

Tuesday, February 12, 2019

Members Present:

Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10
City Councillor C. Williams – Wards 7 and 8

Other Members Present:

Regional Councillor R. Santos

Staff Present:

A. Taylor-Safruk, Business Partner, Human Resources
N. Early, Manager, Manager, Corporate Policy and
Performance, Office of the CAO
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Brenton, Legislative Coordinator

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The meeting was called to order at 2:02 p.m. and adjourned at 4:50 p.m.

1. Approval of Agenda

The following motion was considered.

GC001-2019 That the agenda for the Governance and Council Operations Committee Meeting of February 12, 2019 be approved as published and circulated.

Carried

The following supplementary information was provided at the meeting.

6.2. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: Council Office Support Model – Implementation Work

7.1. Report from P. Fay, City Clerk, Office of the Chief Administrative Officer, re: New Policies in Compliance with Bill 68 – Modernizing Ontario’s Municipal Legislation Act, 2017

7.2. Report from P. Fay, City Clerk, Office of the Chief Administrative Officer, re: Secure Access to Closed Session Material

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 P. Fay, City Clerk, Office of the Chief Administrative Officer, re: **Committee Terms of Reference and Orientation.**

Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided an overview of the Committee’s Terms of Reference document, appended to the agenda for this meeting.

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The following motion was considered.

GC002-2019 That the **Governance and Council Operations Committee Terms of Reference**, to the Governance and Council Operations Committee Meeting of February 12, 2019, be received.

Carried

6.2. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: **Council Office Support Model – Implementation Work.**

The subject presentation was distributed at the meeting.

Peter Fay, City Clerk, introduced Amy Taylor-Safruk, Business Partner, Human Resources, and provided a presentation entitled “Council Office Support Model – Implementation Work”.

In response to questions from Committee, Mr. Fay provided information on the following:

- Staffing, accommodation and budget considerations, including positions and duties, compensation levels, work stations and office expenses
- comparison of Brampton’s political staffing model with similar municipalities
- need for a written business case and approval in terms of Corporate requirements for any staff salaries above or below the compensation range
- privacy matters as they relate to names of and compensation levels for staff
- need to ensure there are no health or occupational issues should staff members share work space in a Member of Council’s office
- continuation of the Spring and Fall Council newsletters and the annual Council calendar (any changes to the newsletters, calendar could be considered during Budget deliberations)

The following motion, moved by Regional Councillor Fortini, was introduced:

1. That any new Council Office renovations for additional staffing accommodations for Council office support staff shall be determined at the discretion of each individual Councillor for their own individual needs;
2. That appropriate severance shall be paid to Council Constituency Assistant staff due to their loss of status as “Full Time Permanent” employees as a result of the new Political Support Model, and

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that such compensation be based on the employee's length of service, employment legislation and City of Brampton past practice;

3. And further that Councillors shall reserve the right to hire existing Constituency staff under the new political model at any time upon implementation, regardless of any severance payment made to these employees relating to their loss of full time employment status.

Committee consideration of the motion included:

- proposed amendment to Clause 1 to add "beyond the initial design provision for the April 15, 2019 implementation date will be provided for from the individual Councillor budget"
- indication from staff that Clause 2 is not required as the action outlined would be covered under the City's current policies/practices
- request that Clause 3 be referred to staff for further investigation
- agreement from the mover to amend Clause 1 and refer Clause 3 to staff

The following motions were considered.

GC003-2019 That the presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 12, 2019, re: **Council Office Support Model – Implementation Work**, be received.

Carried

GC004-2019 1. That any new Council Office renovations for additional staffing accommodations for Council office support staff shall be determined at the discretion of each individual Councillor for their own individual needs, and beyond the initial design provision for the April 15, 2019 implementation date will be provided for from the individual Councillor budget;

 2. That the following be referred to staff for further investigation:

"3. And further that Councillors shall reserve the right to hire existing Constituency staff under the new political model at any time upon implementation, regardless of any severance payment made to these employees relating to their loss of full time employment status."

Carried

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7. Reports

- 7.1. Report from P. Fay, City Clerk, Office of the Chief Administrative Officer, re: **New Policies in Compliance with Bill 68 – Modernizing Ontario’s Municipal Legislation Act, 2017.**

The subject report was distributed at the meeting.

Peter Fay, City Clerk, provided an overview of the report, and responded to questions from Committee with respect to maternity/parental leave provisions, and Closed Session confidentiality requirements.

The following motion was considered.

- GC005-2019 1. That the report from P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 12, 2019, re: **New Policies in Compliance with Bill 68 – Modernizing Ontario’s Municipal Legislation Act, 2017**, be received;
2. That the new Council-Staff Relations Policy appended to this report as Appendix A, be approved;
 3. That the new Pregnancy/ Parental Leave Policy for Members of Council appended to this report as Appendix B, be approved;
 4. That the Council Code of Code apply to local boards, with exceptions, modifications, and adaptations as may be necessary, until such time as specific Codes are developed and approved for these local boards; and further
 5. That the Clerk be requested to forward a copy of this report and Council’s resolution to the City’s local boards, including the Downtown Brampton Business Improvement Area (BIA) Board of Directors and Brampton Public Library Board.

Carried

- 7.2. Report from P. Fay, City Clerk, Office of the Chief Administrative Officer, re: **Secure Access to Closed Session Material.**

The subject report was distributed at the meeting.

Peter Fay, City Clerk, provided an overview of the report.

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Committee consideration of this matter included:

- suggestion that Council have a discussion on whether or not to permit printed copies of Closed Session materials
- need to reinforce the consequences for violations of confidentiality and disclosure rules

The following motion was considered.

- GC006-2019 1. That the report from P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 12, 2019, re: **Secure Access to Closed Session Material**, be received;
2. That the City Clerk be requested to investigate and implement as expeditiously as possible a secure means of electronic provision of closed session material to Members of Council and appropriate staff; and
3. That the Closed Session Protocol be revised to accommodate the electronic provision of confidential closed session material, by means and at the discretion and satisfaction of the City Clerk and City Solicitor; and
4. That, until such time as an adequate electronic method of distributing closed session materials is instituted, the CAO, in consultation with the City Clerk and City Solicitor, be authorized to determine appropriate timing and method of distribution of specific hard-copy closed session agenda items depending on their deemed level of sensitivity and/or complexity.

Carried

8. Other Business/New Business

- 8.1. Discussion Item re: **Secure Access to Mayor and Council Offices – 6th Floor.**

Committee consideration of this matter included:

- concerns about access to Mayor and Council offices and the need to ensure the offices are accessible to authorized persons only
- details from Peter Fay, City Clerk, about the previous security model for Mayor and Council offices, and proposed revisions to this model for reinstatement
- various opinions and suggestions for a new security model
- reminder that Members are ultimately responsible for their visitors

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8.2. Discussion Item re: **Printing and Mailing Costs for Members of Council.**

Peter Fay, City Clerk, indicated that printing and mailing costs are currently tracked on a cost-shared basis and not through individual charge backs to divisions/departments. He confirmed that when the new staffing model is in place, a system could be implemented for tracking these costs per Member.

Committee consideration of this matter included:

- current rules as they relate to printing and mailing costs incurred by Members
- use of corporate funds for printing and mailing of materials specific to a Member or Ward
- need for transparency and accountability relating to printing and mailing costs
- alternate communication options available to Members, including Council newsletters and social media

The following motion, moved by Regional Councillor Fortini, was introduced:

Whereas it is the Corporation's duty to provide equal services to members based on decisions made by Council;

And whereas individual Councillors do not represent the views or decisions made by the Council body;

And whereas accountability, transparency, and fiscal responsibility are paramount to the Corporation's finances and Councillors' use of tax payers dollars;

And whereas Councillors are in the process of transitioning to a political model of staffing and office budgets that reflect a more accountable and transparent approach to utilize politically based mailing and services;

Therefore be it resolved that:

- 1) Councillors who utilized the unlimited and unaccountable mailing services provided by the Corporation from the beginning of this term, disclose the total dollar amount of mailing services utilized, including printing costs and postage, and corporate staff provide those costs should the Councillors not know the exact dollars spent to date;
- 2) Councillors disclose to Council and publicly, the correspondence that was sent using the Corporation's budget;

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- 3) All costs identified above, be deducted from the Councillors annual discretionary budget, should the correspondence not reflect the body of Council's direction or decisions.

Committee Members voiced varying opinions on the motion, and following discussion, agreed to refer this matter for consideration at the Committee of Council Meeting of February 13, 2019.

