Friday, February 26, 2016
9:30 a.m. – Regular Meeting

Council Committee Room – 4th Floor – City Hall

**Members:**
- Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
- Regional Councillor M. Palleschi – Wards 2 and 6 (Vice-Chair)
- Regional Councillor E. Moore – Wards 1 and 5
- Regional Councillor G. Miles – 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
Phone 905.874.2106, TTY 905.874.2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request
Agenda
Member Services Committee

Note: Please ensure all cell phones, personal digital assistants (PDAs) and other electronic devices are turned off or placed on non-audible mode during the meeting

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.

4. Announcements

5. Delegations

6. Staff Presentations

7. Reports

8. Other/New Business
   8.1. Discussion Item re: Council Office Furniture
   8.2. Discussion Item at the Request of Regional Councillor Miles re: Processing Calls to Service Brampton Regarding Regional and/or City Issues
9. Deferred/Referred Matters

9.1. Council Newsletters and Annual Calendar

This matter was referred to this Committee by Council Resolution C407-2015 (Recommendation BC053-2015 – Clause 4), as follows:

BC053-2015 4. That the matters relating to the following be referred to the Member Services Committee for further consideration:
- Council Newsletters and Annual Calendar ($250,000 budget impact)

9.2. Establishing the Office of the Municipal Ombudsman

This matter was referred to this Committee by Council Resolution C407-2015 (Recommendation BC053-2015 – Clause 1), as follows:

BC053-2015 1. That the budget for the Brampton Ombudsman ($100,000 plus $25,000 office administration) from the Office of the Mayor and Council budget be referred for discussion and further evaluation and a report to the Member Services Committee.

9.3. Draft Event Protocol for Attendance and Participation by Members of Council

This matter was deferred to this Committee by Recommendation MS037-2015, as follows:

MS037-2015 That the agenda for the Member Services Committee Meeting of December 7, 2015 be approved, as amended, as follows:

To defer the following to the Member Services Committee Meeting of February 1, 2016:

9.1 Draft Event Protocol for Attendance and Participation by Members of Council

This matter was referred to this Committee by Council Resolution C407-2015 (Recommendation BC053-2015 – Clause 4), as follows:

BC053-2015 4. That the matters relating to the following be referred to the Member Services Committee for further consideration:
- Council Office receptionist position
- Council Communications position

9.5 Council Code of Conduct – Referred Item Requesting Additional Rule on “Conduct Between Members of Council”

This matter was referred to this Committee by Council Resolution C005-2016, as follows:

C005-2016 That the following motion be referred to a future meeting of the Member Services Committee:

That the City Council Code of Conduct be amended to include an additional rule on “Conduct Between Members of Council” in carrying out their duties and responsibilities.

10. Notice of Motion

11. Correspondence

12. Councillors’ Question Period

13. Public Question Period

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

15. **Adjournment**

   Next Meeting: Monday, May 9, 2016 – 9:30 a.m.
**Council Event Protocol**

**Purpose:**

The purpose of this document is to outline the protocol and procedure for all corporate or community events involving the Mayor or Members of Council.

**Scope:**

This protocol applies to all City departments, the Mayor’s Office, Council Office and community organizations requesting the attendance of the Mayor and/or Member of Council at an eligible community event.

**Definitions & Acronyms:**

- **CAO** – Chief Administrative Officer of the City of Brampton
- **ELT** – Executive Leadership Team at the City of Brampton
- **FSEO** – Festivals and Special Events Office at the City of Brampton
- **Member of Council** – a City or Regional Councillor
- **MP** – Member of Parliament (Federal)
- **MPP** – Member of Provincial Parliament
- **SOP** – Standard Operating Procedure

**Procedure:**

1. All requests for the Mayor’s attendance at, or participation in, functions or events must be submitted in writing to the Office of the Mayor by the appropriate City department or external organization sponsoring or hosting the activity a minimum of four weeks prior to the event.

2. If the Mayor is not able to attend a function, the Office of the Mayor will request that the Acting Mayor and/or City and/or Regional Councillor attend on behalf of the Mayor.
3. When the Mayor attends a function that is of interest to a local Ward City and Regional Councillor and/or located in their ward, the applicable City and/or Regional Councillor will also be asked to attend by the Mayor.

