

**Council Onboarding  
2018-2022 Term of Council**

**Tuesday November 6, 2018**

Peter Fay, City Clerk

Teresa Olsen, Council Liaison Coordinator

# Agenda

- 6:00 pm - Welcome
  - Harry Schlange, Brampton CAO
  - Patrick Brown, Mayor-elect
- 6:10 pm - Orientation Mini-Session – Municipal Governance / Corporate Organization
  - Peter Fay, City Clerk
- 6:40 pm – Light Dinner
- 7:15 pm – Orientation Mini-Session – Council Handbook
  - Teresa Olsen, Council Liaison Coordinator
- 7:40 pm – Closing Remarks
  - Peter Fay, City Clerk

## Orientation Mini-Sessions

- Municipal Government 101
- Corporate Organizational Structure
- Municipal Legislation Primer
- Council Handbook

# Municipal Government 101

## Authority of Local Government

Municipal Act, 2001 (section 2)

“Municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their own jurisdiction”

# Municipal Government 101

The City of Brampton is

- a **government** AND a **corporation**

The Corporation of the City of Brampton

- Must comply with the laws under which government act
- Statutory positions: Treasurer and Clerk
- Must also comply with laws of a corporation and an employer
- Signing authority: Mayor and Clerk, unless delegated

# Municipal Government 101

## Why Local Government Matters

- principles of community of interest, access, accountability
- closest to the people – proximity and value
- direct “access” to elected representatives
- issues that affect “day-to-day”
  - snow removal, recreation, land use development, waste collection, parking enforcement, property standards, traffic, etc.

# Municipal Government 101

## Local Government

- Local government established by statute
- Region of Peel Act – January 1, 1974
- Region of Peel (upper tier)
  - City of Mississauga (lower tier)
  - Town of Caledon (lower tier)
  - City of Brampton (lower tier)
    - Townships of Chinguacousy and Toronto Gore
    - Town of Mississauga (north of Hydro Corridor – now Highway 407)
    - Town of Brampton (Village established in 1853)

# Municipal Government 101 – Region of Peel Council

## *Regional Municipality of Peel Act*

- Composition and representation at Region of Peel Council

## Region of Peel Council

25 Members including the Regional Chair (elected by Regional Council)

- Town of Caledon, 5 Councillors
- City of Brampton, 7 Councillors
- City of Mississauga, 12 Councillors





# Municipal Government 101 – Region of Peel Council

## City Representation at Region of Peel Council

- 1 Mayor
- 5 Regional Councillors
- 1 additional Regional Councillor appointed by Council from among 5 City Councillors
- 1 alternate City Councillor to act if absence of Regional Councillor
  - Alternate acts only for Regional Council meetings and only one alternate per municipality per term

New

## Region of Peel Council Composition Review

- *Municipal Act* requires Regional Council to review composition after 2018 election and after every second municipal election
- Complete review and make decision to affirm or change composition
- Regional Council decision must be supported by a “triple majority”
  - majority of Regional Council, and
  - majority of area municipal councils, and
  - majority of area municipal councils representing majority of Region’s electorate
- No action taken, Minister of Municipal Affairs may confirm or impose composition

# Brampton City Council-elect 2018-2022

## Regional Councillors



**Paul Vicente**  
Wards 1 & 5



**Michael Palleschi**  
Wards 2 & 6



**Martin Medeiros**  
Wards 3 & 4



**Pat Fortini**  
Wards 7 & 8



**Gurpreet Singh Dhillon**  
Wards 9 & 10

## Mayor



**Patrick Brown**

## City Councillors



**Rowena Santos**  
Wards 1 & 5



**Doug Whillans**  
Wards 2 & 6



**Jeff Bowman**  
Wards 3 & 4

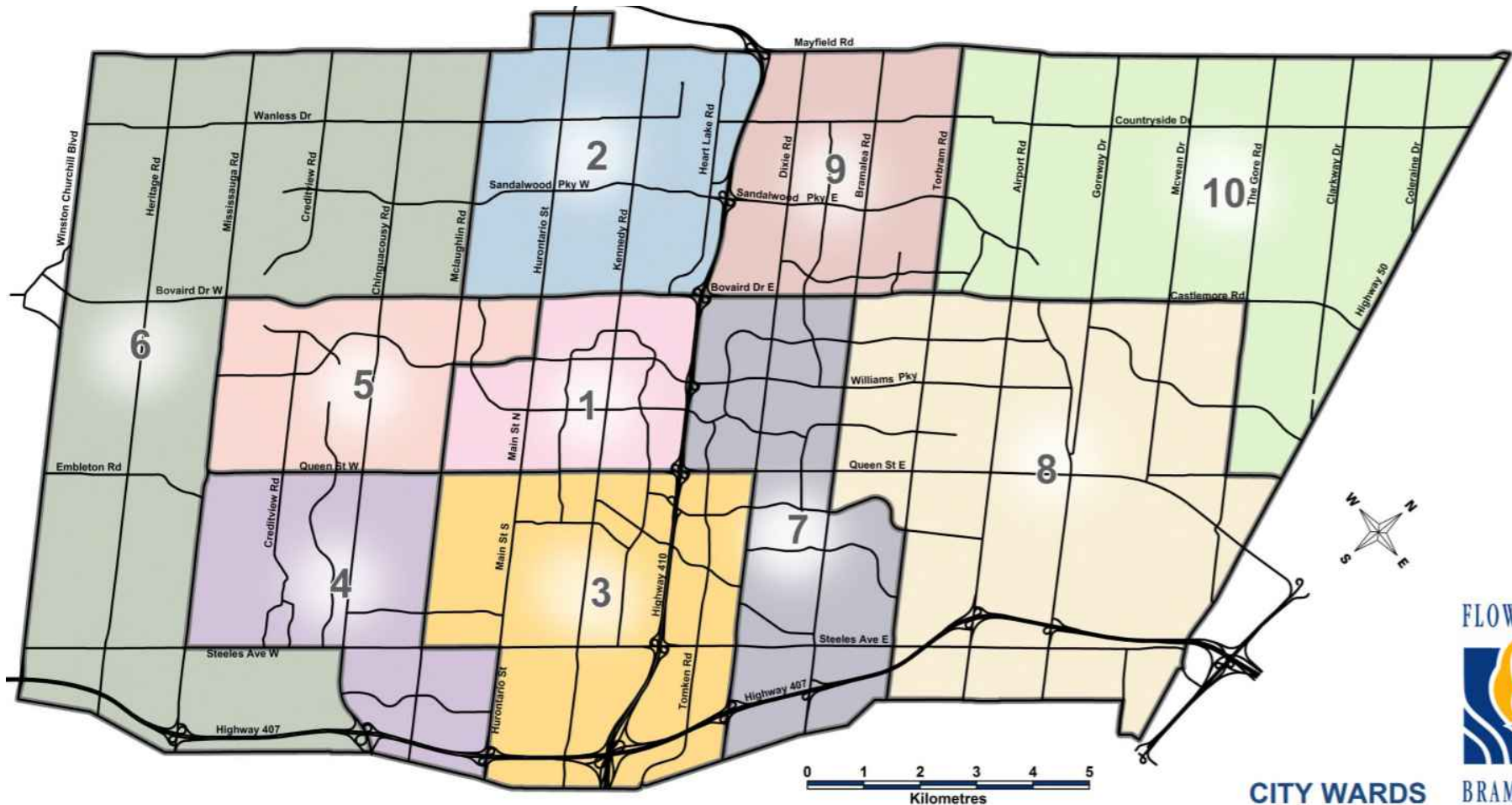


**Charmaine Williams**  
Wards 7 & 8

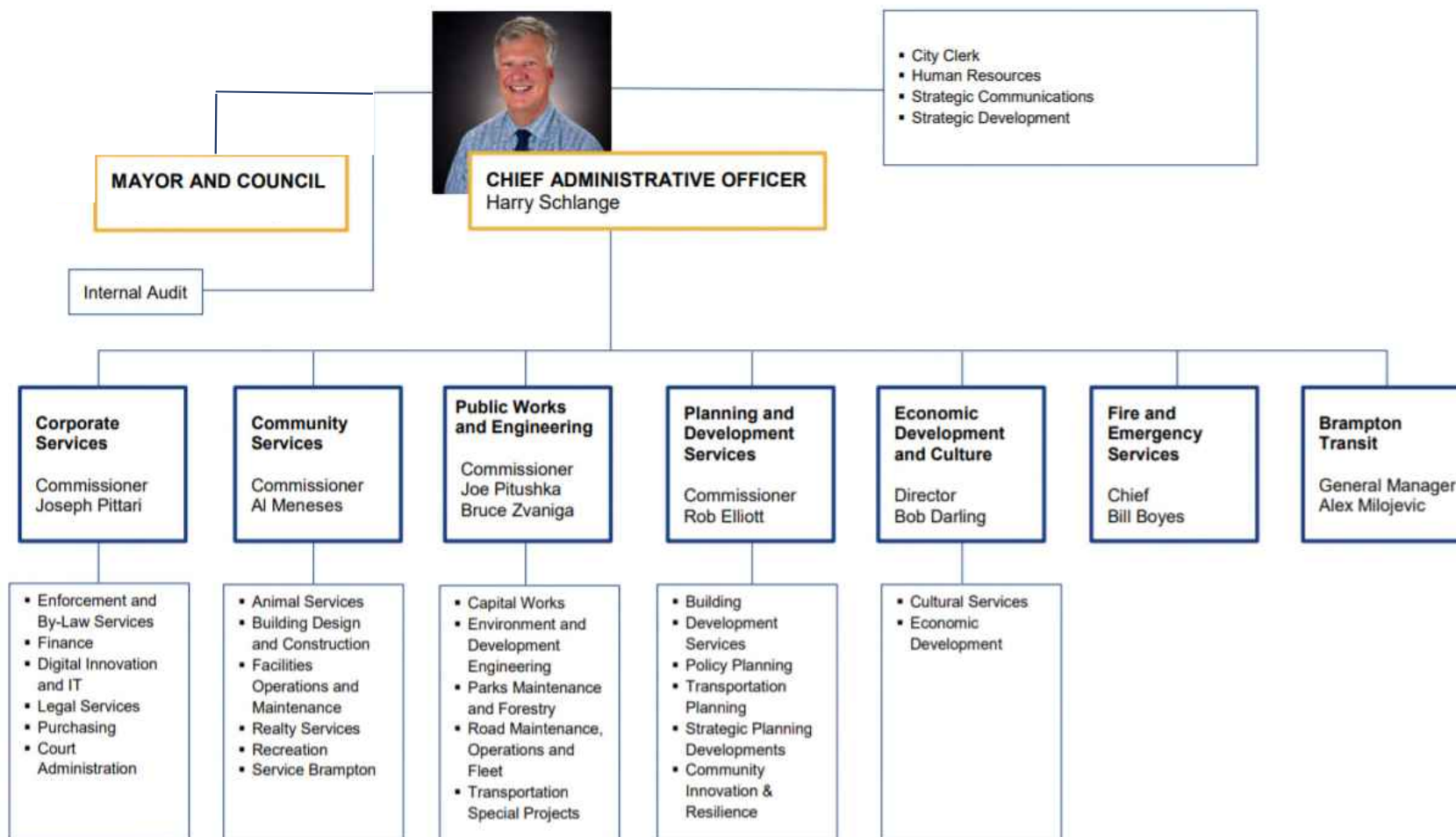


**Harkirat Singh**  
Wards 9 & 10

# Brampton City Council Wards



# Corporate Organization Structure



# Our Organizational DNA...

## Our Purpose

Why we work together

Delivering excellent service starts with one inspired team who is passionate about **PEOPLE**

