Monday, December 5, 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
T. Brenton, Legislative Coordinator
The meeting was called to order at 9:30 a.m. and adjourned at 10:49 a.m.

1. **Approval of Agenda**

   The following motion was considered.

   MS029-2016 That the agenda for the Member Services Committee Meeting of December 5, 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** – nil

7. **Reports** – nil

8. **Other/New Business**

   8.1. Verbal Report from Al Meneses, Commissioner of Community Services, re: **Council Office Accommodation Opportunities on the 6th Floor**

   Al Meneses, Commissioner of Community Services, provided a verbal report on Council Office Opportunities on the 6th Floor, which included details on the following:
   - draft floor plan
   - renovation requirements and costs
   - funding sources
   - space allocations for Council Members, Constituency Assistants and meeting rooms
   - secure route for Elected Officials to travel between the 6th floor and Council Chambers
• proposed timelines and sequencing
• competitive tendering process

Committee consideration of this matter included:
• acknowledgement that the current accommodations for Elected Officials is not ideal
• questions about and suggested revisions to the proposed renovations plan
• concern about costs for the renovations and potential for reducing the costs
• proposed timelines and possibility for expediting the project, while following Corporate procurement policy
• funding from projects that are on hold and the potential need for this funding in future
• request that staff forward copies of the floor plan to Members of Council

The following motion was considered.

MS030-2016 1. That the Verbal Report from Al Meneses, Commissioner of Community Services, to the Member Services Committee Meeting of December 5, 2016, re: Council Office Accommodation Opportunities on the 6th Floor, be received; and,

2. That staff be directed to proceed with the plan to relocate all Elected Officials to the 6th Floor, based on a first phase relocation of six Councillors to the former Departmental Chief’s area, and followed by a second phase relocation of the remaining four Councillors to a reconfigured CAO’s office area.

Carried

9. Deferred/Referred Matters


Peter Fay, City Clerk, provided an overview of the Council Office Protocol, and reminded Committee that this matter was deferred from the Special Member Services Committee meeting of November 15, 2016.

In response to questions from Committee, Mr. Fay outlined the intent of the Protocol (to ensure consistency, fairness and equity, based on the premise of
sharing information between Ward Councillor pairings), and provided clarification on specific sections.

Committee consideration of this matter included:

- concerns about particular sections of the Protocol (i.e. consultation with staff prior to making commitments to constituents, providing questions to staff in advance of Council/Committee meetings, need for Council authorization for requests for new information or services beyond the normal service delivery)
- suggestion that a note be added to future Council/Committee agendas requesting that Council Members provide their questions to staff in advance of the meetings
- process for dealing with Regional versus City matters
- need for good communication between Councillor pairings
- current staffing model and work expectations for Constituency Assistants
- suggested revisions to some of the sections

The following motion was considered.

MS031-2016

1. That the Memorandum from Peter Fay, City Clerk, dated November 10, 2016, to the Member Services Committee Meeting of December 5, 2016, re: Council Office Protocol, be received; and,

2. That the Council Office Protocol be approved with the amendments proposed by the Member Services Committee.

Carried

10. Notices of Motion – nil

11. Correspondence – nil

12. Councillors’ Question Period

1. In response to a question from Committee with respect to the alignment of the Council Office Protocol with proposed changes to Provincial legislation, Peter Fay, City Clerk, advised that an information report on changes to legislation will be provided for consideration at the Corporate Services Committee Meeting of December 7, 2016.

2. Committee Members responded to a question about how regional matters should be addressed by Council Members.
13. **Public Question Period** – nil

14. **Closed Session** – nil

15. **Adjournment**

    The following motion was considered.

    MS032-2016 That the Member Services Committee do now adjourn to meet again on Monday, February 13, 2017 at 9:30 a.m. or at the call of the Chair.

    Carried

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    Regional Councillor G. Gibson, Chair