The following motion was considered.

GC007-2019 That the discussion item, listed on the agenda for the Governance and Council Operations Committee Meeting of February 12, 2019, re: **Printing and Mailing Costs for Members of Council**, be **referred** to the Committee of Council Meeting of February 13, 2019.

Carried

- 8.3. Discussion Item re: **Accountability and Governance Matters – Update.**

The following motion was considered.

GC008-2019 That the discussion item, listed on the agenda for consideration at the Governance and Council Operations Committee Meeting of February 12, 2019, re: **Accountability and Governance Matters – Update**, be **deferred** to the next meeting of the Committee.

Carried

- 8.4. Discussion Item re: **Procedure By-law and Meeting Rules.**

The following motion was considered.

GC009-2019 That the discussion item, listed on the agenda for consideration at the Governance and Council Operations Committee Meeting of February 12, 2019, re: **Procedure By-law and Meeting Rules**, be **deferred** to the next meeting of the Committee.

Carried

- 8.5. **Tour of Renovated Council Chambers and Adjacent Spaces.**

The following motion was considered.

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GC010-2019 That the **Tour of Renovated Council Chambers and Adjacent Spaces**, that was to follow the Governance and Council Operations Committee Meeting of February 12, 2019, be **deferred** to the next meeting of Committee.

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, provided background on Council's decision to include a statement on meeting agendas relating to the use of PDAs, and confirmed that this could be a topic for consideration at a future Committee meeting.

13. **Public Question Period** – nil

14. **Closed Session** – nil

15. **Adjournment**

The following motion was considered.

GC011-2019 That the Governance and Council Operations Committee do now adjourn to meet again at the call of the Chair.

Carried

City Councillor Fortini, Chair

Monday, February 25, 2019

Members Present:

Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10
City Councillor C. Williams – Wards 7 and 8

Other Members Present:

City Councillor J. Bowman

Staff Present:

J. Pittari, Acting Chief Administrative Officer
A. Taylor-Safruk, Business Partner, Human Resources
P. Fay, City Clerk
T. Olsen, Council Liaison Coordinator
T. Brenton, Legislative Coordinator

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The meeting was called to order at 2:00 p.m. and recessed at 2:32 p.m. Committee moved into Closed Session at 2:36 p.m. and recessed at 3:28 p.m. Committee reconvened in Open Session at 3:29 p.m. and adjourned at 3:31 p.m.

1. Approval of Agenda

The following motion was considered.

GC012-2019 That the agenda for the Governance and Council Operations Committee Meeting of February 25, 2019 be approved as published and circulated.

Carried

The following supplementary information was provided at the meeting.

6.1. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: New Council Office Support Model – Implementation Update

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 P. Fay, City Clerk, Office of the Chief Administrative Officer, re: **New Council Office Support Model – Implementation Update**

The subject presentation was distributed at the meeting.

Peter Fay, City Clerk, provided a presentation on the New Council Support Model – Implementation Update, which included information on the Work Plan, Accommodations Considerations, and Next Steps.

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Mr. Fay referenced the job descriptions that were provided with the agenda for Committee's review and finalization.

The following motion was considered.

GC013-2019 That the presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: **New Council Office Support Model – Implementation Update**, be received.

Carried

7. **Reports** – nil

8. **Other Business/New Business**

9. **Deferred/Referred Matters**

9.1. Discussion Item re: **Printing and Mailing Costs for Members of Council**

Item 11.1 was brought forward and dealt with at this time.

The following motion was considered.

GC014-2019 That the correspondence from City Councillor Williams, dated February 20, 2019, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: **Item 9.1 – Printing and Mailing Costs for Members of Council (Mailings from the office of City Councillor Charmaine Williams)**, be received.

Carried

Note: Later in the meeting, on a two-thirds majority vote to reopen the question, Item 9.1 was reopened to allow for a comment from Committee on Item 11.1 (which was dealt with under 9.1) that no accusations were made about a Member of Council's printing and mailing costs.

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9.2. Discussion Item re: **Accountability and Governance Matters – Update**

Peter Fay, City Clerk, provided a verbal advisory on this matter, which included information on the new Written Statement of Disclosure of Interest under the *Municipal Conflict of Interest Act*.

Mr. Fay responded to questions from Committee with respect to the written statement, use of separate votes to address declared conflicts, reduction in quorum requirements where multiple conflicts have been declared, and potential matters for which declarations may be made.

The following motion was considered.

GC015-2019 That the verbal advisory from Peter Fay, City Clerk, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: **Accountability and Governance Matters – Update**, be received.

Carried

9.3. Discussion Item re: **Procedure By-law and Meeting Rules**

Peter Fay, City Clerk, provided a verbal advisory on this matter, which included information on the following topics:

- upcoming training session for Committee Chairs
- procedural requirements related to additions to the agenda and proliferation of added agenda business without proper notice or information
- Notices of Motion – purpose and filing deadlines
- interim process for proclamations, pending a report on an enhanced proclamations program
- communications between a majority (quorum) of Council Members that could be perceived as advancing the business of the municipality
- “as of rights” rules relating to delegation requests, correspondence and other items that are received after an agenda has been published
- staff’s ongoing review of meeting procedural rules

Committee consideration of this matter included:

- need to ensure Council Members and staff are aware of any proposed additions in advance of a meeting to facilitate an informed decision by Members and ensure that staff is prepared to respond to questions and provide the best advice

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- value of publication of Notices of Motion on the agenda toward transparency for Members, staff, residents and other interested parties
- suggestion that any additional business items added to the agenda at a meeting be reserved for urgent matters
- concerns about reports that are not published with agendas, but are distributed at meetings, and details from staff on measures being undertaken to address this matter

The following motion was considered.

GC016-2019 That the verbal advisory from Peter Fay, City Clerk, to the Governance and Council Operations Committee Meeting of February 25, 2019, re: **Procedure By-law and Meeting Rules**, be received.

Carried

9.4. **Tour of Renovated Council Chambers and Adjacent Spaces**

Committee agreed to vary the order of business and considered this matter after Closed Session.

Peter Fay, City Clerk, indicated that he would provide a tour of the renovated Council Chambers following adjournment for interested Committee Members.

10. **Notices of Motion** – nil

11. **Correspondence**

11.1. Correspondence from City Councillor Williams, dated February 20, 2019, re: **Item 9.1 – Printing and Mailing Costs for Members of Council (Mailings from the office of City Councillor Charmaine Williams)**.

Dealt with under Item 9.1 – Recommendation GC014-2019

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

13. **Public Question Period** – nil

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14. Closed Session

The following motion was considered.

GC017-2019 That Committee proceed into Closed Session to discuss matters pertaining to the following:

- 14.1. Personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations – Council Office transitional matters

Carried

Note: In Open Session, Peter Fay, City Clerk, reported on the status of the matter considered in Closed Session, as follows:

- 14.1. this item was considered by Committee and no direction was given to staff in Closed Session with respect to this matter

15. Adjournment

The following motion was considered.

GC018-2019 That the Governance and Council Operations Committee do now adjourn to meet at the call of the Chair.

Carried

City Councillor Fortini, Chair

Monday, April 8, 2019
Special Meeting

Members Present:

Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4 (arrived
at 1:08 p.m. – personal)
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10
City Councillor C. Williams – Wards 7 and 8

Other Members Present:

Regional Councillor R. Santos – Wards 1 and 5
Regional Councillor P. Palleschi – Wards 2 and 6

Staff Present:

J. Pittari, Acting Chief Administrative Officer
A. Meneses, Commissioner of Community Services
J. Macintyre, Acting Commissioner of Corporate Services
Z. Majid, Senior Manager, Accounting Services, and
Deputy Treasurer, Corporate Services
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Olsen, Council Liaison Coordinator
T. Brenton, Legislative Coordinator

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The meeting was called to order at 1:01 p.m. and adjourned at 3:16 p.m.

1. Approval of Agenda

A discussion item at the request of Regional Councillor Fortini regarding Committee agenda materials was proposed for addition to the agenda.

The following motion was considered.

GC019-2019 That the agenda for the Governance and Council Operations Committee Meeting of April 8, 2019 be approved as amended, as follows:

To add:

- 8.3. Discussion Item at the request of Regional Councillor Fortini, re: **Committee Agenda Materials**;
- 8.4. Discussion Item at the request of Regional Councillor Medeiros, re: **Newsletter from the Mayor**; and,
- 8.5. Discussion Item at the request of Regional Councillor Medeiros, re: **Members of Council In-Session Use of Phones and Other Devices**.