## Our Values

What we stand for

### COURAGE

Curious • Determined • Resilient • Bold

### TRUST

Respectful • Vulnerable • Humble

### COMPASSION

Considerate • Humanistic • Patient

### INTEGRITY

Authentic • Transparent • Principled

## Our Style

How we keep it alive

When we bring our values to life we build a strong company **CULTURE**

Value guide us to:

lead + learn

hire + work + play

reward + recognize

promote + prosper

plan + strategize + press "go"



**future ready**  
is a mindset



## **Municipal Act, 2001 – Table of Contents**

- General
- General Municipal Powers
- Specific Municipal Powers
- Licences
- Municipal Reorganization
- Accountability and Transparency
- Practices and Procedures
- Financial Administration
- Municipal Taxation, Limitations, Collection
- Fees and Charges
- Debt and Investment
- Enforcement
- Miscellaneous

## Other Relevant Legislation

- Planning Act
- Building Code Act
- Assessment Act
- Public Libraries Act
- Municipal Elections Act
- Provincial Offences Act
- Statutory Powers Procedure Act
- Municipal Conflict of Interest Act
- Accessibility for Ontarians with Disabilities Act
- Municipal Freedom of Information and Protection of Privacy Act  
etc. ...

## Municipal Act, 2001 - Head of Council Role

- to **advise** Council on **administrative and controllership** policies and procedures and the **accountability** and **transparency** of municipal operations
- to **promote municipal purpose** and **public involvement**
- to **act as a representative** locally, nationally and internationally
- to foster activities that **enhance economic, social and environmental well-being** of municipality and residents

### Head of Council (section 225) To advise Council on:

- administrative and controllership policies, practices and procedures
- accountability and transparency of municipal operations and activities of senior management

### To act as CEO

- uphold and promote purposes of municipality
- promote public involvement
- act as representative locally, nationally and internationally
- foster activities that enhance economic, social and environmental well-being of municipality and residents



## Municipal Act, 2001 – Council Role

- to **represent** the public and consider the well being and interests of the municipality
- to **determine the services** to be provided
- to **develop** and **evaluate policies** and **programs**
- to ensure that **administrative** and **controllership** policies, practices and procedures are in place to implement the decisions of Council
- to ensure **accountability** and **transparency** of municipality
- to maintain **financial integrity** of the municipality

### Role of Council (section 224)

- to represent the public and consider the well being and interests of the municipality
- to develop and evaluate policies and programs
- to determine the services to be provided
- to ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of Council
- to ensure accountability & transparency of municipality
- to maintain financial integrity of the municipality
- to carry out the duties of Council under the Municipal Act

## Council acts collectively as a deliberative body

### City Council

- final approval authority
- considers Committee Minutes, proposals and votes to adopt “**Resolutions**”
- Council acts by passing “**By-laws**”

### Committee

- considers proposals/issues and votes to make “**Recommendations**”
- Committee Minutes, including recommendations, presented to Council



## Municipal Act, 2001 – Administration

### Chief Administrative Officer

- to exercise general **control and management**.... for the purpose of ensuring the efficient and effective operation of the municipality

### Administration

- to undertake **research** and provide **advice** to Council on the policies and programs of the municipality
- **implement** Council's decisions and establish administrative practices and procedures to carry out Council's decisions

### Role of Chief Administrative Officer

(section 229)

- to exercise general control and management .... for the purpose of ensuring the efficient and effective operation of the municipality
- other duties as assigned

### Role of Administration

(section 227)

- to undertake research and provide advice to Council on the policies and program of the municipality
- implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions
- carry out other duties

## Municipal Act, 2001 - Treasurer Role

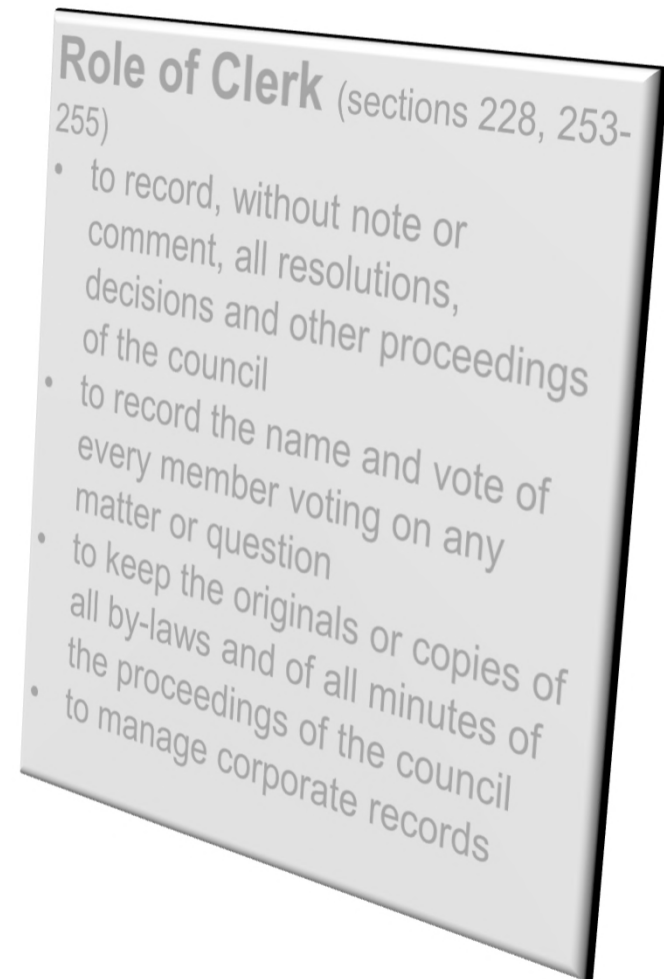
- **collect** monies
- pay the **bills**
- maintain **financial records**
- manage **investments**

**Role of Treasurer** (section 286)

- collecting money payable to the municipality
- depositing all money received on behalf of the municipality in a financial institution
- paying all debts of the municipality and other expenditures authorized by the municipality
- maintaining accurate records and accounts of the financial affairs of the municipality
- providing the council with such information with respect to the financial affairs of the municipality as it requires or requests
- ensuring investments of the municipality are made in compliance with the regulations

## Municipal Act, 2001 – Clerk Role

- **record** votes, decisions and proceedings of council
- keep **by-laws** and **minutes**
- manage **corporate records**



# Council Handbook

## Volume 1: Daily Operations



Council Handbook  
VOLUME 1



### Daily Operations



- Providing information on the day-to-day operations of your office,
- providing service to residents, and
- fulfilling accountable leadership.

# Council Handbook

## Volume 1: Daily Operations

1. Members' Salaries & Benefits
2. Members' Budget
3. Mayors' Employees
4. Councillors' Support Staff
5. Members' Space
6. Members' Office Operations
7. Members' Information & Technology Resources
8. Legal and Insurance
9. Serving Your Constituents
10. Fulfilling Accountable Leadership

# Council Handbook

## Volume 2: Governance



Council Handbook  
VOLUME 2



### Governance



- Sets out the role of Members,
- details the process for decision-making,
- discusses the City's legislative process, and
- distinguishes between City/Regional/Provincial/Federal levels of government.



# Council Handbook

## Volume 2: Governance

1. Values
2. Code of Conduct
3. Council Office Protocol
4. Municipal Conflict of Interest
5. Integrity Commissioner
6. Ombudsman
7. Lobbyist Registry and Lobbyist Registrar
8. Gift Registry
9. Municipal Elections

# Council Handbook

## Volume 3: Accountability and Transparency



Council Handbook  
VOLUME 2



### Governance



- Outlines the rules, regulations and policies that provide the framework governing the City.

# Council Handbook

## Volume 3: Accountability & Transparency

1. Role of Council
2. Role of Staff
3. Your Role in the Legislative Process
4. The City Clerk and Division
5. Council Decision-Making Process
6. Agendas
7. Meetings
8. Appointments

## **Agenda - Wednesday, November 7 (Alderlea)**

- 8:45 am – Continental Breakfast
- 9:15 am – Welcome
  - Peter Fay, City Clerk
- 9:17 am – Orientation Mini-Session – Media and Information Management
  - Erin O’Hoski, Director, Strategic Communications
  - Janice Adshead, Deputy Clerk, Information Management
- 9:30 am – Orientation Mini-Session – Corporate Security
  - Jason Keddy, Corporate Security
- 9:40 am – Orientation Mini-Session – Council-staff Relations / Accountability
  - Peter Fay, City Clerk
- 10:30 am – Morning Break
- 10:45 am – Council Orientation – Governance, Meetings and Procedures
  - Peter Fay, City Clerk
- 12:15 pm – Lunch
- 1:15 pm – Introduction to Interim Council Chambers and Meeting Procedures (Bdrm Wt-2C/2D, West Tower)
- 2:30 pm – Benefits Information Session (Bdrm WT-2E, West Tower)

# What's Coming Up...

## Week of November 12-18

- *no formal orientation sessions*

## Week of November 19-25

- Monday, November 19 – Rose Theatre
  - Vision and Official Plan
- Tuesday, November 20 – Springdale Library
  - Services

## Week of November 26-December 2

- Monday, November 26 – Williams Parkway Operations Centre
  - Master Plans and Community Tour
- Tuesday, November 27 – Cassie Campbell Recreation Centre
  - Major Projects and Community Tour
- Wednesday, November 28 – Ryerson University
  - Tour with Ryerson University Partners
- Thursday, November 29 – Rose Theatre
  - Inauguration Walk Through
- Saturday, December 1 – City Hall
  - Declaration of Office

# What's Coming Up...

## Week of December 3-9

- Monday, December 3 – Rose Theatre
  - Inaugural City Council Meeting
- Tuesday, December 4 – Interim Council Chambers
  - Special Council Meeting (7<sup>th</sup> Regional Councillor, Alternate Member, Committee Structure, etc.)
- Wednesday, December 5 – Interim Council Chambers
  - Committee of Council Meeting
- Thursday, December 6 – Region of Peel
  - Inaugural Regional Council Meeting
- Friday, December 7 – Chinguacousy Chalet
  - Council Priorities Workshop #1

