Monday, April 8, 2019
Special Meeting

**Members Present:**
- Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
- Regional Councillor M. Medeiros – Wards 3 and 4 (arrived at 1:08 p.m. – personal)
- 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 – Wards 1 and 5
- Regional Councillor P. Palleschi – Wards 2 and 6

**Staff Present:**
- J. Pittari, Acting Chief Administrative Officer
- A. Meneses, Commissioner of Community Services
- J. Macintyre, Acting Commissioner of Corporate Services
- Z. Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services
- P. Fay, City Clerk
- C. Gravlev, Deputy City Clerk
- T. Olsen, Council Liaison Coordinator
- T. Brenton, Legislative Coordinator
The meeting was called to order at 1:01 p.m. and adjourned at 3:16 p.m.

1. **Approval of Agenda**

A discussion item at the request of Regional Councillor Fortini regarding Committee agenda materials was proposed for addition to the agenda.

The following motion was considered.

GC019-2019  That the agenda for the Governance and Council Operations Committee Meeting of April 8, 2019 be approved as amended, as follows:

**To add:**

8.3. Discussion Item at the request of Regional Councillor Fortini, re: *Committee Agenda Materials*;

8.4. Discussion Item at the request of Regional Councillor Medeiros, re: *Newsletter from the Mayor*; and,

8.5. Discussion Item at the request of Regional Councillor Medeiros, re: *Members of Council In-Session Use of Phones and Other Devices*.

Carried

Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and Items 8.4 and 8.5 were added.

The following supplementary information was provided at the meeting.

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

The subject presentation was distributed at the meeting.

Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided a presentation entitled “Council Office Support Model Implementation Work”.

Mr. Fay highlighted the proposed motions outlined in the presentation for Committee’s consideration, and acknowledged the efforts of Amy Taylor-Safruk, Business Partner, Human Resources, and Teresa Olsen, Council Liaison Coordinator, and Council Office staff toward the implementation of the Council Office Support Model on April 15, 2019.

Topics of Committee discussion on this matter included:

- expenditures for printing, mass mailings, and postage prior to implantation of the new Support Model
- mass mailings by individual Members of Council
- use of personal versus corporate funds for purchases
- legislation and policies related to the use of corporate resources for campaign-related materials
- Code of Conduct for Members of Council as it relates to adherence to Council’s Expense Policy
- role of and purpose for the City’s Integrity Commissioner

In response to questions from Committee, staff provided information on the following:

- budgets for administrative and operational costs
- allocation of existing office supplies
- mailing quantities and costs for City divisions and Members of Council during the months of December 2018, January 2019, February 2019 and March 2019
- mailing quantities and costs for Members of Council post March 22, 2019 (prior to this date there was no detailed tracking to break down the costs per Member)
- accountability for Members in tracking their administrative and operational expenses and benefits of keeping these expenses within the separate line items for transparency purposes
- return of unused operating funds to general revenues

During consideration of this matter, a Point of Order was raised by City Councillor Williams. The Chair gave leave for the Point of Order.
Councillor Williams expressed concern about comments made toward her, absent of a ruling by the Integrity Commissioner.

The following motion moved by Regional Councillor Fortini was introduced:

That for any mailing expenses incurred since March 22, 2019 that those be recuperated from the general expense account ($6,250) of the effected Councillor(s).

Committee Members expressed varied opinions and comments on the motion.

The motion was considered as follows.

A recorded vote was requested, and the motion carried as follows:

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Vicente Williams</td>
<td>nil</td>
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Carried
4 Yeas
1 Nays
0 Absent

A motion to receive the presentation and approve the recommendations outlined within was introduced and considered as follows.

GC021-2019
1. That the presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of April 8, 2019, re: Council Office Support Model Implementation Work, be received;

2. That effective April 15, 2019, with the implementation of the new Council support model, shared small appliance and general office expenses to serve all 10 Councillors on the 6th floor, be expensed to individual Member of Councillor expense accounts, on an equal shared distribution basis, charged quarterly;
3. That general office supply orders by each Councillor be charged to individual Member of Councillor expense accounts, on an actual-cost recovery basis, at time of receipt; and,

4. That effective April 15, 2019, with the implementation of the new Council support model, the following costs be expensed to individual Member of Councillor expense accounts, on an actual-cost recovery basis charged quarterly, for the following City services:
   - Internal specialty printing services, including but not limited to, stationary, envelopes, business cards, posters, cards and brochures;
   - Internal printing and copying services, including but not limited to, all colour and black and white copying and printing requests; and,
   - Mail and courier services, including but not limited to, external courier services and Canada Post mail delivery meterage and other related postal charges

Carried

6.2. Presentation by Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, re: Mayor and Councillors’ Expense Policy – Update.

Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, provided a presentation entitled “Mayor and Councillors’ Expense Policy – Update”, and outlined details on the development of the policy.