Carried

Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and Items 8.4 and 8.5 were added.

The following supplementary information was provided at the meeting.

- 6.1. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: Council Office Support Model Implementation Update

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

3. Consent – nil

4. Announcements – nil

5. Delegations – nil

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6. Staff Presentations

6.1. Presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, re: Council Office Support Model Implementation Work.

The subject presentation was distributed at the meeting.

Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided a presentation entitled "Council Office Support Model Implementation Work".

Mr. Fay highlighted the proposed motions outlined in the presentation for Committee's consideration, and acknowledged the efforts of Amy Taylor-Safruk, Business Partner, Human Resources, and Teresa Olsen, Council Liaison Coordinator, and Council Office staff toward the implementation of the Council Office Support Model on April 15, 2019.

Topics of Committee discussion on this matter included:

- expenditures for printing, mass mailings, and postage prior to implantation of the new Support Model
- mass mailings by individual Members of Council
- use of personal versus corporate funds for purchases
- legislation and policies related to the use of corporate resources for campaign-related materials
- Code of Conduct for Members of Council as it relates to adherence to Council's Expense Policy
- role of and purpose for the City's Integrity Commissioner

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

- budgets for administrative and operational costs
- allocation of existing office supplies
- mailing quantities and costs for City divisions and Members of Council during the months of December 2018, January 2019, February 2019 and March 2019
- mailing quantities and costs for Members of Council post March 22, 2019 (prior to this date there was no detailed tracking to break down the costs per Member)
- accountability for Members in tracking their administrative and operational expenses and benefits of keeping these expenses within the separate line items for transparency purposes
- return of unused operating funds to general revenues

During consideration of this matter, a Point of Order was raised by City Councillor Williams. The Chair gave leave for the Point of Order.

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Councillor Williams expressed concern about comments made toward her, absent of a ruling by the Integrity Commissioner.

The following motion moved by Regional Councillor Fortini was introduced:

That for any mailing expenses incurred since March 22, 2019 that those be recuperated from the general expense account (\$6,250) of the effected Councillor(s).

Committee Members expressed varied opinions and comments on the motion.

The motion was considered as follows.

GC020-2019 That for any mailing expenses incurred since March 22, 2019 that those be recuperated from the general expense account (\$6,250) of the effected Councillor(s).

A recorded vote was requested, and the motion carried as follows:

<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Vicente	Williams	nil
Medeiros		
Fortini		
Dhillon		

Carried
4 Yeas
1 Nays
0 Absent

A motion to receive the presentation and approve the recommendations outlined within was introduced and considered as follows.

- GC021-2019 1. That the presentation by P. Fay, City Clerk, Office of the Chief Administrative Officer, to the Governance and Council Operations Committee Meeting of April 8, 2019, re: **Council Office Support Model Implementation Work**, be received;
2. That effective April 15, 2019, with the implementation of the new Council support model, shared small appliance and general office expenses to serve all 10 Councillors on the 6th floor, be expensed to individual Member of Councillor expense accounts, on an equal shared distribution basis, charged quarterly;

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3. That general office supply orders by each Councillor be charged to individual Member of Councillor expense accounts, on an actual-cost recovery basis, at time of receipt; and,
4. That effective April 15, 2019, with the implementation of the new Council support model, the following costs be expensed to individual Member of Councillor expense accounts, on an actual-cost recovery basis charged quarterly, for the following City services:
 - Internal specialty printing services, including but not limited to, stationary, envelopes, business cards, posters, cards and brochures;
 - Internal printing and copying services, including but not limited to, all colour and black and white copying and printing requests; and,
 - Mail and courier services, including but not limited to, external courier services and Canada Post mail delivery meterage and other related postal charges

Carried

6.2. Presentation by Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, re: **Mayor and Councillors' Expense Policy – Update.**

Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, provided a presentation entitled “Mayor and Councillors’ Expense Policy – Update”, and outlined details on the development of the policy.

Mr. Majid referenced the proposed amendments to the policy as outlined in the document appended to the agenda for this meeting.

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

- provisions in the policy related to donation/sponsorship to religious organizations
- procedures and guidelines, including training, relating to the use of Purchasing Cards (“P-card”) by Council staff

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Committee discussion on this matter included:

- proposed revision to the policy to allow for donation/sponsorship to faith-based organizations
- request to and confirmation from staff that proposed wording for this purpose would be provided for consideration at the Council Meeting of April 10, 2019

The following motion was considered.

- GC022-2019
1. That the presentation by Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, to the Governance and Council Operations Committee Meeting of April 8, 2019, re: **Mayor and Councillors' Expense Policy – Update**, be received; and,
 2. That the updated Mayor and Councillors' Expense Policy be approved.

Carried

7. **Reports** – nil

8. **Other Business/New Business**

8.1. Discussion Item re: **6th Floor Access and Use of City Access Cards.**

Peter Fay, City Clerk, Office of the Chief Administrative Officer, indicated this item was included on the agenda for feedback and discussion.

Committee consideration of this matter included:

- 6th Floor Access:
 - consensus that the new process for visitors has resulted in overall improvement
 - responsibility of Members of Council to ensure their guests are accompanied at all times during their visit
 - questions about the role of the Council Office Assistant in the new process and details from staff in response
 - suggestions for improvements to existing wayfinding signage in the City Hall Atrium to assist visitors in identifying and locating the Service Brampton counter
- use of City Access cards:
 - reminder from staff about the appropriate use of access cards

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8.2. Discussion Item re: **Members of Council Social Media Accounts.**

Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided the following:

- a disclaimer will be included on all Members of Council social media channels to inform visitors that they are leaving the City's official web portal
- Members are responsible for the security and content of their social media accounts
- when commenting on other social media platforms, Members need to be mindful of their messaging, given their role as Members of Council

8.3. Discussion Item at the request of Regional Councillor Fortini, re: **Committee Agenda Materials.**

Regional Councillor Fortini, Committee Chair, inquired about the possibility of standardizing the access code for Closed Session materials as well as allowing Members of Council to print this material.

In response to questions from Committee, Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided the following:

- staff could review the use of codes for Closed Session materials once the new agenda management system is in place
- rationale for not allowing printing of Closed Session materials
- potential motion to permit Members to print Closed Session materials
- confirmation that Closed Session materials are to be accessed by Members of Council only

The following motion was considered.

GC023-2019 That the Members of Council be permitted access to print Closed Session materials.

Carried

8.4. Discussion Item at the request of Regional Councillor Medeiros, re: **Newsletter from the Mayor.**

Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and this item was added.

Regional Councillor Medeiros proposed that the Mayor be given his own newsletter to provide for more space within Council Member newsletters.

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Committee consideration of this matter included:

- amount of space currently taken in Council Member newsletters for the Mayor's message
- benefits of freeing up space in Council Member newsletters to provide for more Ward-specific information
- suggestion that staff report back on this matter and include other options, such as a separate page in Council Member newsletters for the Mayor's message, combined mailing of newsletters from the Mayor and Members of Council, other newsletter formats/sizes

The motion was considered as follows.

GC024-2019 That staff be requested to report back on the possibility of the Mayor being afforded his own newsletter, rather than contributing within the newsletters of Councillors, along with other alternatives that might be available, particularly with regard to size, space and costing considerations.

Carried

8.5. Discussion Item at the request of Regional Councillor Medeiros, re: **Members of Council In-Session Use of Phones and Other Devices.**

Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and this item was added.

Regional Councillor Medeiros introduced a motion to allow in-session use of phones and other devices by Members of Council, and outlined the rationale for his proposal.

Committee consideration of this matter included a reminder from staff about the use of electronic devices during Closed Session meetings.

The motion was considered as follows.

GC025-2019 That the provision with regard to limiting use of phones and other electronic devices by Members of Council be rescinded; and,

That phone use for communications only within Closed Session be approved.

Carried

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

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- 10. **Notices of Motion** – nil
- 11. **Correspondence** – nil
- 12. **Councillors' Question Period** – nil
- 13. **Public Question Period** – nil
- 14. **Closed Session** – nil
- 15. **Adjournment**

Peter Fay, City Clerk, Office of the Chief Administrative Officer, proposed a regular quarterly schedule for Committee, with meetings to be scheduled in May, September and November 2019. The specific dates will be determined based on Member availability.