# What's Coming Up...

## Week of December 10-16

- December 10 – City Hall
  - Council Workshop – Planning and Development Process
  - Planning and Development Committee Meeting
- December 11 – City Hall
  - Lunch & Learn – Constituency Management Software Training
  - Employee Long Term Service Awards (Rose Theatre)
- Wednesday, December 12 – Interim Council Chambers
  - City Council Meeting
- Thursday, December 13 – Region of Peel
  - Region of Peel Council Meeting

# Media and Information Management





# Media

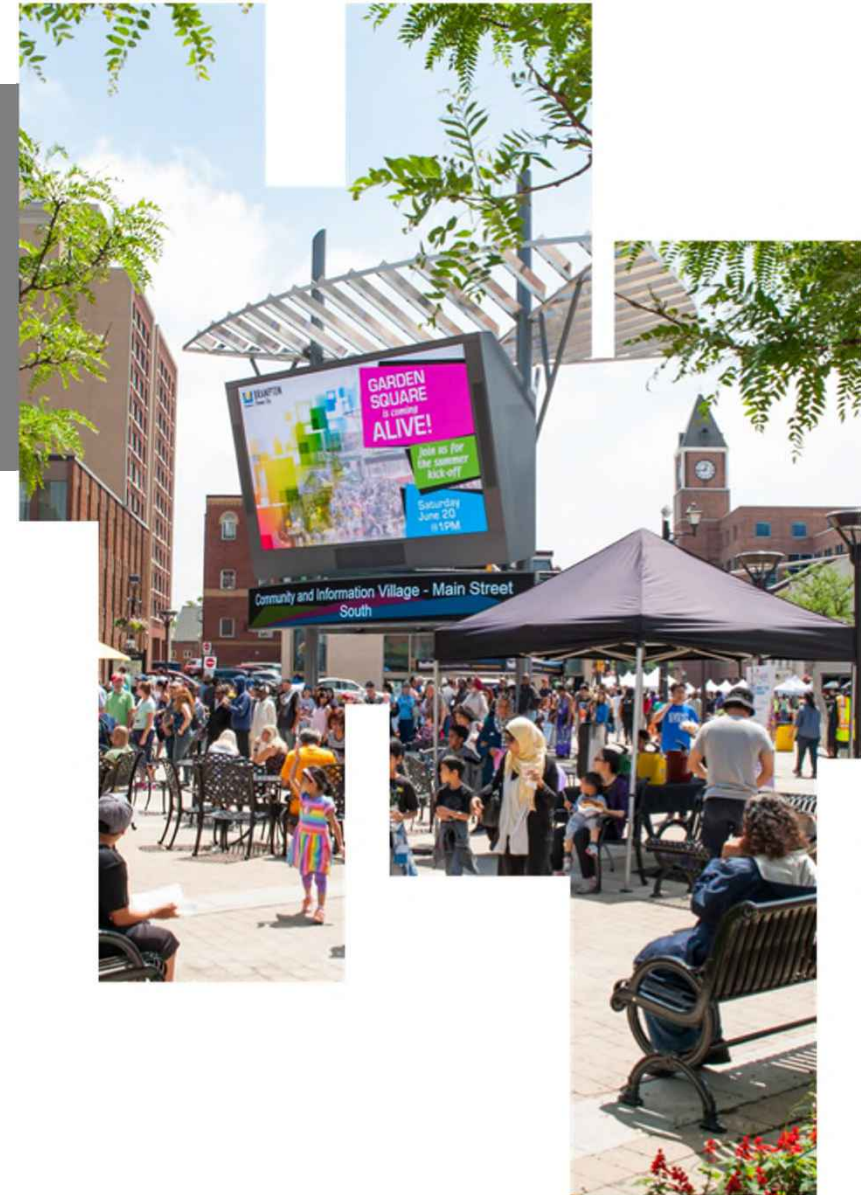
## Incoming Requests

### Requests Related to City Business

Feel free to refer reporter to  
the media team:  
[MediaRelations@Brampton.ca](mailto:MediaRelations@Brampton.ca)

### Requests Related to Your Personal Views

Reporters asking for the  
personal views of  
Members of Council will be  
referred to your office



# ACCESS

TO INFORMATION



Examples of Corporate Records: speeches; meetings with other levels of Government; requests shared with departments for action

## Corporate Records

- Subject to MFIPPA: the public has a right of access
- City has custody and control of corporate records and information
- Records come in many formats including email, instant message/ text, Word, PDF, .XLS, voicemail, video, etc.
- Corporate records should be stored in an approved recordkeeping systems (i.e. SharePoint)
- Storage of corporate records in personal locations (i.e. Gmail, DropBox, etc.) are subject to *MFIPPA*



Examples of Political Records: correspondence with constituent or a local business; meeting notes from meetings with constituents

## Political Records

- Not subject to MFIPPA: the public has no right of access
- Store Political records separately from Corporate Records
- Political records belonging to a Councillor become corporate records once shared with City staff
- You are responsible for the care and control of these records

As an elected official your corporate communications are subject to the *Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)*. The *Act* provides individuals with a right of access to certain records and personal information.

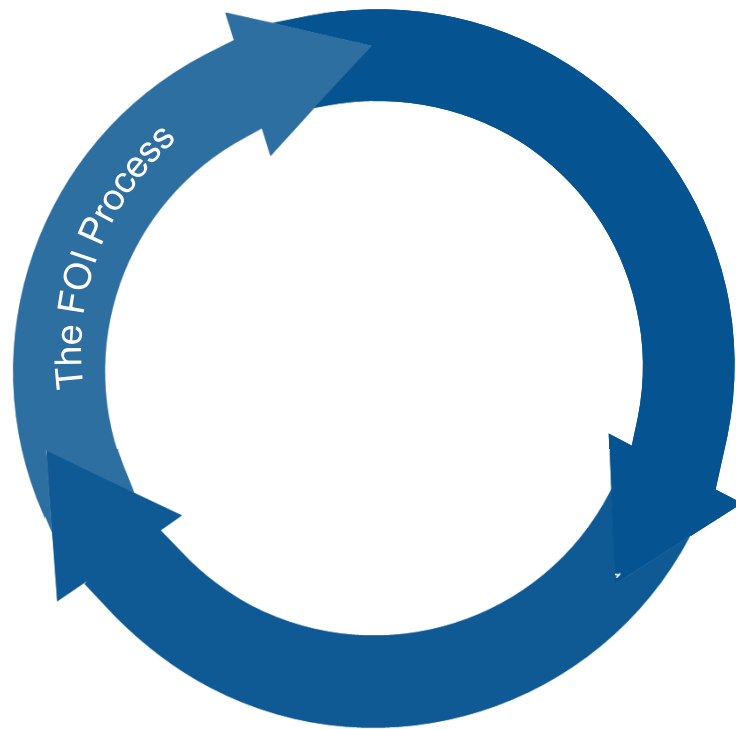
# PROCESS SNAPSHOT

## Freedom of Information Request



# QUICK REFERENCE

How to be prepared for FOI requests



## Organize

Separately store corporate and political records and information



## Be Mindful

When creating information, stick to the facts



## Know the Content

Corporate information stored on personal accounts is subject to MFIPPA



## Manage Emails

Remember that when you send an email, you lose control of that information (how it is shared, who it is shared with, etc.)



## Social Media

Information stored on social media is public information



## Transitory Records

Delete what you don't need, provided it doesn't document city actions or decisions

# STAYING CONNECTED

Working together to get the most accurate messages to our residents



## Spokespeople

Corporate media releases rely on quotes from the Head of Council and/or Committee Chairs



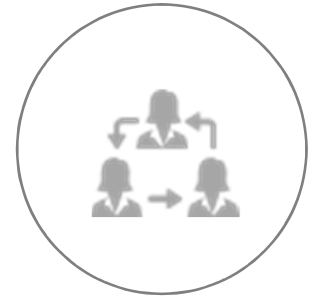
## Technical Follow-up

Reporters asking for technical information have access to approved staff experts



## Media Alerts

“Heads up” provided to Members when high profile or unexpected media requests arise



## Sharing

Some Members choose to share media interactions with staff and Council colleagues

Thank you!



# Security Services

Facilities Operations and  
Maintenance Division

Security Services – 905-874-2111 – [securityservices@brampton.ca](mailto:securityservices@brampton.ca)

## Agenda

- 1. Service Objective**
- 2. Service Levels**
- 3. High level overview of security stats**
- 4. Security on 6<sup>th</sup> floor Mayor and Council offices**
- 5. Q&A**

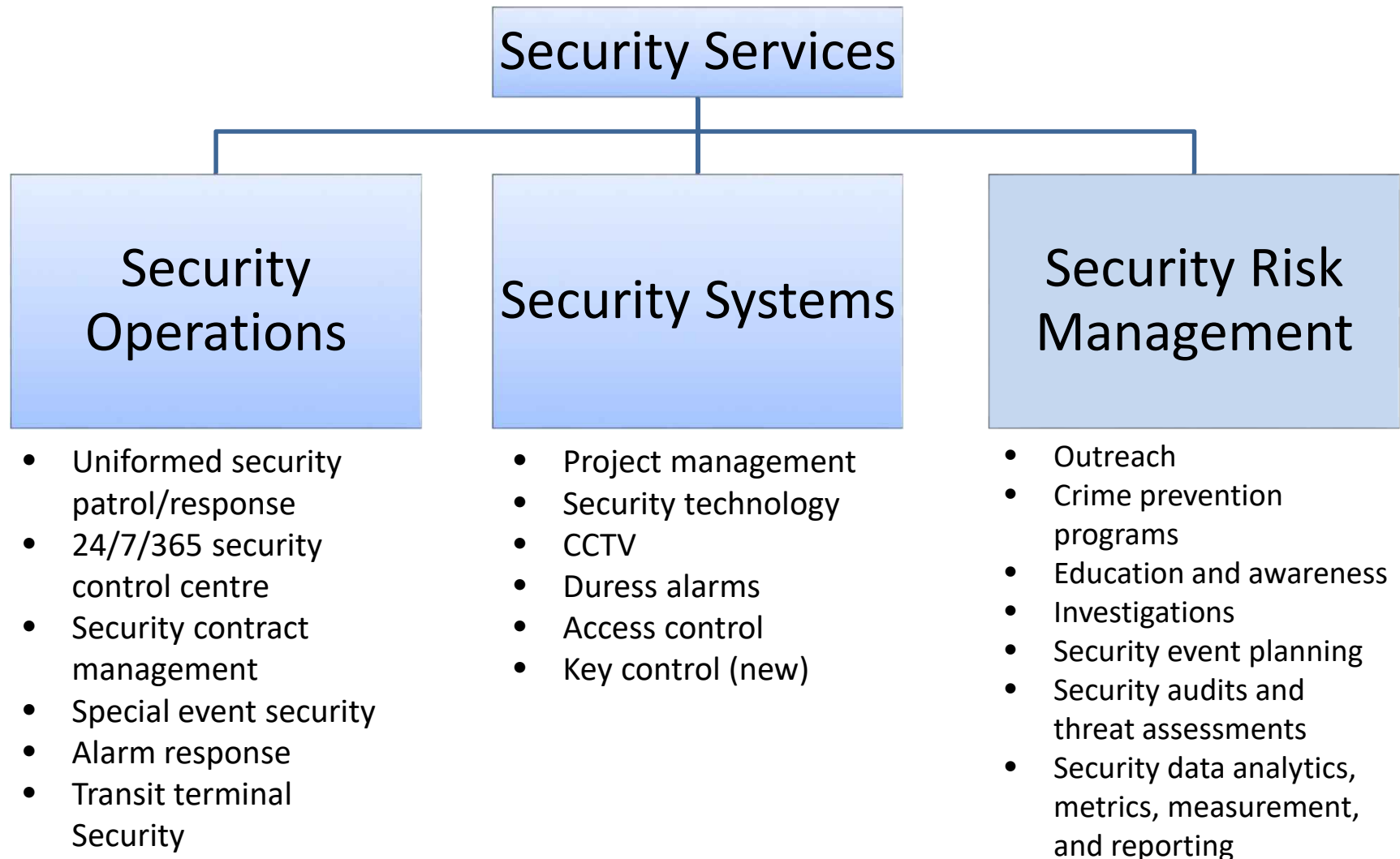


## Service Objective

The primary role of Security Services is to ensure the safety and security of City's assets, employees, clients and the public who utilize City services.

