Monday, September 12, 2016

**Members Present:**
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 (arrived at 9:31 a.m. – personal)

**Other Members Present:**
City Councillor J. Bowman
City Councillor D. Whillans
City Councillor P. Fortini

**Staff Present:**
H. Schlange, Chief Administrative Officer
M. Gordon, Manager, Communication Advisory Services, Strategic Communications
S. Hemmad, Senior Communications Advisor, Strategic Communications
G. Maio, Executive Assistant to the Mayor
V. Mountain, Advisor, Strategic Development, Office of the Chief Administrative Officer
P. Fay, City Clerk
L. Robinson, Administrative Assistant, City Clerk’s Office
T. Brenton, Legislative Coordinator, City Clerk’s Office
The meeting was called to order at 9:30 a.m. and adjourned at 11:14 a.m.

1. **Approval of Agenda**

   The following motion was considered.

   MS019-2016 That the agenda for the Member Services Committee Meeting of September 12, 2016 be approved as printed and circulated.

   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**

   6.1. Presentation by Mariann Gordon, Strategic Communications, re: **2017 Council Calendar Update**

   Mariann Gordon, Manager, Communication Advisory Services, and Sudha Hemmad, Senior Communications Advisor, Strategic Communications, provided a presentation entitled “2017 Council Calendar – Concepts and Design Layout” and distributed mock-ups for Concept 1 – Your Year-round Destination and Concept 2 – Focused on the Future.

   Ms. Gordon responded to questions from Committee with respect to printing timelines and quantity, estimated costs, distribution (all households, including apartments), and inclusion of Council Member contact information and emergency contact numbers.

   Committee Members offered their comments on each of the concepts, and achieved consensus for Concept 1, but with City destination photographs, i.e. Brampton Farmers’ Market, Chinguacousy Park Skating Trail, Mount Pleasant, etc.

   The following motion was considered.
1. That the presentation by Mariann Gordon, Manager, Communication Advisory Services, and Sudha Hemmad, Senior Communications Advisor, Strategic Communications, to the Member Services Committee Meeting of September 12, 2016, re: 2017 Council Calendar Update, be received; and,

2. That staff be directed to proceed with Concept 1, with City destination photographs (e.g. Brampton Farmers’ Market, Chinguacousy Skating Trail, Mount Pleasant) for the 2017 Council Calendar.

Carried

7. Reports – nil

8. Other/New Business

8.1. Discussion Item re: Specific Reasons or Activities Necessitating Lieu Time Approval for Constituency Assistants within the Council Office.

Peter Fay, City Clerk, provided a summary of Council Office Lieu Time, showing aggregate information on total lieu time banked, average lieu time per staff person, and average lieu hours per month. Mr. Fay outlined various reasons for accumulation of lieu time, indicated that time worked outside of regular business hours should be for Corporate business only, and highlighted the requirement for pre-approval of lieu time.

Committee consideration of this matter included:
- concern about the disparity in the amount of lieu time banked by some Council Office staff over others
- acknowledgment that it is the responsibility of Members of Council to ensure lieu hours banked by their staff are for Corporate business only
- concern about inconsistency in the application of Corporate policies for lieu time
- impact on Council Office staff and costs associated with increased use of 311 during the times some staff members are out of the office utilizing banked lieu time
- potential to impose a cap on lieu hours banked
- lieu hours banked and the one-to-one staffing model, and confirmation from Mr. Fay that there is no correlation between them
- the need to identify reasons that are valid for Council Office staff to bank lieu time
request for information on the days of the week for which lieu time is being banked, and the purpose for banked lieu time

The following motion was considered.

MS021-2016 That staff report back to the Member Services Committee on Council Office staff banked lieu time, to include the days of the week for which lieu time was banked, and the purpose for the banked lieu time.

Carried

8.2. Discussion Item re: Council Liaison Coordinator Position

Note: Committee agreed to vary the order of business and dealt with this item first.

Peter Fay, City Clerk, provided an outline of the new Council Liaison Coordinator position, which included:

- the position has been moved to the City Clerk’s Office
- responsibilities will include liaison between the Constituency Assistants, Members of Council and the rest of the Corporation, Councillor budgets, time entry, distribution of information to Members of Council, e.g. invitations to events
- Laurie Robinson, Administrative Assistant, City Clerk’s Office, is filling this role on an interim basis

In response to questions from Committee, Harry Schlange, Chief Administrative Officer, and Mr. Fay provided the following:

- rationale for moving the position to the City Clerk’s Office
- support for City Clerk’s Office functions provided through the previous position, i.e. marriage ceremonies and licenses, burial permits
- confirmation that the position is full-time
- potential adjustments to the position should the Council staffing model change next term
- details on like positions in similar municipalities such as Mississauga and Vaughan

Committee discussion on this matter included:

- position location in City Clerk’s Office versus Council Office
- potential for one of the Constituency Assistants to fill the position on an interim basis
- Council Event Protocol Standard Operating Procedure as it relates to dissemination of event information to Members of Council
During consideration of this matter, Committee also discussed challenges with the current staffing model, potential changes to the model for the next term, current Council Office configuration and potential changes thereto, use of and costs for 311 services.

Mr. Schlange and Mr. Fay indicated they would provide options for the Council Liaison Coordinator position for consideration at a future Member Services Committee.

9. **Deferred/Referred Matters** – nil

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.

MS022-2016 That the Member Services Committee do now adjourn to meet again on Monday, December 5, 2016 at 9:30 a.m. or at the call of the Chair.

Carried

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Regional Councillor G. Gibson, Chair