements where multiple conflicts have been declared, and potential matters for which declarations may be made.

The following motion was considered.

GC015-2019 That the verbal advisory from Peter Fay, City Clerk, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: Accountability and Governance Matters – Update, be received.

Carried

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

Peter Fay, City Clerk, provided a verbal advisory on this matter, which included information on the following topics:

- upcoming training session for Committee Chairs
- procedural requirements related to additions to the agenda and proliferation of added agenda business without proper notice or information
- Notices of Motion – purpose and filing deadlines
- interim process for proclamations, pending a report on an enhanced proclamations program
- communications between a majority (quorum) of Council Members that could be perceived as advancing the business of the municipality
- "as of rights" rules relating to delegation requests, correspondence and other items that are received after an agenda has been published
- staff’s ongoing review of meeting procedural rules

Committee consideration of this matter included:

- need to ensure Council Members and staff are aware of any proposed additions in advance of a meeting to facilitate an informed decision by Members and ensure that staff is prepared to respond to questions and provide the best advice
value of publication of Notices of Motion on the agenda toward transparency for Members, staff, residents and other interested parties
suggestion that any additional business items added to the agenda at a meeting be reserved for urgent matters
concerns about reports that are not published with agendas, but are distributed at meetings, and details from staff on measures being undertaken to address this matter

The following motion was considered.

GC016-2019 That the verbal advisory from Peter Fay, City Clerk, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: Procedure By-law and Meeting Rules, be received.

Carried

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

Committee agreed to vary the order of business and considered this matter after Closed Session.

Peter Fay, City Clerk, indicated that he would provide a tour of the renovated Council Chambers following adjournment for interested Committee Members.

10. **Notices of Motion** – nil

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).

Dealt with under Item 9.1 – Recommendation GC014-2019

12. **Councillors’ Question Period** – nil

13. **Public Question Period** – nil
14. **Closed Session**

The following motion was considered.

**GC017-2019** That Committee proceed into Closed Session to discuss matters pertaining to the following:

14.1. Personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations – Council Office transitional matters

Carried

Note: In Open Session, Peter Fay, City Clerk, reported on the status of the matter considered in Closed Session, as follows:

- 14.1. this item was considered by Committee and no direction was given to staff in Closed Session with respect to this matter

15. **Adjournment**

The following motion was considered.

**GC018-2019** That the Governance and Council Operations Committee do now adjourn to meet at the call of the Chair.

Carried

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City Councillor Fortini, Chair