Safe and secure City owned facilities and site infrastructure promotes and supports public usage and civic engagement.

## Current Service Levels



# Security Services By The Numbers

24/7 Control Room



4 Mobiles/ 1 Supervisor



1618+ CCTV Cameras



13152 Incidents in 2017



839 Special Event Hours



300+ Properties





# Mayor and Council Offices

## Security Elements for the 6<sup>th</sup> floor City Hall

- ✓ 6<sup>th</sup> floor elevator vestibule
- ✓ Council office Assistant
- ✓ Security technology within office wings and suites
- ✓ Constituency Assistants
- ✓ Attending city meetings and events

# Thank you



# **Council Onboarding 2018-2022 Term of Council**

**Wednesday, November 7, 2018**

Peter Fay, City Clerk  
Charlotte Gravlev, Deputy City Clerk

## **Part 1: Council-staff Relations, Accountability and Transparency**

- Council-staff Relations
- Council Code of Conduct
- Integrity Commissioner
- Municipal Ombudsman
- Lobby Registry and Registrar
- Gift Registry
- Auditor General
- Closed Meeting Investigator

## **Part 2: Governance and Council Decision-making**

- Governance
- Procedure By-law
- Meetings & Decision-making
- Introduction to Interim Council Chambers



## Council-staff Relations

[Council Office Protocol](#) adopted in December 2016 outlines the Council-staff working relationship.

### Council



- Stewards of municipal resources
- Primary policy-making body
- Accountability, accessibility and transparency in day-to-day operations

### Staff



- Advises, implements and assists with public service delivery
- Hired by Corporation
- Equitable, fair, objective, unbiased services to Council

## Council Office Protocol

- Adopted by Council in December 2016
  - Administrative Protocol providing further clarification of the working relationships between the Council Office, including City and Regional Councillors, and the Corporation.
- New requirement of the *Municipal Act* under Bill 68

**Section 270 (2.1) of the *Municipal Act*:**

**The municipality shall adopt and maintain policies with respect to,**

- a) The relationship between members of council and the officers and employees of the municipality.***

## Role of Council

The job of the municipal council is to govern.

Council only has power as a deliberative body and no individual Councillor or informal groups of Councillors can make a decision on behalf of Council, unless authorized by Council or statute.

### **Section 224 of the *Municipal Act*:**

**It is the role of Council,**

- a) to represent the public and consider the well being and interests of the municipality***
- b) to develop and evaluate policies and programs***
- c) to determine the services to be provided***
- d) to ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of Council***
- e) to ensure accountability & transparency of municipality***
- f) to maintain financial integrity of the municipality***
- g) to carry out the duties of Council under the Municipal Act***

## Role of CAO / Administration

The CAO leads and directs the administration.

The role of Corporate staff is to provide advice, support and recommendations to:

- Council collectively, and
- Members of Council individually,

and implement Council decisions, in keeping with legislation, City policy and procedure.

### **Section 229 of the *Municipal Act*:**

**The CAO is responsible for,**

- a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and***
- b) performing such other duties as are assigned by the municipality.***

### **Section 227 of the *Municipal Act*:**

**It is the role of the officers and employees of the municipality,**

- a) to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;***
- b) to undertake research and provide advice to council on the policies and programs of the municipality; and***
- c) to carry out other duties required under this or any Act and other duties assigned by the municipality.***

## Council Office Protocol – Role of Members

- Keep ward colleagues informed on ward happenings, information, city-wide and regional issues
- New work requests beyond the normal course of public service delivery levels need approval of Council
- Staff participation/attendance at Councillor-organized community meetings requires approval of both Ward Councillors
- Each Ward Councillor pair assigned two Constituency Assistants (CA) for administrative support

## Council Office Protocol – Role of Council Office Staff

- Corporate employees
- Take direction from and adhere to Corporation’s policies
- Work expectations established by City.
  - Work direction/consistent work expectations provided by assigned Councillor(s).
- Staff supervision and management by Clerk’s Office
- Ward Councillors’ staff to work cooperatively
- Consistency and equitable services provided
- Must not provide support to Councillor’s personal tasks or for activities outside jurisdiction of the municipality

## Council-Staff Relations

### *Council Code of Conduct, Rule No. 16 - Conduct Respecting Staff*

1. No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.
2. No member shall use, or attempt to use, their authority for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering in staff's duties, including the duty to disclose improper activity.
3. Members shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
4. No member shall maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff and all members shall show respect for the professional capacities of the staff of the City.

## Council–staff Relations Policy


- Will be presented to Council in early 2019
- Based on respectful, tolerant and harassment-free relationship, roles and workplace between Council and staff
- Guided by existing workplace conduct policy
  - Council Code of Conduct
  - Employee Code of Conduct
  - Lobbyist Registry By-law
  - Respectful Workplace Policy



## **Accountability and Transparency**

- Council Code of Conduct
- Integrity Commissioner
- Municipal Ombudsman
- Auditor General
- Lobbyist Registry and Registrar
- Closed Meeting Investigator
- Mandatory Municipal Policy

## Council Code of Conduct

- Statement of ethical behaviour standards for Members of Council to uphold the public trust, the integrity of governance and City's reputation
- Applies only to Members of Council
- Approved and amended by Council
- Administered by a Council-appointed Integrity Commissioner
  - **Guy Giorno, Fasken Martineau DuMoulin LLP**
-  New requirement for Code of Conduct for committees and local boards

# Council Code of Conduct

## Content

- Introduction and Preamble
- Framework and Interpretation
- Definitions and Key Principles

## Rules

- General
- Gifts and Benefits
- Confidential Information
- Use of City Property, Services and Other Resources
- Election Campaign Work
- Business Relations
- Improper Use of Influence
- Conduct at Council
- Transparency and Openness in Decision-making and Member's Duties
- Media Communications
- Representing the City
- Conduct respecting Current and Prospective Employment
- Encouragement of Respect for the City and its By-laws
- Harassment
- Discreditable Conduct
- Conduct Respecting Staff
- Employment of Council Relatives/Family Members
- Failure to Adhere to Council Policies and Procedures
- Reprisals and Obstruction
- Implementation

## Integrity Commissioner

- Administers the Code of Conduct for Members of Council
  - Provides advice to individual Members
  - Receives complaints from any person about conduct of Member of Council
    - Complaint identity is confidential
    - Review complaint and determine if investigation necessary
    - Investigative powers of inquiry
    - Any investigation is reported publicly to Council
    - Provides Annual Report to Council

## Integrity Commissioner

- New Roles as of March 1, 2019:
  - Authority to investigate complaints regarding conduct of non-Council members of Council-established committees and its local boards (i.e., Downtown Brampton BIA).
  - *Municipal Conflict of Interest Act* role:
    - Authority to investigate complaints regarding possible conflict of interest applications
    - Responsibility to provide pecuniary (financial) conflict of interest advice and education to Members of Council and local boards in regard to the *Municipal Conflict of Interest Act* and applicable code of conduct



# Municipal Ombudsman

## ▪ Ombudsman

- **mandatory** - Municipality must appoint an Ombudsman
  - **If not appointed, Ontario Ombudsman becomes municipal Ombudsman**
- **function** - report to Council on an investigation of any decision or recommendation made or act done or omitted in the course of the administration of the municipality
  - Investigations triggered by individual or Ombudsman
- **oversight** – even with municipal Ombudsman, Ontario Ombudsman has jurisdiction to investigate complaint after municipal Ombudsman completed and reported on a matter (maladministration finding or no merit finding)
  - independent municipal Ombudsman investigation is not final
  - Ontario Ombudsman has power to conduct systemic investigation across municipalities

## ▪ 2016/17 investigation of non-competitive procurements at City

- Ombudsman investigation found no evidence of maladministration of the City's Purchasing By-laws, policies or procedures

## Lobbyist Registry and Lobbyist Registrar

- An online tool (available for public viewing) where lobbyists register their lobbying activity
- All lobbyists must register. Registration may be completed before lobbying takes place. Registration must be completed within 5 business days of lobbying commencing
- The Lobbyist Registrar is responsible for managing and enforcing the Lobbyist Registry



## What is Lobbying?

Lobbying is any communication with a public office holder by a person who represents a business or financial interest. The goal of lobbying is to try and influence any legislative action, including but not limited to the:

- Development, introduction, passage, defeat, amendment or repeal of a by-law, motion or resolution;
- Development, approval, amendment, application or termination of a City policy, program, directive, guideline; or
- Outcome of a decision on any matter before Council, a Committee of Council or a Councillor or staff member acting under delegated authority.