Committee discussion took place with respect to the start time of the quarterly meetings, and there was consensus to commence the meetings at 9:30 a.m.

The following motion was considered.

- GC026-2019 That the Governance and Council Operations Committee do now adjourn to meet again on a quarterly schedule in May, September and November 2019, at the call of the Chair.

Carried

City Councillor Fortini, Chair

Monday, June 3, 2019

Members Present:

Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
City Councillor C. Williams – Wards 7 and 8

Members Absent:

Regional Councillor G. Dhillon – Wards 9 and 10 (personal)

Staff Present:

J. Pittari, Acting Chief Administrative Officer
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Brenton, Legislative Coordinator

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The meeting was called to order at 9:39 a.m. and adjourned at 11:20 a.m.

1. Approval of Agenda

Committee discussion took place with respect to a proposed addition to the agenda.

The following motion was considered.

GC027-2019 That the agenda for the Governance and Council Operations Committee Meeting of June 3, 2019 be approved as amended, as follows:

To add:

8.3. Discussion Item at the Request of Regional Councillor Medeiros, re: **Protocol re Acting Mayor**; and,

8.4. Discussion Item at the Request of Regional Councillor Fortini, re: **Council Event Protocol**.

Carried

Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and Item 8.4 was added.

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

3. Consent – nil

4. Announcements – nil

5. Delegations – nil

6. Staff Presentations

See Item 9.1

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7. Reports

- 7.1. Report from T. Olsen, Deputy Clerk, Administrative Services and Elections, City Clerk's Office, dated May 28, 2019, re: **Policy Housekeeping – Proposal to Rescind the Council Office Protocol.**

At the request of Committee, staff provided an overview of the subject report.

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

- Council Staff Relations Policy as it relates to the current political staffing model
- addition of Appendix 1 from the Council Office Protocol into the Council Staff Relations Policy
- provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) as they relate to sharing of constituent inquiries with other Members of Council and City staff
- handling of constituent inquiries through Service Brampton (311)
- Region of Peel policies relating to sharing of regional information

- GC028-2019
1. Report from T. Olsen, Deputy Clerk, Administrative Services and Elections, City Clerk's Office, dated May 28, 2019, re: **Policy Housekeeping – Proposal to Rescind the Council Office Protocol**
 2. That the current Council-Staff Relations Policy be amended to append Appendix 1 of the Council Office Protocol, titled "Further Clarification on the Constituency Records of a Councillor and Information Sharing", and
 3. That the Council Office Protocol be rescinded.

Carried

8. Other Business/New Business

- 8.1. Discussion Item at the Request of Councillor Dhillon re: **Councillor Staff Parking.**

In response to a question from Committee, Peter Fay, City Clerk, outlined the current provisions for Councillor staff parking.

Committee proposed that this matter be referred to the Committee of Council Meeting of June 12, 2019.

The following motion was considered.

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GC029-2019 That the following item, listed on the agenda for consideration at the Governance and Council Operations Committee Meeting of June 3, 2019, be **referred** to the Committee of Council Meeting of June 12, 2019:

Discussion Item at the Request of Councillor Dhillon re:
Councillor Staff Parking.

Carried

8.2. Discussion Item at the Request of Regional Councillor Fortini re: **Councillor Communications Protocol – Regional Matters.**

Regional Councillor Fortini noted that this matter was discussed under Item 7.1.

8.3. Discussion Item at the Request of Regional Councillor Medeiros, re: **Protocol re Acting Mayor.**

Regional Councillor Medeiros inquired about the protocol regarding the Acting Mayor, and outlined a concern that the current protocol is not being followed as it relates to directing media inquiries to the Acting Mayor in rotation.

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

- outline of the Acting Mayor Information Package
- details on a report in development with respect to this matter
- advisory that, on occasion, some media inquiries may be directed to the appropriate Committee of Council Section Chair, in the absence of the monthly Acting Mayor

Committee discussion on this matter included:

- need for clarity on/potential revisions to the current protocol
- role of the Mayor's Office as it relates to directing inquiries/information to the Acting Mayor
- request that the staff report on this matter also address the role of Section Chairs
- suggestion that an e-mail be sent to Members of Council and Council and Mayor's Office staff at the end of each month providing a reminder of the Acting Mayor for the upcoming month

8.4. Discussion Item at the Request of Regional Councillor Fortini, re: **Council Events Protocol.**

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Note: Later in the meeting on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and this item was added.

Regional Councillor Fortini inquired about the Council Event Protocol as it relates to participation by external dignitaries, i.e. MPs and MPPs at City events.

Staff outlined provisions of the Council Event Protocol as it relates to participation by external attendees.

Committee discussion on this matter included concern about attendance at/participation by candidates during an election period.

The following motion was considered.

GC030-2019 That the **Council Event Protocol** be **referred** to staff for a report to the Council Meeting of June 19, 2019, to address attendance/ speaking by MPs and MPPs, and municipal, provincial and federal election candidates.

Carried

9. Deferred/Referred Matters

9.1. Report from J. Tamming, Director, Strategic Communications, re: **Council and Mayor Newsletters – Future Options (RM 53/2019)**.

The subject report was distributed at the meeting.

Jason Tamming, Director, Strategic Communications, provided a presentation entitled “Councillor and Mayor Newsletter – Future Options”, along with a Council Newsletter sample.

Mr. Tamming indicated that staff is recommending Option 3a – a PDF-based digital newsletter for third or fourth Quarter of 2021, with a print option for distribution to recreation centres, libraries, community stakeholders, and others as required.

Committee consideration of this matter included:

- support for a separate newsletter for the Mayor
- need for input from residents about a digital versus printed newsletter
- concern about the number of residents that could be reached through digital distribution versus printed copy
- questions about potential cost savings resulting from a digital only version

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- challenges relating to development a City-wide database for distribution of a digital newsletter

The following motion was considered.

GC031-2019 That the Report and Related Documents (presentation, newsletter sample) from J. Tamming, Director, Strategic Communications, to the Governance and Council Operations Committee Meeting of June 3, 2019, re: **Council and Mayor Newsletters – Future Options (RM 53/2019)**, be **referred** to the Committee of Council Meeting of June 12, 2019.

Carried

9.2. **Mayor and Councillors' Expense Policy**

Staff outlined Committee's and Council's previous consideration of the Expense Policy, and highlighted the proposed amendments to the Policy.

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

- clarification about eligible and ineligible expenses
- use of personal funds for expenses
- perimeters around sponsorship of community groups by Members of Council

Committee consideration of this matter included:

- suggested revisions to the Policy around eligible and ineligible expenses
- role of Councillors to support activities and events within their communities
-
- acknowledgement that it is the responsibility of each Members of Council to account for their expenses
- need for input on the Policy from all Members of Council
- proposed amendments to the Policy and referral to staff for a report back to the Council Meeting of June 19, 2019

The following motion was considered.

GC032-2019 That the **Mayor and Councillors' Expense Policy**, to the Governance and Council Operations Committee Meeting of June 3, 2019, be **referred** to staff for a report to the Committee of Council Meeting of June 12, 2019; to include the following proposed amendments to the Policy:

- Section 6.3 – Ineligible Expenses:

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- strike out from Clause c) the words “or had a grant request rejected”
- move Clause f) to Eligible Expenses, with an amendment to the related Narrative, to indicate that such expenses are prohibited from the start of the Nomination Period (i.e., May 1st) in an Election Year).

Carried

10. **Notice of Motion** – nil
11. **Correspondence** – nil
12. **Councillors' Question Period** – nil
13. **Public Question Period** – nil
14. **Closed Session** – nil
15. **Adjournment**

The following motion was considered.

GC033-2019 That the Governance and Council Operations Committee do now adjourn to meet again on Monday, September 16, 2019, or at the call of the Chair.

Carried

Regional Councillor Fortini

Monday, September 16, 2019

Members Present:

Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10
(arrived at 9:33 a.m. – personal)
City Councillor C. Williams – Wards 7 and 8

Other Members Present:

Regional Councillor Santos – Wards 1 and 5

Staff Present:

A. Meneses, Acting Chief Administrative Officer
D. Sutton, Treasurer, Corporate Services
City Clerk's Office
T. Mendler, Protocol Officer
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
S. Pacheco, Legislative Coordinator

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The meeting was called to order at 9:30 a.m. and adjourned at 11:21 a.m.

1. Approval of Agenda

The following motion was considered.