Mr. Majid referenced the proposed amendments to the policy as outlined in the document appended to the agenda for this meeting.

In response to questions from Committee, staff provided information on the following:
- provisions in the policy related to donation/sponsorship to religious organizations
- procedures and guidelines, including training, relating to the use of Purchasing Cards (“P-card”) by Council staff
Committee discussion on this matter included:
- proposed revision to the policy to allow for donation/sponsorship to faith-based organizations
- request to and confirmation from staff that proposed wording for this purpose would be provided for consideration at the Council Meeting of April 10, 2019

The following motion was considered.

GC022-2019 1. That the presentation by Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, to the Governance and Council Operations Committee Meeting of April 8, 2019, re: Mayor and Councillors’ Expense Policy – Update, be received; and,

2. That the updated Mayor and Councillors’ Expense Policy be approved.

Carried

7. Reports – nil

8. Other Business/New Business

8.1. Discussion Item re: 6th Floor Access and Use of City Access Cards.

Peter Fay, City Clerk, Office of the Chief Administrative Officer, indicated this item was included on the agenda for feedback and discussion.

Committee consideration of this matter included:
- 6th Floor Access:
  - consensus that the new process for visitors has resulted in overall improvement
  - responsibility of Members of Council to ensure their guests are accompanied at all times during their visit
  - questions about the role of the Council Office Assistant in the new process and details from staff in response
  - suggestions for improvements to existing wayfinding signage in the City Hall Atrium to assist visitors in identifying and locating the Service Brampton counter
- use of City Access cards:
  - reminder from staff about the appropriate use of access cards
8.2. Discussion Item re: **Members of Council Social Media Accounts.**

Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided the following:

- a disclaimer will be included on all Members of Council social media channels to inform visitors that they are leaving the City’s official web portal
- Members are responsible for the security and content of their social media accounts
- when commenting on other social media platforms, Members need to be mindful of their messaging, given their role as Members of Council

8.3. Discussion Item at the request of Regional Councillor Fortini, re: **Committee Agenda Materials.**

Regional Councillor Fortini, Committee Chair, inquired about the possibility of standardizing the access code for Closed Session materials as well as allowing Members of Council to print this material.

In response to questions from Committee, Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided the following:

- staff could review the use of codes for Closed Session materials once the new agenda management system is in place
- rationale for not allowing printing of Closed Session materials
- potential motion to permit Members to print Closed Session materials
- confirmation that Closed Session materials are to be accessed by Members of Council only

The following motion was considered.

**GC023-2019**

That the Members of Council be permitted access to print Closed Session materials.

Carried

8.4. Discussion Item at the request of Regional Councillor Medeiros, re: **Newsletter from the Mayor.**

Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and this item was added.

Regional Councillor Medeiros proposed that the Mayor be given his own newsletter to provide for more space within Council Member newsletters.
Committee consideration of this matter included:
- amount of space currently taken in Council Member newsletters for the Mayor’s message
- benefits of freeing up space in Council Member newsletters to provide for more Ward-specific information
- suggestion that staff report back on this matter and include other options, such as a separate page in Council Member newsletters for the Mayor’s message, combined mailing of newsletters from the Mayor and Members of Council, other newsletter formats/sizes

The motion was considered as follows.

GC024-2019 That staff be requested to report back on the possibility of the Mayor being afforded his own newsletter, rather than contributing within the newsletters of Councillors, along with other alternatives that might be available, particularly with regard to size, space and costing considerations.

Carried

8.5. Discussion Item at the request of Regional Councillor Medeiros, re: **Members of Council In-Session Use of Phones and Other Devices**.

Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and this item was added.

Regional Councillor Medeiros introduced a motion to allow in-session use of phones and other devices by Members of Council, and outlined the rationale for his proposal.

Committee consideration of this matter included a reminder from staff about the use of electronic devices during Closed Session meetings.

The motion was considered as follows.

GC025-2019 That the provision with regard to limiting use of phones and other electronic devices by Members of Council be rescinded; and,

That phone use for communications only within Closed Session be approved.

Carried

9. **Deferred/Referred Matters** – nil
10. **Notices of Motion** – nil

11. **Correspondence** – nil

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

13. **Public Question Period** – nil

14. **Closed Session** – nil

15. **Adjournment**

   Peter Fay, City Clerk, Office of the Chief Administrative Officer, proposed a regular quarterly schedule for Committee, with meetings to be scheduled in May, September and November 2019. The specific dates will be determined based on Member availability.

   Committee discussion took place with respect to the start time of the quarterly meetings, and there was consensus to commence the meetings at 9:30 a.m.

   The following motion was considered.

   GC026-2019 That the Governance and Council Operations Committee do now adjourn to meet again on a quarterly schedule in May, September and November 2019, at the call of the Chair.

   Carried

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   City Councillor Fortini, Chair