## What is a Lobbyist?

- **Consultant Lobbyist:** a person who lobbies for payment on behalf of a client (another person, company, partnership or organization). If the consultant arranges for a meeting between a Council Member or City employee and a third party, this is considered lobbying
- **In-house Lobbyist:** a person who is an employee, partner, sole proprietor and who lobbies on behalf of their own employer, business or organization
- **Voluntary Unpaid Lobbyist:** a person who lobbies without payment on behalf of a person, business, or other organization for the benefit of the interests of the person, business or other organization

## City of Brampton Lobbyist Registry

Log in to  
Lobbyist Registry

➔ Sign in

Search the  
Lobbyist Registry

🔍 Search

## Gift Registry

- The Gift Registry is a public record of gifts, benefits and hospitality received by Council and staff members
- All gifts, benefits or hospitality with a value of \$50 or more must be recorded
- Council and staff members are required to complete Gift Disclosure Statements
- Summaries of gifts and/or Gift Disclosure Statements will be posted to the public website on a quarterly basis

Name of Recipient:	Describe Gift/Benefit	Gift Giver (Source of Receiv Gift/Benefit)	Date Gift/Benefit Received:	Circumstances:	Estimated Value:	Intended Use:
Moore, Elaine - Councillor	Mont Blanc Pen	TACC	2018/06/28	Recognition pen for years of service	\$400.00	Personal
Gibson, Grant - Councillor	TACC Group Annual Dinner (Copper Creek Golf Club)	TACC	2018/06/28	Received invitation to TACC Group Annual Dinner for two	\$150.00	Personal
Moore, Elaine - Councillor	TACC Group Annual Dinner (Copper Creek Golf Club)	TACC	2018/06/28	Received invitation to TACC Group Annual Dinner for two	\$150.00	Personal
Bowman, Jeff - Councillor	Golf and Dinner (single ticket) to William Osler Hospital Fundraising Golf Tournament.	Orlando Corporation	2018/06/18	Ticket donated to Councillor, in order for the Councillor to golf as part of a foursome in a fundraising golf tournament for the William Osler Hospital.	\$500	Personal
Moore, Elaine - Councillor	Flowers	PHAN	2018/05/10	Received bouquet of flowers.	\$40.00	Personal
Allin, Melissa	Bose Bluetooth speaker	URISA Ontario	2018/05/02	Early bird prize received at URISA BeSpatial Conference	\$330.00	Personal
Gibson, Grant - Councillor	1 Ticket for Golf Tournament - includes tee off	Orlando Corporation	2018/06/18	Donated - part of foursome	\$500.00	Personal Use
Moore, Elaine - Councillor	1 Ticket for Golf Tournament - includes tee off	Orlando Corporation	2018/06/18	Part of foursome - donated to Councillor Gibson	\$500.00	Personal Use
Espinosa, Gustavo	Amazon card	Canada	2018/04/17	4th Annual Big Data & Analytics Summit While attending a conference some gift card were given to attendances by the organizer of the summit	\$250	Personal

## Auditor General

- Discretionary under *Municipal Act*
  - appointed by Council and reports to Council with powers in inquiry
  - Independent and responsible for **assisting Council in holding itself and administrators accountable for the quality of stewardship over public funds** and for the achievement of **value for money in municipal operations**
- Brampton's Interim Auditor Generals
  - 2014 - Mr. George Rust-D'Eye - a review of the process and administration related to the Southwest Quadrant (SWQ) project
  - 2015 – Mr. Jim McCarter – a review of the City's fiscal state
- Formalizing Auditor General position suggested as Best Practice by Ombudsman in 2017
  - Council strengthened internal audit function and Audit Committee role

## Closed Meeting Investigator

Since 2007, a mandatory provision of Municipal Act, 2001

- If no Investigator appointed by Council, Ontario Ombudsman becomes Investigator
- Any person may request an investigation of whether municipality or local board has complied with Municipal Act or Procedure By-law provisions for closed meetings
- Request filed with Investigator for review
  - Independent and confidential investigation
  - Report to Council on investigation and any recommendations
  - Council shall pass a resolution stating how the report shall be addressed
  - Investigator report is public
- Oversight – appeal process of Closed Meeting Investigator to Ontario Ombudsman
- Council-appointed Closed Meeting Investigator
  - Local Authority Services Ltd. (LAS) (2013 - today)

*No investigation requests filed to-date*

## Open Meetings and Exceptions

**All meetings open to the public. Limited exceptions for “closed meetings”**

- security of municipal property
- personal matters about an identifiable individual
- proposed or pending acquisition or disposition of land
- labour relations or employee negotiations
- litigation or potential litigation
- advice that is subject to solicitor-client privilege
- training or education purposes
  - without advancing business or council decision-making
- matter permitted under another Act to be considered in a closed meeting
- consideration of a Freedom of Information request
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman

# Open Meeting and Exceptions

## All meetings open to the public. Limited exceptions for “closed meetings”

New

information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

### While in Closed Session, Council/Committee can only vote:

- on a procedural matter (refer or defer an item)
- give direction or instructions to staff or another person working on behalf of City

## Mandatory Municipal Policy

A municipality **shall adopt and maintain Policies** (section 270):

- procedures to be followed by Council/Committee ([Procedure By-law](#))
- sale and disposition of land ([Real Estate Policy](#))
- hiring of employees ([various policies](#))
- procurement of goods and services ([Purchasing By-law](#))
- matters for which public notice is required, and how that notice is given ([Procedure By-law](#))
- how the municipality will try to ensure that it is accountable to the public for its actions, and that its actions are transparent to the public ([Accountability and Transparency Policy](#))
- delegation of its powers and duties ([Administrative Authority Policy](#))

## Mandatory Municipal Policy

New

A municipality **shall adopt and maintain Policies** (section 270):

- the relationship between members of council and the officers and employees of the municipality ([Council Office Protocol](#))
- the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality
- Pregnancy leaves and parental leaves of members of council



# Morning Break

## Part 2: Governance

- Governance
- Procedure By-law
- Meetings & Decision-Making
- Introduction to Interim Council Chambers

*Decision-making body*

**City Council**

**Functional and Ad hoc Council Committees**

- Audit Committee
- Budget Committee
- Citizen Appointments Committee
- Transit Council of Chairs
- Member Services Committee

**Standing Committees**

Committee of Council

Planning and Development Committee

**Citizen Advisory Committees**

- Sports Hall of Fame Committee
- Cycling Advisory Committee
- Environmental Advisory Committee
- Heritage Board
- School Traffic Safety Council
- Accessibility Advisory Committee
- Inclusion and Equity Committee
- Council Compensation Committee
- Age-Friendly Brampton Advisory Committee
- Brampton Community Safety Advisory Committee
- CAO Performance Review Committee
- Taxicab Advisory Committee

**Adjudicative Committees and Administrative Tribunals**

Property Standards Committee

Committee of Adjustment

Election Compliance Audit Committee

Brampton Appeal Tribunal

Committee of Revision

# Brampton's Governance Structure (2014 - 2018)

# Governance

## Committees

- Standing Committees defined in Procedure By-law (purpose, composition and Chair)
  - Committee of Council
  - Planning and Development Committee
- All other committees must be approved by Council with terms of reference
- Council makes appointments to functional, ad hoc and citizen-based committees
- Less formal meeting rules for committees
  - Motion not required to be in writing or requires seconder
  - More speaking opportunities

## Adjudicative Committee and Administrative Tribunals

- Members are appointed by City Council
- Independent, make their own decisions – Council approval is not required
  - Downtown Brampton Business Improvement Area (BIA) (Municipal Act)
  - Brampton Public Library Board (Public Libraries Act)
  - Committee of Adjustment (Planning Act)
  - Property Standards Committee (Building Code Act)
  - Brampton Appeal Tribunal (Licensing By-law and Dog By-law)
  - Compliance Audit Committee (Municipal Elections Act)

Standing Committees and Mandates	Leadership
<b>Committee of Council</b>	
<p><i>Economic Development and Culture Section</i></p> <ul style="list-style-type: none"> <li>matters related to economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research, and advancing the City's strategic economic development priorities</li> </ul>	<p>Chair, Economic Development and Culture Section Vice-Chair, Economic Development and Culture</p>
<p><i>Corporate Services Section</i></p> <ul style="list-style-type: none"> <li>matters related to services to the Corporation, including finance, administration, information technology, human resources, legal services, corporate operations, public relations and corporate communications; and also matters related to the enforcement of by- laws and municipal licensing matters</li> </ul>	<p>Chair, Corporate Services Section Vice-Chair, By-law Enforcement Vice-Chair, Corporate and Financial Affairs</p>
<p><i>Public Works and Engineering Section</i></p> <ul style="list-style-type: none"> <li>matters within the jurisdiction of the City's Public Works and Engineering Department, including public works and infrastructure, engineering, construction and maintenance</li> </ul>	<p>Chair, Public Works and Engineering Section Vice-Chair, Public Works and Engineering Vice-Chair, Engineering and Construction</p>
<p><i>Community Services Section</i></p> <ul style="list-style-type: none"> <li>matters within the jurisdiction of the City's Community Services Department, including recreation and culture services, transit services, fire services, as well as Service Brampton and corporate buildings, property services and real estate</li> </ul>	<p>Chair, Community Services Section Vice-Chair, Recreation Vice-Chair, Service Brampton and Facilities Vice-Chair, Transit Services Vice-Chair, Fire Services</p>
<b>Planning and Development Committee</b>	
<ul style="list-style-type: none"> <li>Matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official</li> <li>Holding of public meetings required by the Planning Act</li> </ul>	<p>Chair, Planning and Development Committee Vice-Chair, Planning and Development Committee</p>

## **Chairs and Vice-chairs**

- Two-year appointment
- Empowered leadership role
  - Leadership role at Committee and Council meetings
    - Introduction of staff reports and agenda business at Committee
    - Introduction of Committee Reports / business at Council before debate

# Citizen-based Advisory Committees

## Guideline:

- Criteria for establishing a citizen-based advisory committee:
  - aligns with the City's Strategic Plan
  - requires a citizen voice
  - involves a broad subject matter
  - addresses emerging issues important to City
  - helps streamline discussion
  - handles work that staff do not regularly perform
  - defined by a clear mandate/work plan
- Terms of Reference approved by Council
- Reports regularly to Council through a defined Standing Committee
- Establishes annual work plan and reports results to Council
- Members of Council appointed to committee not counted for quorum
- Committee recommendations are advice and opinion provided to Council without commitment of City funds, resources or assets, unless approved by Council or prescribed in legislation

# Citizen-based Advisory Committees

## Appointment Procedure:

- Clerk's Office conducts recruitment
- Qualifications:
  - Brampton resident or non-resident Brampton-based organizational or business representative
    - Council may establish other criteria for appointment, including general or specific qualifications
- Applicants interviewed by a Council committee, unless Council decides otherwise
- Committee recommendations presented to Council for approval



## Procedure By-law 160-2004

- Mandatory by *Municipal Act, 2001*
  - approved and amended by Council
- Set of rules for meetings, making decisions and conduct
- Applies to Council and “committee”
  - “committee” which at least 50% of the Members are Members of Council
- “meeting” is any gathering of Council or Committee
  - where quorum is present, and
  - Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- Clerk interprets and administers rules
  - advises meeting Chair

## Procedure By-law

Upholding fundamental Member rights for a meeting:

- The majority have the right to decide on a matter
- The minority have the right to be heard on a matter
- All Members have the right to information to help make decisions, unless prevented by law
- All Members have the right to an efficient meeting
- All Members have the right to be treated with respect and courtesy
- All Members have equal rights, privileges and obligations