GC034-2019 That the agenda for the Governance and Council Operations Committee Meeting of September 16, 2019 be approved, as amended, to add the following item:

8.3. Discussion Item at the Request of Regional Councillor Dhillon,
re: **Use of Corporate Seal by Members of Council.**

Carried

Note: Later in the meeting, on a two-thirds majority vote to re-open the question, the Approval of Agenda was re-opened and Item 8.3 was added to the agenda.

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 T. Mendler, Protocol Officer, City Clerk's Office, re: **Expression of Sympathy Policy.**

Item 7.1 was brought forward and dealt with at this time.

T. Mendler, Protocol Officer, City Clerk's Office, provided a presentation entitled "Expression of Sympathy Policy", which included information regarding methods for expressing the City's sympathy in the event of a death or event of significance to the City.

The following motion was considered.

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- GC035-2019
1. That the presentation by T. Mendler, Protocol Officer, City Clerk's Office, to the Governance and Council Operations Committee Meeting of September 16, 2019, re: **Expression of Sympathy Policy** be received;
 2. That the report from T. Mendler, Protocol Officer, City Clerk's Office, dated September 10, 2019, to the Governance and Council Operations Committee Meeting of September 16, 2019, re: **Expression of Sympathy Policy** be received; and
 3. That the Expression of Sympathy Policy, included as Appendix A to this report, be approved.

Carried

6.2. Presentation by Peter Fay, City Clerk, re: **Council Handbook Update.**

P. Fay, City Clerk, provided an overview of the Council Handbook on the City's website, which has been updated to reflect the new Council Office support model.

Committee discussion on this matter included the following:

- Information in the handbook regarding declarations of conflict of interest and the Code of Conduct
- Code of Conduct as it applies to Council Office staff
- Establishment of a code of conduct for citizen committees
- Suggestion that the Region of Peel and Brampton codes of conduct be combined

The following motion was considered.

- GC036-2019 That the presentation by P. Fay, City Clerk, to the Governance and Council Operations Committee Meeting of September 16, 2019, re: **Council Handbook Update** be received.

Carried

6.3. Presentation by Peter Fay City Clerk, re: **New Council Office Support Model – Check-in (including Council Office Ethical Framework).**

P. Fay, City Clerk, provided a presentation entitled "Council Office Support Model – Implementation Check-in", which included information regarding Council's decision, work plan, and the KPMG Audit on the review of the Councillor budget and staffing model.

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Committee discussion took place with respect to the following:

- Benefits of the new Council Office support model
- Modernizing the time capture process
- Reporting of Councillor expenses on the City's website
- Accounting for full-time staff, contract staff and external consultants / service providers in the Council Offices

The following motion was considered.

GC037-2019 That the presentation by P. Fay, City Clerk, to the Governance and Council Operations Committee Meeting of September 16, 2019, re: **New Council Office Support Model – Check-in (including Council Office Ethical Framework)** be received.

Carried

7. Reports

7.1. Report from T. Mendler, Protocol Officer, City Clerk's Office, re: **Expression of Sympathy Policy**.

Dealt with under Item 6.1 – Recommendation GC035-2019

8. Other Business/New Business

8.1. Discussion Item re: **Council Calendar**.

P. Fay, City Clerk, outlined Council's general agreement to discontinue the production of Council calendars in favour of Council newsletters.

The following motion was considered.

GC038-2019 That the annual Council calendar no longer be produced given Council's decision to produce semi-annual Mayor and Councillor newsletters.

Carried

8.2. Discussion Item at the Request of Regional Councillor Fortini, re: **Councillor Use of Consultants**.

Committee discussion took place with respect to the following:

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- Access to Council Offices and City resources by consultants retained by Councillors
- Appropriateness of meetings between City staff and consultants retained by Councillors, and potential security risks of this activity
- Appropriateness of consultants performing duties similar to that of Council Office staff, and questions regarding the reporting of these expenses
- Indication from staff that Brampton's reporting of Council expenses is comparable to other municipalities
- Questions regarding the level of detail provided by Councillors in reporting staff and consulting expenses, and a suggestion that Councillors provide more detail to enhance transparency
- Clarification from staff that Councillors have discretion over their respective budgets, in accordance with the Councillor Expense Policy

The following motions were introduced.

1. That staff be requested to report back on consultants being used by Members of Council and how the type of services provided could be reported for transparency, to the November 4, 2019 meeting of the Governance and Council Operations Committee.
2. That until such time as the report is considered, payment not to be provided for any such consulting invoices received.

A. Meneses, Acting Chief Administrative Officer, cautioned Committee with respect to motion #2, noting potential risks/consequences of withholding payment due to contractual obligations to pay for services rendered.

An amendment to motion #2 was introduced and accepted by the mover to read as follows:

2. That until such time as the report is considered, that no further commitment for additional services be made by Members of Council, and payment not to be provided for any such consulting invoices received for new services rendered from this point forward.

An amendment to motion #1 to add the words "and the relationship between consultants and staff" after the word "transparency" was introduced and accepted by the mover.

Further Committee discussion on this matter included the following:

- Consulting contracts in the Council Office and questions regarding the potential legal impact of these contractual obligations on the Corporation

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- Expectation that external service providers conduct themselves in accordance with the Code of Conduct and ethical framework of the Council Office
- Clarification from staff that all contracts must be awarded in accordance with the City's Purchasing By-law
- Opinion that some Councillors may not be reporting their expenses appropriately

A further amendment to motion #1 was introduced and accepted by the mover, to add the following clause:

Whereas Members of Council are expected to comply with the Code of Conduct, that the Code extends to all Council staff and external service providers/contractors hired by Members of Council;

A further amendment was introduced and accepted by the movers to replace the words "Members of Council" with "Councillors" in the motions above.

A further amendment to motion #2 to replace the word "further" with "new" and to remove the words "and payment not to be provided for any such consulting invoices received for new services rendered from this point forward" was introduced and not accepted by the mover.

A procedural motion to Call the Question was introduced, voted on and carried. In accordance with the Procedure By-law, Members who had not spoken on this topic were given the opportunity to do so.

The following motion was considered.

GC039-2019 Whereas Councillors are expected to comply with the Code of Conduct, that the Code extends to all Council staff and external service providers/contractors hired by Councillors; and

That staff be requested to report back on: consultants being used by Councillors; how the type of services provided could be reported for transparency; and the relationship between consultants and staff, to the November 4, 2019 meeting of the Governance and Council Operations Committee.

A recorded vote was requested and the motion carried, unanimously, as follows:

<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Dhillon	nil	nil
Williams		
Medeiros		

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Fortini
 Vicente

Carried
 5 Yeas
 0 Nays
 0 Absent

The following motion was considered.

GC040-2019 *That until such time as the report is considered, that no further
 Lost* *commitment for additional services be made by Councillors, and* *payment not to be provided for any such consulting invoices received* *for new services rendered from this point forward.*

A recorded vote was requested and the motion lost, as follows:

<u><i>Yea</i></u>	<u><i>Nay</i></u>	<u><i>Absent</i></u>
<i>Medeiros</i>	<i>Dhillon</i>	<i>nil</i>
<i>Fortini</i>	<i>Williams</i>	
	<i>Vicente</i>	

Lost
2 Yeas
3 Nays
0 Absent

8.3. Discussion Item at the Request of Regional Councillor Dhillon, re: **Use of Corporate Seal by Members of Council.**

Note: On a two-thirds majority vote to re-open the question, the Approval of Agenda was re-opened and this item was added to the agenda.

Committee discussion on this matter included the following:

- Use of personalized seals by Councillors for ceremonial documents and community engagements (e.g. certificates)
- Clarification from staff that the official corporate seal is a legal seal maintained by the City Clerk’s Office for use on official corporate documents only (e.g. by-laws, agreements)
- Indication that personalized seals for Councillors must be distinct from the official corporate seal, and staff will explore design options in this regard

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

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10. **Notice of Motion** – nil

11. **Correspondence** – nil

12. **Councillors' Question Period**

1. In response to a question from Regional Councillor Vicente regarding the intent of Recommendation GC039-2019, P. Fay, City Clerk, confirmed that this recommendation does not restrict a Councillor from hiring an external service provider.

13. **Public Question Period** – nil

14. **Closed Session** – nil

15. **Adjournment**

The following motion was considered.

GC041-2019 That the Governance and Council Operations Committee do now adjourn to meet again on Monday, November 4, 2019, or at the call of the Chair.

