Minutes
Member Services Committee
Committee of the Council of
The Corporation of the City of Brampton

Monday, May 09, 2016

Members Present: Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
Regional Councillor M. Palleschi – Wards 2 and 6 (Vice-Chair)
Regional Councillor G. Miles – Wards 7 and 8

Members Absent: Regional Councillor E. Moore – Wards 1 and 5 (other municipal business)

Other Members Present: Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor J. Sprovieri – Wards 9 and 10
City Councillor J. Bowman – Wards 3 and 4
City Councillor P. Fortini – Wards 7 and 8
City Councillor G. Dhillon – Wards 9 and 10

Staff Present: Offic...
The meeting was called to order at 9:30 a.m. and adjourned at 11:00 a.m.

1. **Approval of Agenda**

   Discussion took place with respect to amendments to the agenda.

   The following motion was considered.

   MS014-2016 That the agenda for the Member Services Committee Meeting of May 9, 2016 be approved as amended, as follows:

   **To add:**

   8.2 Discussion at the request of Regional Councillor Gibson, Chair, re: **Number of Times a Member can Speak at Council or Committee Meetings.**

   Carried

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

3. **Consent** – nil

4. **Announcements** – nil

5. **Delegations** – nil

6. **Staff Presentations** – nil

7. **Reports** – nil

8. **Other/New Business**

   8.1 Material from Peter Fay, City Clerk, Corporate Services, re: **Acting Mayor Information Package.**

   Peter Fay, City Clerk, Corporate Services, provided an overview of the Acting Mayor Information Package, which included:
   - Roles and Responsibilities of the Acting Mayor
   - 2014 to 2018 Schedule of Acting Mayors
   - Extracts from the **Municipal Act** regarding the Acting Mayor
Committee consideration of this matter included:
- clarification from Mr. Fay about the types of events covered under Section 2.0 of the Council Event Protocol
- proposed amendment to the Council Event Protocol to provide that invitations be shared with all Members of Council
- need for all Members of Council to be aware of Economic Development events
- request for a revision to the Accountability section of the Protocol to remove reference to the Mayor’s Chief of Staff
- availability of an “Invite Form” on the Mayor’s page on the City’s web portal, that other Members of Council may wish to utilize
- importance of contacting the inviter before forwarding an invitation to others Members of Council, for both planning and privacy reasons

The following motion was considered.

MS015-2016

1. That the **Acting Mayor Information Package**, to the Member Services Committee Meeting of May 9, 2016, be received; and,

2. That the City Clerk be requested to coordinate revisions to the Council Event Protocol Standard Operating Procedure, in accordance with discussions at the Committee meeting.

Carried

8.2. Discussion at the request of Regional Councillor Gibson, Chair, re: **Number of Times a Member can Speak at Council or Committee Meetings**.

Regional Councillor Gibson, Chair, asked about the provisions of the Procedure By-law as they relate to the number of times a Member of Council can speak at Council and Committee meetings.

Peter Fay, City Clerk, Corporate Services, outlined the applicable sections of the Procedure By-law relating to this matter, as follows:

**7.3 Number of Times a Member May Speak**

(1) A member may initially speak on an item of business or motion for five (5) minutes.
(2) No member shall speak more than once on an item of business until every member who desires to speak has spoken.

(3) Any member, including the mover of the motion, wishing to speak on an item of business a second time may do so for a further five (5) minutes.

Committee consideration of this matter included:

- need for Council to follow the provisions of the Procedure By-law
- suggestion that the City Clerk remind Committee Chairs of the By-law provisions
- process for tracking the number of times a Member speaks, including potential technology
- potential flexibility to allow a Member to speak more than twice to address questions arising from discussion on a matter, and an indication this would be at the Chair’s discretion

The following motion was considered.

MS016-2016 That the City Clerk be requested to remind Meeting Chairs of the provisions of the Procedure By-law with respect to the number of times a Member of Council may speak at a Council or Committee meeting.

Carried

9. Deferred/Referred Matters


Regional Councillor Gibson, Chair, provided a reminder that this matter was referred to Committee for clarification on the intent of Council Resolution C173-2015 relating to the Council Office support model.

Peter Fay, City Clerk, Corporate Services, referenced the last paragraph of the Resolution, outlining the potential for flexibility for a 1-to-1 model or a 2-to- 2 model, providing “that the respective pairs of Ward Councillors, in consultation with their two assistants, determine the best functional approach to meet their respective support needs”.

Committee consideration of this matter included:

- potential reopening of this matter at a future Council meeting to provide for a political support model
- indication that if Council changes its decision and moves to a political model, staff would report back on the implications of such a change
- pros and cons of a political support model, including more flexibility for Members of Council to direct their staff, Council Members being responsible for hiring, firing, attendance, payroll, etc., potential impact on existing full-time staff
- pros and cons of an administrative support model, including need for pairs of Ward Councillors and their assistants to work as a team, personnel matters addressed by the Council Office Manager, in consultation with the Councillors, no impacts on existing full-time staff
- overview from staff on the roles and responsibilities of Councillor Assistants, as outlined in the job description appended to the agenda for this meeting
- challenges with the existing administrative support model, including inconsistencies in how corporate administrative policies and procedures are being followed
- request for information on lieu time by assistants for overtime work, and an indication from the City Clerk that he would provide aggregate (not employee specific) information to Members of Council

The following motion was considered.

**MS017-2016** That the material on the **Council Office Support Model**, to the Member Services Committee Meeting of May 9, 2016, be received.

Carried

10. **Notice of Motion** – nil

11. **Correspondence** – nil

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

13. **Public Question Period** – nil

14. **Closed Session** – nil

15. **Adjournment**

The following motion was considered.
MS018-2016 That the Member Services Committee do now adjourn to meet again on Monday, September 12, 2016 at 9:30 a.m. or at the Call of the Chair.

Carried

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Regional Councillor G. Gibson, Chair