## Procedure By-law - Definitions

**Quorum** - Minimum number of members needed to conduct business at a meeting

**Chair** - Person presiding at a meeting of Council or committee

**Delegation** - Oral submission made by a member of the public

**Motion** - Formal proposal moved by a Member

**Recommendation** - Action proposed by staff or a Committee to address an issue

**Vote** - Formal indication in support of or opposition to a motion

**Recorded Vote** - Written record of the name and vote of every member voting on a motion

**Resolution** - Decision made by Council to direct a course of action

**By-law** - Legal instrument used by a municipal council to exercise its powers

# Council and Committee Meetings

- Inaugural Meeting
  - First Monday in December following election at 8:00 pm
- Place of Meetings and Notice
  - Council Chambers or Committee Room, City Hall, or other location in/outside the City
  - Notice of meetings published annually and monthly
    - Meeting agenda publicly available, after distribution to Members
- Attendance and Absences
  - “quorum” (majority) of members required to start a meeting
    - After 15 minutes, if no Chair, Acting Mayor or Vice-Chair presides
    - After 30 minutes, meeting does not proceed, Clerk records Members present
  - Member absence from meeting
    - Absence for 3 successive months without Council authorization forfeits office
    - Planned absence
      - Notice to Clerk of all planned absences, late arrivals and early departures for recording in minutes and reason (vacation, illness, personal, other municipal business)
      - for Committee – may designate another Member to attend with notice to Clerk (verbal or writing) before meeting starts
  - Mayor’s attendance at Committee meetings not recorded in minutes

# Council and Committee Meetings

## ■ Regular Meetings

- Committee of Council – first and third Wednesday of each month at 9:30 am
- Planning, Design and Development Committee – first and third Monday of each month at 7:00 pm and 1:00 pm, respectively
- City Council – second and fourth Wednesday of each month at 9:30 am
- Rules for cancelling or changing regular start times
- Meeting breaks and end times
  - 10 minute break after 2.5 hours of meeting (unless unanimous vote)
  - cannot carry past 11:55 pm (unless 2/3 majority vote)

## ■ Special Meetings

- Committee – at call of Chair or petition by majority of members with 24 hrs. notice and definition of meeting purpose
- Council - at call of Mayor or petition by majority of members with 24 hrs. notice and definition of meeting purpose

*All Council and Committee meetings held in Council Chambers now streamed and archived*

Approved by Council: September 27, 2017  
Date Last Updated: September 27, 2018

**2018 Brampton City Council and Committee Meeting Schedule**



City Council				Committee of Council				Planning, Design and Development Committee				Community Services Committee and Transportation Committee			
Month	Day	Time	Notes	Month	Day	Time	Notes	Month	Day	Time	Notes	Month	Day	Time	Notes
Jan	13	9:30 am		Jan	13	9:30 am		Jan	13	7:00 pm		Jan	13	9:30 am	
Jan	27	9:30 am		Jan	27	9:30 am		Jan	27	7:00 pm		Jan	27	9:30 am	
Feb	14	9:30 am		Feb	14	9:30 am		Feb	14	7:00 pm		Feb	14	9:30 am	
Feb	28	9:30 am		Feb	28	9:30 am		Feb	28	7:00 pm		Feb	28	9:30 am	
Mar	14	9:30 am		Mar	14	9:30 am		Mar	14	7:00 pm		Mar	14	9:30 am	
Mar	28	9:30 am		Mar	28	9:30 am		Mar	28	7:00 pm		Mar	28	9:30 am	
Apr	11	9:30 am		Apr	11	9:30 am		Apr	11	7:00 pm		Apr	11	9:30 am	
Apr	25	9:30 am		Apr	25	9:30 am		Apr	25	7:00 pm		Apr	25	9:30 am	
May	9	9:30 am		May	9	9:30 am		May	9	7:00 pm		May	9	9:30 am	
May	23	9:30 am		May	23	9:30 am		May	23	7:00 pm		May	23	9:30 am	
Jun	6	9:30 am		Jun	6	9:30 am		Jun	6	7:00 pm		Jun	6	9:30 am	
Jun	20	9:30 am		Jun	20	9:30 am		Jun	20	7:00 pm		Jun	20	9:30 am	
Jul	4	9:30 am		Jul	4	9:30 am		Jul	4	7:00 pm		Jul	4	9:30 am	
Jul	18	9:30 am		Jul	18	9:30 am		Jul	18	7:00 pm		Jul	18	9:30 am	
Aug	1	9:30 am		Aug	1	9:30 am		Aug	1	7:00 pm		Aug	1	9:30 am	
Aug	15	9:30 am		Aug	15	9:30 am		Aug	15	7:00 pm		Aug	15	9:30 am	
Sep	5	9:30 am		Sep	5	9:30 am		Sep	5	7:00 pm		Sep	5	9:30 am	
Sep	19	9:30 am		Sep	19	9:30 am		Sep	19	7:00 pm		Sep	19	9:30 am	
Oct	3	9:30 am		Oct	3	9:30 am		Oct	3	7:00 pm		Oct	3	9:30 am	
Oct	17	9:30 am		Oct	17	9:30 am		Oct	17	7:00 pm		Oct	17	9:30 am	
Nov	7	9:30 am		Nov	7	9:30 am		Nov	7	7:00 pm		Nov	7	9:30 am	
Nov	21	9:30 am		Nov	21	9:30 am		Nov	21	7:00 pm		Nov	21	9:30 am	
Dec	5	9:30 am		Dec	5	9:30 am		Dec	5	7:00 pm		Dec	5	9:30 am	
Dec	19	9:30 am		Dec	19	9:30 am		Dec	19	7:00 pm		Dec	19	9:30 am	

## Council and Committee Meetings

In Mayor's absence:

- Acting Mayor presides at Council meeting
- Acting Mayor roster
  - alphabetical (last name by City Councillor first)

Acting Mayor	Date
Jeff Bowman	December, 2018
Rowena Santos	January, 2019
Harkirat Singh	February
Doug Whillans	March
Charmaine Williams	April
Gurpreet Dhillon	May
Pat Fortini	June
Martin Medeiros	July
Michael Palleschi	August
Paul Vicente	September

# Decision-making Process (Procedure By-law 160-2004)

1. Agendas and Order of Business
2. Rules of Debate



## OFFICE CONSOLIDATION

### Procedure By-law 160-2004

(amended by By-laws 71-2005, 351-2005, 362-2005, 194-2006, 23-2007, 62-2007, 195-2007, 378-2007, 405-2007, 85-2008, 86-2008, 313-2008, 219-2009, 132-2011, 158-2012, 37-2013, 74-2013, 271-2013, 376-2014, 25-2015, 4-2016, 44-2016, 169-2016, 224-2016, 264-2017, 77-2018)

To provide rules governing the order and proceedings of the council and the committees of the Council of The Corporation of the City of Brampton (The Procedure By-law 2004) and to repeal By-law 62-81, as amended

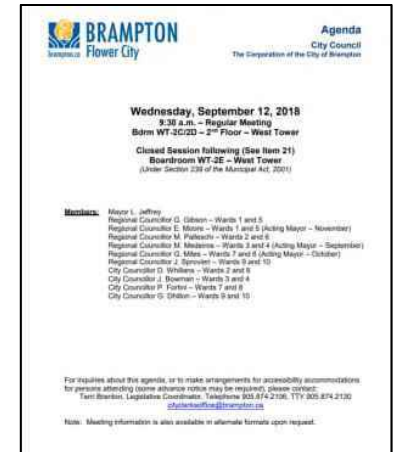
# Agenda Preparation, Publication and Distribution

## ■ Meeting Agenda

- Published the week before meeting date (Friday)
  - PDD agenda prepared and distributed full week before meeting

## ■ Agenda Process

- Complete and final CLT/CAO-approved reports received in Clerk's Office (Monday of week preceding meeting)
- Agenda finalized and publication (Friday)
  - Electronic-only public meeting agenda distribution – **new term of Council**
  - Posted to City's website after published to Members



*New Council Agenda and Meeting Management solution proposed for 2019, subject to Council approval*



# Council Agenda Order of Business

## Call to Order

- national anthem, moment of silence, indigenous land acknowledgement

## Business Items

- Approval of the Agenda

- Confirming the agenda for the meeting
- New business additions to the agenda with 2/3 majority vote
- Change to order of agenda business by majority vote

- Declarations of Pecuniary Interest (as per *Municipal Conflict of Interest Act*)

- Direct or indirect pecuniary (financial) interest affecting Member, spouse, parent, child
- Member to state the business item, pecuniary interest relationship (self, spouse, parent, child) and nature of interest
- Members declaring a conflict of interest will now also need to do so in writing and the Clerk will be responsible for maintaining a registry of declared conflicts for public review
  - Member cannot participate, influence or vote on business item
  - Member leaves meeting during business item consideration
  - Member must declare each and every time matter arises



New

- Approval of Council Minutes

- presented to next regular meeting for approval
- Signed by Mayor and Clerk after approved

# Council Agenda Order of Business

## Business Items

### ■ Consent Motion

- Items deemed by staff to routine and non-controversial which can be approved by single motion
- Members may remove items from consent motion for debate
- Members may add items listed on agenda to consent motion

### ■ Announcements

- Permitted at Council or Committee (2 minutes)
- Must be sponsored by a Member of Council (1 per meeting)
- Member introduces Announcement
- Chair or sponsoring Member responds

### ■ Proclamations

- Issued by Mayor, on behalf of Council
- Issued Proclamations listed on agenda only
- No longer read and presented at meeting

# Council Agenda Order of Business

## Business Items

- Delegations (requests to speak before Council/Committee)
  - Must relate to matter within City's jurisdiction
  - Delegation Request Form submitted to City by 4:30 pm Tuesday the week prior to meeting
  - Clerk, in consultation with Mayor, decides delegation routing
  - Council
    - Must relate to business on agenda
    - Request made before or after agenda published
    - Delegations for funding assistance not permitted; must follow City's funding request process
  - Committee
    - Opportunity for persons to bring forward new business
    - Delegations on subject with no staff report can only be received (no action taken) or referred to staff for a report
  - Limited to 5 minutes, unless longer time is approved by Council/committee
  - Members can ask questions after delegation for clarification purposes only, without debate
  - Delegations must be respectful, speak to subject matter under consideration and follow rules and decision of Chair
  - Delegations received by a motion of Council/Committees
  
- Petitions (public requests for a defined action) and (letters from public, businesses, organizations, other governments) Correspondence
  - Clerk refers any correspondence to appropriate Committee unless subject is listed on Council agenda
  - Correspondence from Peel Region municipalities listed on agenda
  - Correspondence from outside the Region distributed to Members and placed on meeting agenda only when requested by Council
  - Petitions and Correspondence usually received or referred to staff for a report/investigation/follow-up

# Council Agenda Order of Business


## Business Items

- Reports
  - From **Head of Council**
    - Reports and updates from the Mayor
  - From **Corporate Officials**
    - Staff reports from the CAO, Commissioners and departments
  - From **Accountability Officers**
    - Reports from Integrity Commissioner, etc.
  - From **Committee (minutes)**
    - Minutes from Standing Committee and other Council Committees

# The Staff Report

- Heading
  - date, title, author
- Recommendations
- Overview
- Background
- Current Situation
- Corporate Implications
  - Financial Implications
  - Other Implications
- Strategic Plan
  - Living the Mosaic – 2040 Vision
- Conclusion
- Approval signatures
- Appendices

8.2-1



**BRAMPTON**  
Flower City

**Report**  
City Council  
The Corporation of the City of Brampton  
2018-09-12

**Date:** 2018-08-27

**Subject:** 2019 Council and Committee Meeting Calendar

**Contact:** Peter Fay, City Clerk, Office of the Chief Administrative Officer

**Recommendations:**

1. That the report from P. Fay, City Clerk, Office of the Chief Administrative Officer, dated August 27, 2018, to the City Council Meeting of September 12, 2018, re: **2019 Council and Committee Meeting Calendar** (File: BC.x), be received; and
2. That the 2019 Brampton Council and Committee Meeting Schedule calendar, as outlined in Appendix 1 of the report, be approved.