Carried

Regional Councillor Fortini, Chair

Monday, November 4, 2019

Members:

Regional Councillor P. Fortini – Wards 7 and 8 (**Chair**)
Regional Councillor R. Santos – Wards 1 and 5 (designate for
Regional Councillor Vicente)
Regional Councillor G. Dhillon – Wards 9 and 10

Members Absent:

Regional Councillor M. Medeiros – Wards 3 and 4 (other
municipal business)
Regional Councillor P. Vicente – Wards 1 and 5 (other municipal
business) (Councillor Santos was designate)
City Councillor C. Williams – Wards 7 and 8 (other municipal
business)

Staff Present:

D. Barrick, Chief Administrative Officer
A. Meneses, Commissioner of Community Services
J. Pittari, Commissioner of Corporate Services
D. Sutton, Treasurer, Corporate Services
Z. Majid, Senior Manager, Accounting Services, and Deputy
Treasurer, Corporate Services
J. Zingaro, Acting City Solicitor, Corporate Services
P. Fay, City Clerk, Office of the Chief Administrative Officer
C. Gravlev, Deputy City Clerk, Office of the Chief Administrative
Officer
T. Brenton, Legislative Coordinator, City Clerk's Office

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The meeting was called to order at 9:36 a.m. and recessed at 10:31 a.m. Committee moved into Closed Session at 10:40 a.m. and recessed at 11:14 a.m. Committee reconvened in Open Session at 11: 20 a.m. and adjourned at 11:43 a.m.

1. Approval of Agenda

The following motion was considered.

GC042-2019 That the agenda for the Governance and Council Operations Committee Meeting of November 4, 2019 be approved as amended as follows:

To add:

- 8.1. Discussion Item at the request of Regional Councillor Dhillon, re: Volunteer Opportunities in Councillor Offices;
- 8.2. Discussion Item at the request of Regional Councillor Dhillon, re: Councillor Scheduling; and,
- 14.1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

Note: Later in the meeting, on a two-thirds majority vote to reopen the question, the Approval of Agenda was reopened and Item 14.1 was added.

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 Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, re: **Update – Consultants in the Council Office (RM 115/2019)**.

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Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, provided a presentation entitled “Update – Consultants in the Council Office”, which included information on the following topics:

- Background
- Update
- Reporting
- Benchmarking
- Options for Consideration
- Definition of ‘Consultant’

Staff responded to questions from Committee with respect to the role and accountability for consultants, access and use of corporate resources by consultants, invoicing requirements for consultants, and matters relating to consultants hired by Councillors.

Members of Committee expressed their comments and concerns regarding the use of consultants by Members of Council.

The following motion, moved by Regional Councillor Fortini, was introduced.

That the City of Brampton Members of Council Expense Policy be revised to align with that of the City of Toronto with regard to the usage of consultants by Councillors; and to also potentially align with the standard City practices for retaining consultants, by way of a staff report;

That consulting services hired by Councillors be required to be a registered corporation for a period of five years prior to engagement, effective from November 4, 2019.

Committee consideration of this matter included:

- potential loophole in the Members of Council Expense Policy relating to hiring of family members
- the following amendments, which were accepted by the mover:
 - add the following to the end of the first clause: “and to also potentially align with the standard City practices for retaining consultants, by way of a staff report”
 - amend the last clause to reduce the five year requirement to three years
 - add new clauses to provide that outstanding invoices for consulting services by a Councillor not be paid and that any and all invoices, including any revisions, be shared with this Committee and be made public

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Staff noted a potential need for consideration of this matter in Closed Session.

Regional Councillor Santos raised a number of Points of Order, for which the Chair gave leave. In her Points of Order, Councillor Santos reiterated the need for Closed Session consideration.

In consultation with John Zingaro, Acting City Solicitor, Item 14.1 was added to the agenda for the purpose of Closed Session consideration of this matter.

The following motion was considered.

GC043-2019 That Committee proceed into Closed Session to consider matters pertaining to the following:

- 14.1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

Note: In Open Session, the Chair reported on matters considered in Closed Session, as follows:

- 14.1. this matter was considered by Committee and no direction was given to staff in Closed Session with respect to this matter

After Closed Session, discussion continued on the proposed motion, staff responded to questions, and the following revised motion was considered.

- GC044-2019 1. That the City of Brampton Members of Council Expense Policy be revised to align with that of the City of Toronto with regard to the usage of consultants by Councillors, and to also potentially align with the standard City practices for retaining consultants, by way of a staff report;
2. That a freeze be placed on Councillor retention of consulting services, effective November 4, 2019, pending the staff report identified within the preceding clause;
3. That payment of any outstanding invoices for consulting services procured by a Councillor not be undertaken pending the review, and that such existing invoices be provided to the Committee and the public, upon request.

Carried

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The following motion was considered.

- GC045-2019 That the presentation by Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, to the Governance and Council Operations Committee Meeting of November 4, 2019, re: **Update – Consultants in the Council Office (RM 115/2019)**, be received.

Carried

7. **Reports** – nil

8. **Other Business/New Business**

- 8.1. Discussion Item at the request of Regional Councillor Dhillon, re: **Volunteer Opportunities in Councillor Offices.**

The following motion was considered.

- GC046-2019 That the following item be **referred** to the Committee of Council Meeting of November 13, 2019:

Discussion Item at the request of Regional Councillor Dhillon,
re: **Volunteer Opportunities in Councillor Offices.**

Carried

- 8.2. Discussion Item at the request of Regional Councillor Dhillon, re: **Councillor Scheduling.**

The following motion was considered.

- GC047-2019 That the following item be **referred** to the Committee of Council Meeting of November 13, 2019:

Discussion Item at the request of Regional Councillor Dhillon,
re: **Councillor Scheduling.**

Carried

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

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10. **Notices of Motion** – nil

11. **Correspondence** – nil

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

13. **Public Question Period** – nil

14. **Closed Session**

14.1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

See Item 6.1 – Recommendation GC043-2019

15. **Adjournment**

The following motion was considered.

GC048-2019 That the Governance and Council Operations Committee do now adjourn to meet again on Monday, February 3, 2019 at 9:30 a.m. or at the call of the Chair.

Carried

Regional Councillor Fortini, Chair

Monday, February 3, 2020

Members Present:

Regional Councillor P. Fortini – Wards 7 and 8 **(Chair)**
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10
City Councillor C. Williams – Wards 7 and 8

Members Absent:

nil

Other Members Present:

Regional Councillor R. Santos – Wards 1 and 5

Staff Present:

D. Barrick, Chief Administrative Officer
A. Meneses, Commissioner of Community Services
J. Pittari, Commissioner of Corporate Services
D. Sutton, Treasurer, Corporate Services
Z. Majid, Senior Manager, Accounting Services, and
Deputy Treasurer, Corporate Services
D. Soos, Acting City Solicitor, Corporate Services
P. Fay, City Clerk, Office of the Chief Administrative Officer
C. Gravlev, Deputy City Clerk, Office of the Chief
Administrative Officer
T. Brenton, Legislative Coordinator, City Clerk's Office

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The meeting was called to order at 9:33 a.m. and adjourned at 10:38 a.m.

1. Approval of Agenda

The following motion was considered.

GC001-2020 That the agenda for the Governance and Council Operations Committee Meeting of February 3, 2020 be approved as published 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. Staff Presentation re: Council Office Model Implementation Check-in (P 5/2020).

Peter Fay, City Clerk, Office of the Chief Administrative Officer, provided a presentation entitled “Council Office Model Implementation Check-in”.

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

- corporate performance management program as it relates to Council staff
- training opportunities for Council staff
- Council Office accommodations

The following motion was considered.

GC002-2020 That the presentation titled: **Council Office Model Implementation Check-in (P 5/2020)**, to the Governance and Council Operations Committee Meeting of February 3, 2020, be received.

Carried

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7. Reports

7.1. Staff Report re: Revisions to Councillors' Expense Policy – Consulting Services (RM 132/2019).

A motion was introduced to adopt the recommendations in the staff report as published.

Committee Members expressed varying opinions in support of and opposition to the motion.

Staff responded to questions from Committee regarding the proposed revisions to the Councillors' Expense Policy, policies in other municipalities relating to hiring of consultants by Members of Council, and procedural matters raised during Committee's consideration of the motion.

The motion was considered as follows.

