Tuesday, November 15, 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

Other Members Present:  
Regional Councillor M. Medeiros  
City Councillor J. Bowman  
City Councillor D. Whillans  
City Councillor P. Fortini  
City Councillor G. Dhillon

Staff Present:  
H. Schlange, Chief Administrative Officer  
A. Meneses, Commissioner of Community Services  
G. Maio, Executive Assistant to the Mayor  
P. Fay, City Clerk  
L. Robinson, Administrative Assistant to the City Clerk  
T. Brenton, Legislative Coordinator, City Clerk’s Office
The meeting was called to order at 9:33 a.m. and adjourned at 11:31 a.m.

1. **Approval of Agenda**

   Discussion took place with respect to a proposed addition to the agenda regarding Information Technology services.

   Peter Fay, City Clerk, reminded Members that as this is a Special Meeting to address only those items listed on the published agenda, no new matters can be added.

   Mr. Fay indicated that the Councillor can request that this matter be added to the agenda for consideration at the regular Member Services Committee meeting of December 5, 2016, or considered as part of Item 8.3.

   The following motion was considered.

   MS023-2016 That the agenda for the Special Member Services Committee Meeting of November 15, 2016 be approved as printed and circulated.

   Carried

The following supplementary information was provided at the meeting:

**Re: Item 6.1**

- Presentation entitled: “Administrative Space Strategy”

**Re: Item 8.3**

- Memorandum from Peter Fay, City Clerk, dated November 10, 2016, re: Council Office Protocol

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 Al Meneses, Commissioner of Community Services, re: **Accommodation Strategies Update**

The subject presentation was distributed at the meeting.

Al Meneses, Commissioner of Community Services, introduced Michelle Solski, Senior Manager, Service Brampton, Cindy Binnell, Supervisor, Interior Design Services, and Lorie Banhaon, Project Coordinator, Facility Support Services.

Mr. Meneses provided a presentation entitled “Administrative Space Strategy”, which included information on the following:

- funded projects underway at City Hall, including P1 Level (Print Shop reconfigurations) 1st Floor (City Clerk’s Office, Service Brampton, Security and washrooms), 4th Floor (Council Chambers upgrades)
- projects under consideration with funding to be sourced, including relocation of Elected Officials to the 6th floor, consolidation of the CAO and administrative staff on the 4th floor.

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

- indication that staff is seeking feedback from Committee with respect to the proposals relating to Council Chambers and the potential relocation of Elected Officials to the 6th floor
- confirmation that staff will report back on proposed costs and funding sources for relocation of Elected Officials to the 6th floor
- details on proposed Options 1 and 2 upgrades for the Council Chambers, including theatre seating, reconfiguration of entrances and lounge area, changes to meet accessibility requirements, locations of monitors, accommodations for future growth, potential enhancements to audio/video system
- indication that staff will review options for public access to the 6th floor, including the potential for a reception area
- details on stairway locations for Council Members to travel between the 6th Floor and Council Chambers

Committee consideration of this matter included suggestions for improvements to Council Chambers, including upgrading Information Technology infrastructure to provide for paperless meetings, designated seating area for delegations similar to the Region of Peel, relocation of the CAO and City Clerk to the Council table, and relocation of the media area closer to staff from Strategic Communications.
In response to a request from Committee, staff indicated they would report back expeditiously on the proposal for relocation of all Elected Officials to the 6th floor.

The following motion was considered.

MS024-2016 That the presentation from Al Meneses, Commissioner of Community Services, to the Special Member Services Committee Meeting of November 15, 2016, entitled “Administrative Space Strategy”, be received.

Carried

7. **Reports** – nil

8. **Other/New Business**

8.1. Discussion re: **Council Liaison Coordinator Position and Recruitment**

Peter Fay, City Clerk, referenced the job description for the Council Liaison Coordinator position that was included with the agenda for the meeting, advised that the position will be posted in the near future and that it will be open to both internal and external applicants.

Committee consideration of this matter included:

- confirmation that the position will report to the City Clerk and be located in the Clerk’s Office
- indication that staff will confirm the job grades for this position and the Constituency Assistants
- suggestion that the Constituency Assistants be given the opportunity to provide feedback on the job description for the Coordinator
- request that Council Members be given the opportunity to provide input on the performance management for Constituency Assistants
- discussion on corporate assistants versus political assistants

The following motion was considered.

MS025-2016 That the **Job Description for the Council Liaison Coordinator Position**, to the Special Member Services Committee Meeting of November 15, 2016, be received.

Carried
8.2. Discussion re: **Council Office Staff Banked Lieu Time**

Peter Fay, City Clerk, provided an overview of his memorandum and chart on Council Office Lieu Time, included with the agenda under Item 8.2. He reminded Committee that this information was provided further to discussions at the September meeting. Mr. Fay confirmed that the majority of lieu time banked was for early morning or evening hours, and not for work on weekends.

Committee consideration of this matter included:
- concern about the amount of lieu time banked, particularly now that each pair of Councillors have two staff members
- questions and concerns about banked time for which the reason is unknown, and details from Mr. Fay in this regard
- suggestion that this matter should be a priority for the Council Liaison Coordinator, once hired
- need for Councillors to be more diligent in their approvals of lieu time for their Constituency Assistants

The following motion was considered.

MS026-2016  That the Memorandum and Chart from Peter Fay, City Clerk, dated November 8, 2016, to the Special Member Services Committee Meeting of November 15, 2016, re: **Council Office Lieu Time Update and Justifications**, be received.

Carried

8.3. Discussion re: **Council Office Working Protocol**

A memorandum from Peter Fay, dated November 10, 2016, and draft Council Office Protocol, were provided to Council electronically on November 14, 2016 and distributed at the meeting. Mr. Fay provided an overview of the information outlined in this material.

Committee consideration of this matter included a suggestion that the Protocol be deferred to the Member Services Committee meeting of December 5, 2016, and in the meantime, Councillors provide the City Clerk with their comments and/or proposed revisions.

The following motion was considered.

MS027-2016  That the Memorandum from Peter Fay, City Clerk, dated November 10, 2016, to the Special Member Services Committee Meeting of
Minutes
Member Services Committee

November 15, 2016, re: Council Office Protocol, be deferred to
the Member Services Committee Meeting of December 5, 2016.

Carried

9. Deferred/Referred Matters – nil

10. Notice of Motion – nil

11. Correspondence – nil

12. Councillors' Question Period

In response to a question from Committee, Peter Fay, City Clerk, indicated
that staff would provide additional information to Members of Council with
respect to their participation in the Santa Claus Parade.

13. Public Question Period – nil

14. Closed Session – nil

15. Adjournment

The following motion was considered.

MS028-2016 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