**Overview:**

- Procedure By-law 160-2004, as amended, outlines requirements for the annual meeting schedule for Council and its committees, subject to Council approval by the end of September of the preceding year.
- This draft 2019 calendar only schedules meetings of City Council, Committee of Council and Planning and Development Committee, as defined in the Procedure By-law. Other adjudicative bodies, such as the Brampton Appeal Tribunal, Property Standards Committee and Committee of Adjustment are scheduled to facilitate those decision-making processes.
- No other Council committees or advisory committees are scheduled at this time, pending decisions made early in the new term as to how Council wishes to establish its governance structure. Staff will report to the new Council in December 2018 on governance structure options for Council's consideration.
- The proposed meeting calendar takes into consideration statutory holidays, significant religious observances and events such as annual municipal conferences.
- This report achieves the Strategic Plan priority of Good Government through the approval and publication of an annual legislative calendar to facilitate Council decision-making.

# Council Agenda Order of Business

## Business Items

### ■ Unfinished Business

- Business items not yet resolved or referred from another decision-body

### ■ Correspondence, Resolutions, New Business

- Correspondence filed with Council
- Resolutions from other municipalities
- New business added to the meeting agenda

### ■ Notices of Motion

- Specific proposal for action by a Member
- Must be:
  - submitted to Clerk by 4:30 pm on the Tuesday the week prior to the meeting date
  - in writing with signature of mover (proponent) and seconder (supporter)
  - complete and correct
- Properly filed Notice of Motion listed on next regular agenda for consideration

### ■ Government Relations Matters

- Update on inter-governmental affairs matters (Region of Peel Council, Provincial Government, Federal Government)

# Council Agenda Order of Business

## Business Items

### ■ Public Question Period

- 15 minute period at end of Council and Committee meeting for public questions on *decisions* made at the meeting

### ■ By-laws

- Council acts by passing a by-law
  - Authority for passing a by-law is a Council Resolution
- By-laws establish municipal law and can be amended or repealed
- 4 level of approval /endorsement
  - Approval as to content of by-law – responsible department
  - Approval as to form of by-law – Legal Services
  - Executed by Mayor
  - Executed by Clerk

### ■ Closed Session

### ■ Confirming By-law

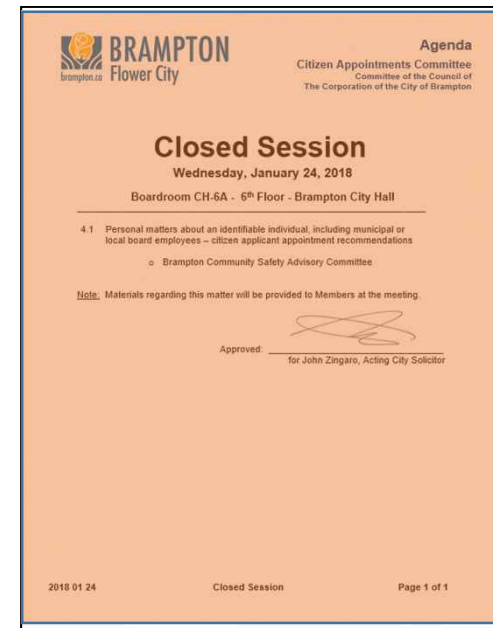
- “Catch-all” by-law confirming the proceedings and decisions of Council at the meeting to satisfy the *Municipal Act* requirements for Council decisions to be enacted through a by-law

### ■ Adjournment

- Motion to adjourn (end) the meeting

## Closed Session

- Portion of the meeting held in private (no public permitted)
- For very specific and limited circumstances
- Closed Session Agenda
  - All business approved by City Solicitor
  - Clerk circulates *hard copy* agenda to Members and other authorized staff
- Public motion required to proceed into closed session stating *Municipal Act* provision authorizing closed session
  - Once in closed session, new business cannot be added to agenda
- Closed session is audio recorded
- No personal technology permitted in closed session
- After closed session, Council/committee reports out in public session
- Closed Session Minutes
  - Identify Members and senior staff present
  - Record of proceedings, discussion and any direction provided to staff



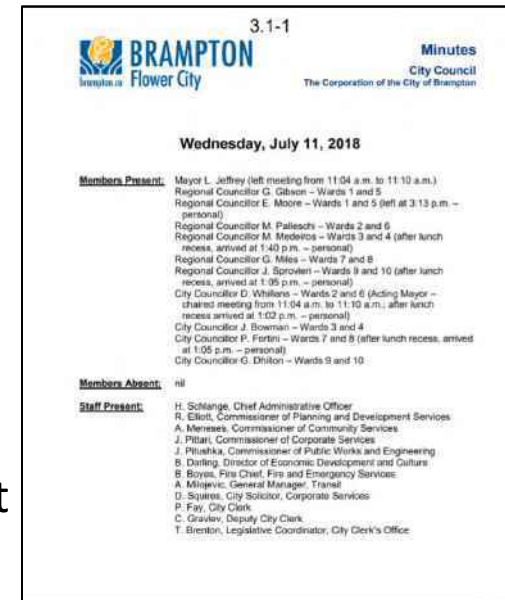


## Closed Session

- Member obligations (unless expressly authorized by Council):
  - Cannot distribute any closed session report or item
  - Cannot disclose content of closed session discussions
- Council or committee can give direction to staff in public on a closed session report, without moving into closed session, and Clerk shall document action
- For closed session matters involving an identifiable employee, CAO will determine which staff will be present and may be the designate for the Clerk for that closed session
- Clerk can require copies of closed session agenda, reports, documents returned
- Clerk maintains closed session meeting agendas and minutes
- Request for a closed meeting investigation, under *Municipal Act*, received by Clerk and referred to Closed Meeting Investigator

# Meeting Minutes

- Clerk prepares meeting minutes, including:
  - Place, date and time of meeting
  - Name of Chair and attendance of Members
  - Name of minute taker and senior staff present
  - Proceedings of the meeting, without note or comment
    - Summary of business considered in order of listing
    - All motions placed (mover/seconded)
    - All motions voted on that carried or lost
  - Approved minutes signed by Chair and Clerk
  - Committee Minutes
    - Mayor's presence/absence not recorded in attendance record for committees
    - Standing Committee Minutes presented to Council meeting for approval of recommendations and receipt of minutes
    - Other Committee minutes presented to Standing Committee for approval
    - Minutes reported to Council by Standing Committee Chair



## Roles and Responsibilities

### ■ **Members**

- Prepare, listen, question, debate, propose, vote

### ■ **Chair**

- Prepare, lead, facilitate, order, vote

### ■ **Clerk**

- Prepare, interpret, advise, record

### ■ **CAO/Staff**

- Prepare, present, answer, advise, recommend, act

### ■ **Public**

- Prepare, attend, observe, delegate, question, advise, participate

## Duties of the Chair

- Open the meeting
- Ensure quorum maintained throughout meeting
- Chair (lead) the meeting fairly and impartially
- Announce business in order to be considered
- Direct discussion / debate through the Chair (leader)
- Receive and submit motions, in proper order, presented by Members
- Put to vote all motions properly placed, and announce results of vote
- Decline to put to vote motions contrary to rules of procedure
- Restrain Members to debating rules and procedure during meeting
- Enforce meeting rules and observe order and decorum and Member conduct
- Ensure meeting proceeds in orderly and efficient manner
- Sign applicable resolutions, by-laws and minutes duly passed
- Recess meeting after 2.5 hours, unless unanimous consent to continue
- Adjourn meeting when business is concluded or at designated time
- Adjourn or suspend the meeting to a future time because of grave disorder

# Member Conduct

No Member shall:

- speak disrespectfully of another person
- use offensive or unparliamentarily language
- speak on subject other than subject of debate
- disobey meeting rules or decision of the Chair on questions of order or interpretation of rules

If a Member:

- breaches or disregards meeting rules or interpretation thereof, or
- disregards decision of Chair on Point of Order / Point of Privilege

then Chair shall:

- advise and correct Member
- request apology or withdrawal of remark from Member
- warn Member
- call Member to order (Member shall be seated and not speak until recognized by Chair)
- name the Member (Member called to order and name and offence recorded in minutes)
- expel or exclude the Member
- if persistent inappropriate conduct, after being called to order or named by Chair:
  - Chair immediately takes vote (no debate) to decide whether to order Member to leave remainder of meeting
  - Member leaves, if ordered by vote, but if apologizes, Chair takes vote for Member to resume seat and participate in meeting

## Points of Order and Privilege

When Member speaking (has the floor) no Member shall interrupt speaking except for Point of Order or Point of Personal Privilege

### Point of Order

- Call to Chair's attention a matter regarding:
  - Any breach of the meeting rules
  - Irregularity in proceedings of meeting
  - Relevance of discussion to business item under consideration
  - Use of improper, offensive or abusive language