- GC003-2020
Lost
1. *That the report titled: **Revisions to Councillors' Expense Policy – Consulting Services (RM 132/2019)**, to the Governance and Council Operations Committee Meeting of February 3, 2020, be received; and*
 2. *That the updated Councillors' Expense Policy attached to the subject report, be approved.*

A recorded vote was requested, and the motion lost, as follows:

<u>Yea</u> Vicente Fortini Medeiros Dhillon	<u>Nay</u> Williams	<u>Absent</u>
		<i>Lost</i> 4 Yeas 1 Nays 0 Absent

A motion was introduced to not allow the hiring of consultants by Members of Council. The motion was subsequently withdrawn.

A motion was introduced to refer this matter to staff for clarification on permissible expenses with regard to external service providers, a prohibition on the use of Consultants and a report back to the next Committee meeting, and to maintain the freeze on the use of consultants until Council makes a further decision on this matter.

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Governance and Council Operations Committee

The motion was considered as follows.

GC004-2020 That the proposed revisions to the Councillors' Expense Policy – Consulting Services (RM 132/2019) be **referred** to staff for clarification on permissible expenses with regard to external service providers, for a report to the next meeting of the Governance and Council Operations Committee;

That the report back include the prohibition on the use of consultants; and

That the freeze on the use of consultants (Resolution C422-2019) be maintained until Council makes a further decision on the matter.

Carried

8. Other Business/New Business

8.1. Discussion Item at the request of Regional Councillor Fortini re: **Council Code of Conduct.**

Staff responded to questions from Regional Councillor Fortini with respect to the alignment of Council's Code of Conduct with that of the Region of Peel. It was indicated that Brampton's Council Code is generally in alignment with the Region, that the Code meets all requirements set out by the Province, and that staff would determine the means for which a future review of the Code would be undertaken in consultation with the Integrity Commissioner and Committee.

9. Deferred/Referred Matters – nil

10. Notices of Motion – nil

11. Correspondence – nil

12. Councillors Question Period

Staff responded to questions from Regional Councillor Fortini on the following topics:

- ability of Members of Council to set the date for distribution of their newsletters
- corporate performance management program as it relates to Council staff

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Governance and Council Operations Committee

13. **Public Question Period** – nil

14. **Closed Session** – nil

15. **Adjournment**

The following motion was considered.

GC005-2020 That the Governance and Council Operations Committee do now adjourn to meet again on Monday, May 4, 2020 at 9:30 a.m. or at the call of the Chair.

Carried

Regional Councillor Fortini, Chair

Monday, July 6, 2020
Special Meeting**Members Present via Electronic Meeting Participation:**

Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10 (arrived at 9:40 a.m. -
connectivity issues)
City Councillor C. Williams – Wards 7 and 8

Members Absent: nil**Other Members Present via Electronic Meeting Participation:**

Regional Councillor R. Santos – Wards 1 and 5
City Councillor D. Whillans – Wards 2 and 6
City Councillor J. Bowman – Wards 3 and 4
City Councillor H. Singh – Wards 9 and 10

Staff Present:

D. Barrick, Chief Administrative Officer
M. Davidson, Commissioner, Corporate Support Services
J. Pittari, Commissioner, Legislative Services
D. Sutton, Treasurer, Corporate Support Services
J. Tamming, Director, Strategic Communications, Corporate Support Services

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Governance and Council Operations Committee

Note: In consideration of the current COVID-19 public health orders prohibiting public gatherings of more than ten (10) people and requirements for physical distancing between persons, in-person attendance at this Council meeting was limited to Members of Council and essential City staff only. Physical distancing was maintained in Council Chambers at all times during the meeting.

The meeting was called to order at 9:30 a.m. and adjourned at 10:09 a.m.

1. Call to Order

As this meeting of the Governance and Council Operations Committee was conducted with electronic participation by Members, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Councillor Vicente, Councillor Medeiros, Councillor Williams, Councillor Fortini

Members absent during roll call: Regional Councillor Dhillon (connectivity issues)

2. Approval of Agenda

The following motion was considered.

GC006-2020 That the agenda for the Special Governance and Council Operations Committee Meeting of July 6, 2020 be approved as published and circulated.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act – nil

4. Delegations – nil

5. Reports

5.1. Staff Report re: Council Composition, Ward Boundary Review and Terms of Reference (RM 5/2020).

Committee discussion took place on the following topics:

- timelines for review and implementation
- population and growth forecasts
- use of consultants
- regional governance

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- public consultation
- continuing staff work on this project

Peter Fay, City Clerk, Legislative Services, responded to questions from Committee with respect to matters outlined in the subject staff report.

Committee considered the recommendations in the report and confirmed its position, as considered in the motion below.

- GC007-2020
1. That the report re: **Council Composition, Ward Boundary Review and Terms of Reference (RM 5/2020)**, to the Special Governance and Council Operations Committee Meeting of July 6, 2020, be received;
 2. That direction be provided to staff to:
 - a. Not proceed with a change in Council composition;
 3. That direction be provided to staff to:
 - a. Not proceed with a Ward Boundary Review for completion prior to the 2022 election; and
 4. That staff conduct preliminary population research and report back to Council in the form of a workshop, with the intent to complete a Ward Boundary Review in advance of the 2026 election.

Carried

6. Other Business/New Business

6.1. Discussion Item at Request of Chair Fortini re: **Policies and Procedures for Councillors.**

Regional Councillor Fortini, Chair, noted that Councillors and Council staff should be following policies and procedures on a consistent basis, and requested that staff report back with information on all applicable policies and procedures.

The following motion was considered.

- GC008-2020
- That staff report back to a future Governance and Council Operations Committee Meeting with information on policies and procedures applicable to Members of Council and Council staff.

Carried

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6.2. Discussion Item re: **Current Committee Structure**.

Peter Fay, City Clerk, Legislative Services, referenced the sections of Committee of Council and recent changes to the corporate organizational structure.

He inquired if Committee would like to consider expanding or changing the Committee of Council sections.

No comments or questions were put forward from Committee Members.

The following motion was considered.

GC009-2020 That the staff advisory re: **Current Committee Structure**, to the Governance and Council Operations Committee Meeting of July 6, 2020, be received.

Carried

7. **Correspondence** – nil

8. **Councillor Question Period** – nil

9. **Public Question Period**

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, outlined and responded to a question from Sylvia Menezes Roberts, Brampton resident, regarding Item 5.1 (Council Composition, Ward Boundary Review and Terms of Reference).

10. **Closed Session** – nil

11. **Adjournment**

The following motion was considered.

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Governance and Council Operations Committee

GC010-2020

That the Governance and Council Operations Committee do now adjourn to meet again for a regular meeting on Monday, September 14, 2020 at 9:30 a.m. or at the call of the Chair.

Carried

Regional Councillor Fortini, Chair



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Governance and Council Operations Committee

The Corporation of the City of Brampton

Monday, September 21, 2020

Members Present:	Regional Councillor P. Fortini (Chair)	Wards 7 and 8
	Regional Councillor M. Medeiros	Wards 3 and 4
	Regional Councillor P. Vicente	Wards 1 and 5
	Regional Councillor G. Dhillon	Wards 9 and 10
	City Councillor C. Williams	Wards 7 and 8
Other Members Present:	Regional Councillor R. Santos	Wards 1 and 5
	City Councillor J. Bowman	Wards 3 and 4
Staff Present:	D. Barrick, Chief Administrative Officer	
	M. Davidson, Commissioner, Corporate Support Services	
	J. Tamming, Director, Strategic Communications, Corporate Support Services	
	M. Medeiros, Acting Treasurer, Corporate Support Services	
	Z. Majid, Senior Manager, Accounting Services and Deputy Treasurer, Corporate Support Services	
	P. Fay, City Clerk, Legislative Services	
	C. Gravlev, Deputy City Clerk, Legislative Services	
	T. Brenton, Legislative Coordinator, City Clerk's Office	

The meeting was called to order at 9:30 a.m. and adjourned at 10:21 a.m.

1. **Call to Order**

As this meeting was conducted with electronic participation by Members of Committee, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Councillor Fortini, Councillor Medeiros, Councillor Vicente, Councillor Dhillon and Councillor Williams

Members absent during roll call: nil

2. **Approval of Agenda**

The following motion was considered.

GC011-2020

That the agenda for the Governance and Council Operations Committee Meeting of September 21, 2020 be approved as published and circulated.

Carried

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

4. **Consent** – nil

5. **Announcements** – nil

6. **Delegations** – nil

7. **Staff Presentations** – nil

8. Reports

8.1 Staff Report re: **Councillors' Expense Policy – Consulting Services (RM 12/2020)**.

At the request of Committee, staff provided an overview of the subject report and responded to questions.