4. The Mayor’s Chain of Office shall be worn during Council meetings, all events, official openings, parades etc. as often as possible at the discretion of the Mayor.

5. The Mayor and Members of Council must be addressed formally by their elected office titles in all written correspondence and at all events or functions, including social events where members of the public are present.

2.0 Order of Speakers

1. The CAO is designated as the Master of Ceremonies for any Corporate, City-sponsored, City co-sponsored or related event or activity where the City has a vested interest. If the CAO is not available to perform this role, he/she shall designate an alternate from the ELT.

2. The Mayor or Acting Mayor will speak first and convey official greetings from the City followed by any other applicable remarks.

3. Other speakers will follow the Mayor as appropriate or applicable in the following order; MP, MPP, Regional Councillor, City Councillor.

4. Subject to the nature of the event and attending dignitaries, the general order of precedence for speaking will be the federal government, provincial government and municipal government.

3.0 Official Openings and Park/Plaque Dedications

The City Councillor for the Ward in which the property is located chairs the opening. Elected officials speak before other speakers, in the following order:

1. Mayor or Acting Mayor;
2. Regional Chairman or Regional Councillor representing the ward (if applicable);
3. Area MP; and
4. Area MPP

4.0 Parades/Processions

Elected officials appear in parades in the following order:

1. Mayor;
2. Members of Council (riding in or on a common vehicle, or appearing in order of the
wards they represent);
3. Regional Chairman;
4. Provincial government representative; and
5. Federal government representative.

5.0 Municipally Sponsored Banquets/Award Dinners

1. The Mayor, Acting Mayor or City or Regional Councillor as designated by the Mayor is seated at the head table and is called upon to convey greetings from the City of Brampton.

2. When the Mayor, Acting Mayor or designated City or Regional Councillor is also the main speaker at the banquet, he/she is seated in the centre of the head table adjacent to the podium location.

6.0 Flag Raisings

1. The Mayor, Acting Mayor or a City or Regional Councillor shall officiate at all flag raisings.

2. Flags of Canada, Ontario and Brampton are flown at all official functions. The flag of Canada shall be located in the centre, the flag of Ontario on the left, and City of Brampton flag on the right.

7.0 Private Functions/Events

The protocol for these events is determined by the host organizations and/or individuals in charge of the event in consultation with the Office of the Mayor. If the Mayor, Acting Mayor or a Member of Council are invited as speakers, it is appropriate that they be invited to speak according to the Order of Speakers indicated in Section 1.0 of this SOP.

8.0 Exceptions

Should the Prime Minister, Premier, Her Majesty the Queen and/or the Official Representative of Her Majesty the Queen attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify any special requirements. The official protocols established by these respective offices shall take precedence over protocol and procedures in this SOP.

**Related Documents:**
Accountability:

The Manager of Festivals and Special Events and the Mayor's Chief of Staff are responsible for ensuring that all events and other related activities are in compliance with this SOP.

The Manager of Festivals and Special Events is responsible for reviewing and updating this SOP as required.

The FSEO is responsible for:

1. Upon notice of an event or function, develop a comprehensive program proposal
2. Organize event in consultation with the Office of the Mayor, City departments, provincial and federal protocol offices and/or other groups as required.
3. Prepare, organize and implement all protocol and/or special recognition materials as appropriate.
4. Upon completion of an event or function, evaluate results and prepare appropriate acknowledgements.
5. Provide ongoing protocol advice and support to the Mayor, Members of Council and City departments as required.
6. Provide advice and/or assist community groups and other stakeholders with standard protocol requirements related to City sponsored events and official flag raisings etc. as appropriate.

Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Department/Area</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Proctor</td>
<td>Manager, Festivals and Special Events</td>
<td>Office of the COO</td>
<td></td>
</tr>
</tbody>
</table>

Director(s) Approval – Version Number X

<table>
<thead>
<tr>
<th>Director(s) name/Title</th>
<th>Dept</th>
<th>Date Approved</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Plant</td>
<td>Strategic and Enterprise Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>