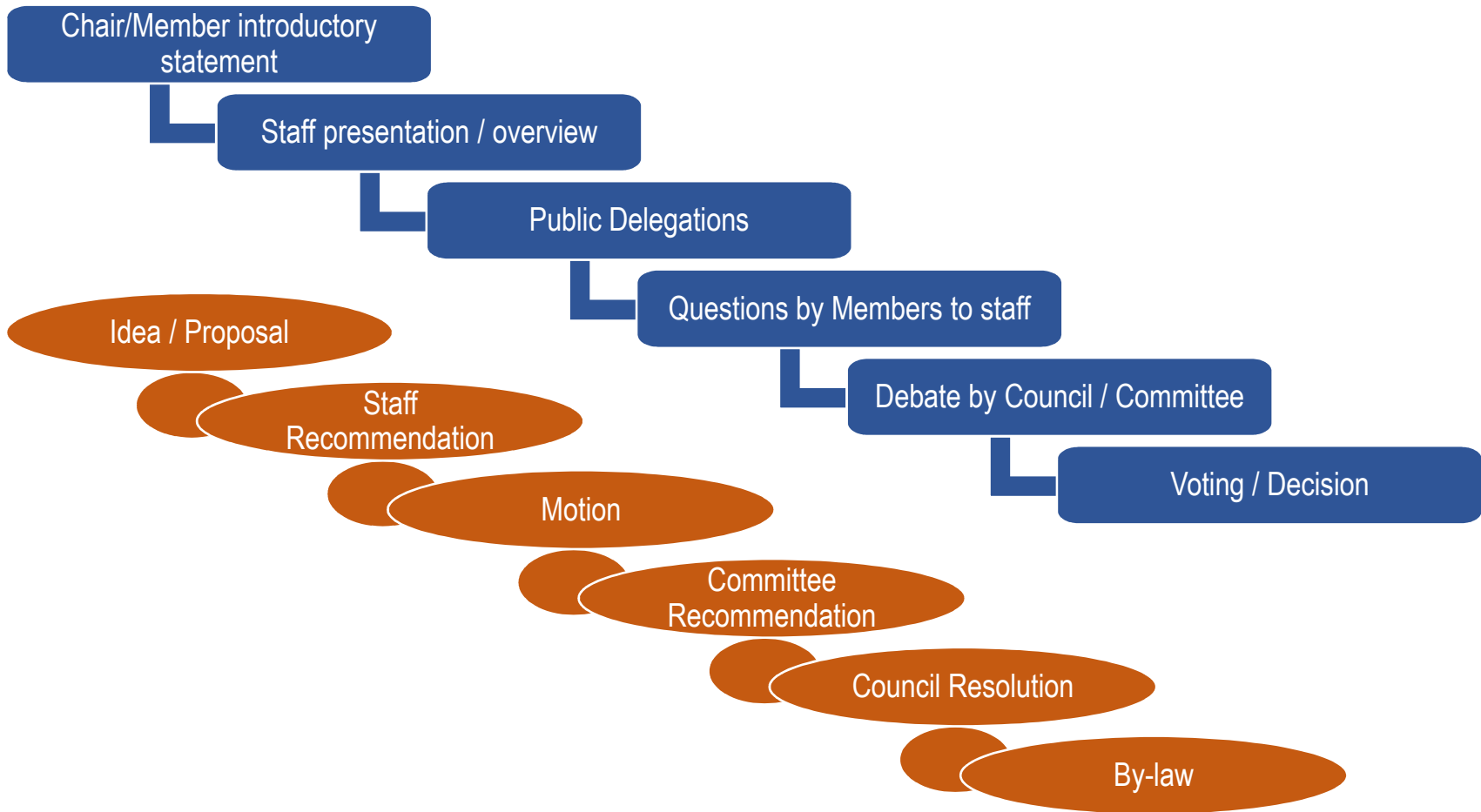
### Point of Personal Privilege

- Call to Chair's attention a matter regarding:
  - A statement challenging integrity of Member, committee or Council
  - Right and privileges of Council or committee (accuracy of reports and information, conduct of staff, visitors, public, comfort of Members)

### Process:

- Ask permission of Chair to raise Point of Order or Privilege
- Chair grants permission to Member to rise to state Point
- Member rises and states Point to Chair and sits down until Chair has decided Point
- Chair immediately decides Point (ruling)
- A Member only addresses Chair to appeal ruling
  - Appeal put to vote immediately to uphold ruling (majority vote) and decision is final
- If no appeal of Chair's decision, it is final

# Business Item Consideration Order (Idea to Decision)



## Rules of Debate

- Asking Questions (of delegations, staff or other Members)
  - Member can only ask questions to obtain information related to matter under discussion (Request to Question System)
  - Questions asked through the Chair
  
- Speaking to agenda business
  - Member asks permission of Chair (Request to Speak System)
  - When Member speaking (has the floor) no Member shall interrupt Member
  - Speaking used to propose new Motion or support/oppose Motion “on floor”
  - Member can speak for 5 minutes
    - No speaking more than once, until every other Member has spoken
    - Member can speak for second time for further 5 minutes
  - City or Regional Councillor may speak first to motion within specific ward
  - Mover of motion may request to speak last on motion



## Main Motion

- types
  - substantive motion
    - a proposal for action
  - procedural motion
    - change in process to deal with a main motion or subject
    - change in debate process
- format, introduction, acceptance of a main motion
  - must be in writing (except Committee)
  - must have mover and seconder (except at Committee or procedural motion)
  - must be accepted and stated by the Chair

## Amending Motion

- introduced during debate on main motion
- must be in writing and signed by mover and seconder (except Committee)
- must be resolved before a previous amending motion or the main motion is considered
- must be germane/relevant to the main motion
- shall not be considered if contrary to main motion
- may propose a separate and distinct disposition of the main motion
- must be voted on in reverse order (amending motion before main motion)

## Procedural Motions

do not need to be in writing

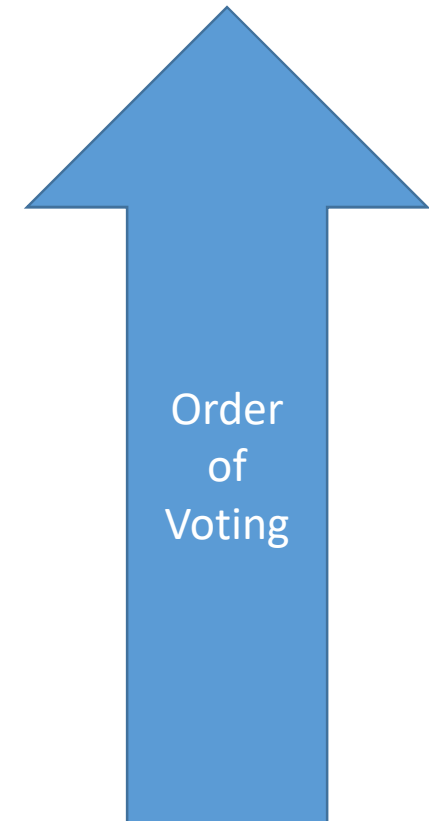
- defer (postpone consideration)
  - postpone consideration of a matter to later in the meeting or another meeting of the same body, with any conditions included
  - put to a vote immediately without debate or amendment
  
- refer (send somewhere for further consideration)
  - send a matter, action or pending motion to a committee, staff or other body for such purpose as named in the motion
  - subject to debate only on merits of referral and not substance of main motion
  - may be amended

## Procedural Motions

- Calling the Question (end debate on matter)
  - Member makes motion to end debate and put motion to vote
  - Member cannot speak to motion before “calling the question”
  - Chair takes motion after each member who wished to speak on motion has spoken once
  - Motion cannot be amended, cannot be proposed on main motion with pending amending motion
  - Voted on without debate or amendment; majority vote to carry
  
- Adjournment (end meeting)
  - May be moved at any time
  - If motion loses, cannot be made again until next agenda business completed
  - Cannot be called after “calling the question” motion carries
  - Not debatable if specific time named in motion
  - At Council, cannot be made until confirming by-law presented and dealt with by Council

## Motion Order of Precedence

- Main motion
- Amend the main motion
- To refer the motion
- To defer the motion
- To limit or extend limits of debate
- To call the question
- Point of Privilege
- To recess the meeting
- To adjourn the meeting
- To fix a time to adjourn the meeting
- To sustain the decision of the Chair



## Voting

- Chair calls for vote on motion after debate finished
- Chair states motion to be voted on
- Each Member must occupy his/her seat for vote
- During vote, no Member shall speak, make noise or disrupt the vote
- No additional motion shall be made until vote is taken and result declared by Chair
- A Member may request a motion be split into distinct proposals contained in motion, and vote taken on each proposal
- Every Member during a vote must vote, unless prohibited by law from voting
- Chair shall determine method of voting (show of hands, standing, electronic)
- A Member present and does not vote shall be deemed as voting in the negative, unless prohibited by law from voting
- A tie vote does not carry and is deemed to have “lost”
- If a Member disagrees with the Chair’s announcement of the vote result, he/she may immediately object to Chair’s declaration and request the vote be retaken

## Voting

- Recorded Vote
  - Any Member may request a recorded vote
  - Clerk calls for each Member to rise and be counted in favor and then opposed to the motion
  - Clerk records the name of each Member and their vote on the motion
  - Clerk may use an alternative electronic means for recording Member votes
  - Clerk announces the result so the vote of every Member is public
  - City publishes online table of recorded votes

## Direction to Staff

- Council or committee, by majority vote, may direct staff to take course of action (effectively a Motion)
- Individual Member cannot direct staff to undertake an action, expend funds, commit resources or prepare a staff report, unless authorized by Council

*All directions issued to staff by Council to investigate and report back on a matter will take time depending on complexity of request*



## Reopening a Decision

- **At same meeting**
  - No further debate on matter already decided at a meeting
  - 2/3 majority vote to reopen the decision on an item already decided at same meeting
  - Only Member on prevailing side of original decision can move motion
  - Member moving motion to reopen shall state reasons for motion
  
- **At different meeting**
  - Notice of Motion required to reopen decision from previous meeting
  - 2/3 majority vote to reopen the decision when Notice of Motion voted on
  - Only Member on prevailing side of original decision can file Notice of Motion
  - Member moving Notice of Motion to reopen shall state reasons for motion
  - If Notice of Motion to reopen decision does not carry, no further Notice of Motion to reopen decision shall be considered again within current term of Council

## Other meeting procedure matters

- Conflict with legislation
  - legislation prevails over Procedure By-law
- Matters not provided for
  - if meeting rules not provided for or conflict, *Bourinot's Rules of Order* used for consultation and interpretive aid
- Suspend the meeting rules
  - Meeting rules can be temporarily suspended on a 2/3 majority vote, unless:
    - suspension is contrary to *Municipal Act*
    - otherwise provided for in meeting rules (unanimous vote)
- Appoint additional Regional Councillor
  - process defined
- Council workshops (meeting of Council and public notice required)
  - quorum not required
  - no decision-making permitted
  - after notice is provided, no additional business can be added
  - meeting notes prepared instead of minutes
- Public notice
  - circumstances, method and form for giving public notice

## **Procedure to Appoint (1) Additional Regional Councillor and (2) Alternate Member for a Regional Councillor**

- Clerk calls for nominations and announces candidates
- Candidates given 5 minutes to speak prior to first round of voting
  - order drawn by lot
- Clerk calls each candidate name (by alphabetical surname)
  - Voting Members rise to indicate their vote
- Each Member may vote up to one fewer than the number of candidates
  - i.e., if 5 candidates, each Member votes for any number of candidates up to maximum of 4
- Clerk records votes and announces results
- At end of each voting round:
  - Candidate receiving fewest votes dropped from ballot
  - If tie for fewest votes cast, Clerk draws by lot candidate to be excluded
  - For each subsequent voting round, the maximum number of voters per Member is one fewer than the number of candidates remaining
  - At end of each round, Clerk provides opportunity for any candidate to withdraw
- If at end of any round of voting, candidate received majority of votes cast on that round, that candidate declared successful candidate
- If final round of voting ends in tie, Clerk draws unsuccessful candidate by lot
- Record of votes forms part of meeting record

# **Council Onboarding 2018-2022 Term of Council**

**Wednesday, November 7, 2018**

Peter Fay, City Clerk  
Charlotte Gravlev, Deputy City Clerk





**BRAMPTON**  
Flower City