Committee consideration of this matter included varying opinions in support of and opposition to the proposed amendments to the Councillors' Expense Policy, outlined in the staff report.

Committee discussion took place with respect to a Member's retention of consulting services, and included:

- varying opinions on a Member's use of consulting services
- actions outlined in Committee Recommendation GC044-2020 (approved by Council, as amended, on November 20, 2020 pursuant to Resolution C422-2019) regarding Councillor retention of consulting services
- concern that the direction outlined in Recommendation GC044-2019 was not followed
- questions about payments made to the consultant subsequent to Council's approval of Recommendation GC044-2019, including cancellation fees
- concern that a consultant hired by a Member of Council may have access to confidential information and work spaces, and unlike Members of Council who must follow the Code of Conduct, and Councillor staff who must abide by all applicable policies and procedures, such Codes and policies and procedures may not be applicable to a consultant
- policies as they relate to an individual Member of Council binding the Corporation through the hiring of consultant services
- need for further review and information on the contract and payments made to the consultant

During discussion on this matter, a Point of Order was raised by Councillor Williams. The Chair gave leave for the Point of Order.

City Councillor Williams, in response to comments made by Members of Committee, outlined her view that a copy of the contract was never requested by Committee, but was provided to Finance when requested.

Chair Fortini brought forward discussion Item 9.1 and outlined concerns about the use of social media and the type of messaging posted by the consultant hired by a Member of Council, and provided a reminder about the appropriate use of

Members' corporate social media accounts, and that the use of taxpayers money as it relates to corporate social media accounts.

A Point of Personal Privilege was raised by Councillor Williams at which time she acknowledged the use of taxpayers money for Councillors' corporate media accounts.

The following motion, moved by Regional Councillor Vicente, was introduced.

That staff be requested to further review and report on the details of the contract for Consulting Services agreed to by Councillor Williams, and any requirement to pay penalty in relation thereto, and the chronology of events and decisions regarding the use of consultants by Members of Council, to a future meeting of the Governance and Council Operations Committee.

Committee discussion took place on the proposed motions and included varying opinions in support of and opposition to the motion.

The following motions were considered.

GC012-2002

1. That the report titled: **Update to Councillors' Expense Policy (RM 12/2020)**, to the Governance and Council Operations Committee Meeting of September 14, 2020, be received; and
2. That the updated Councillors' Expense Policy and Annual Statement of Remuneration and Expenses ("SOR") format attached to the subject report be approved.

Carried

GC013-2020

That staff be requested to further review and report on the details of the contract for Consulting Services agreed to by Councillor Williams, and any requirement to pay penalty in relation thereto, and the chronology of events and decisions regarding the use of consultants by Members of Council, to a future meeting of the Governance and Council Operations Committee.

Carried

Following the votes on the above-motions, in response to a clarification from Councillor Williams, Peter Fay, City Clerk, confirmed that both motions were voted on at the same time.

8.2 Staff Report re: **Communications, Events and Protocol Policies and Procedures for City Council Information (I 89/2020)**.

The following motion was considered.

GC014-2020

Moved by Regional Councillor Vicente

That the report titled: **Communications, Events and Protocol Policies and Procedures for City Council Information, all Wards, I 89/2020**, to the Governance and Council Operations Committee Meeting of September 21, 2020, be received.

Carried

9. **Other Business/New Business**

9.1 Discussion Item from Chair Fortini re: **Council Expense Reporting**.

Dealt with under Item 8.1.

10. **Deferred/Referred Matters**

10.1 Staff Report re: **Annual Statement of Remuneration and Expenses for 2019 (I 33/2020)**.

At the request of Committee, staff clarified the information included in the subject Statement of Remuneration, and responded to questions.

The following motion was considered.

GC015-2020

Moved by Regional Councillor Vicente

That the report titled: **Annual Statement of Remuneration and Expenses for 2019 (I33/2020)**, to the Governance and Council Operations Meeting of September 21, 2020, be received.

Carried

11. **Notices of Motion** – nil

12. **Correspondence** – nil

13. **Councillor Question Period**

1. In response to questions from Regional Councillor Fortini, staff confirmed that monthly expense statements for Members of Council are published online, and that outside souvenirs are allowed under the Councillors' Expense Policy.

Councillor Fortini suggested that a workshop be provided for Members of Council regarding what is and is not allowed under the expense policy.

14. **Public Question Period**

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

15. **Closed Session** – nil

16. **Adjournment**

The following motion was considered

GC016-2020

Moved by Regional Councillor Medeiros

That Governance and Council Operations Committee do now adjourn to meet again on Monday, November 23, 2020 at 9:30 a.m. or at the call of the Chair.

Carried

Regional Councillor Fortini, Chair



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Governance & Council Operations Committee

The Corporation of the City of Brampton

Monday, November 23, 2020

Members Present: Regional Councillor P. Fortini (Chair)
Regional Councillor M. Medeiros
Regional Councillor P. Vicente
Regional Councillor G. Dhillon
City Councillor C. Williams

Other Members Present: Regional Councillor Santos
City Councillor Bowman

Staff Present: D. Barrick, Chief Administrative Officer
M. Medeiros, Acting Treasurer, Corporate Support Services
Z. Majid, Senior Manager, Accounting Services and Deputy
Treasurer, Corporate Support Services
S. Akhtar, City Solicitor, Legislative Services
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Brenton, Legislative Coordinator

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The meeting was called to order at 9:30 a.m. and adjourned at 10:41 a.m.

1. Call to Order

As this meeting was conducted with electronic participation by Members of Committee, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Regional Councillor Vicente, Regional Councillor Medeiros, City Councillor Williams, Chair Fortini, Regional Councillor Dhillon

Members absent during roll call: nil

2. Approval of Agenda

Committee discussion took place with respect to proposed amendments to the agenda.

A new business item was proposed for addition to the agenda regarding benefits for Council Office staff. Peter Fay, City Clerk, noted that discussion on the proposed topic could take place under Item 16.2 of the agenda during Closed Session.

The following motion was considered.

GC017-2020

Moved by Regional Councillor Medeiros

That the agenda for the Governance and Council Operations Committee Meeting of November 23, 2020 be approved as amended, to add:

10.1 Discussion Item at the Request of Regional Councillor Fortini, Committee Chair, re: **E-mails in regard to Members of Council.**

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Delegations

Nil

5. Consent

Nil

6. Announcements

Nil

7. Delegations

Nil

8. Staff Presentations

Nil

9. Reports

9.1 Staff Report re: Councillor Usage of Consultants – Follow up (RM 60/2020)

Committee consideration of this matter included:

- preference for discussions in Open Session, rather than Closed Session
- review of discussions on this topic at the Committee meeting of November 4, 2019 and the subsequent Council Meeting on November 20, 2019
- Concerns about:
 - staff not following the intent of Committee’s recommendation (GC044-2019), which was approved, as amended, by Council on November 20, 2019 pursuant to Resolution C422-2019
 - amount for the cancellation fee and related HST
 - dates on which the consultant invoices for services and the invoice for cancellation fees were received, relative to Council’s decision on November 20th
 - amount of time that elapsed between Council’s decision on November 20th and receipt of the invoices from the consultant
 - transmission and validation method of the consultant's invoices, i.e. PDF format via e-mail
 - Committee not being consulted in advance of payment of the cancellation fee
 - discrepancies in information related to the contract submission timelines and the method (verbal versus written)
- potential need for the e-mail chain between the Member of Council and consultant regarding the provision of consultant services and related fees

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- potential referral of this matter to the Integrity Commissioner for review of the dates of the invoices relative to the date of Council's resolution
- suggestion that a third party forensic audit be procured

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

- details on Closed Session materials provided for Committee's reference, and confirmation that the discussion on this topic could take place in Open Session, but that the Closed Session materials should remain as part of the Closed agenda
- information on decision-making at the staff level as it relates to payments to the consultant after the passing of Council Resolution C422-2019 on November 20, 2019
- clarification that the payment after this date was for cancellation fees for termination of contract, including HST, and not for consulting services provided
- timelines related to receipt of the consultants invoices for services and the invoice for cancellation fees
- role of the Integrity Commissioner as it relates to potential review of this matter

The following motion, moved by Regional Councillor Medeiros, was introduced.

That staff be requested to report, to a future meeting of the Governance and Council Operations Committee at the call of the Chair, on a process of how a third-party auditor could be procured to undertake a forensic audit with respect to how the decision was made to make payment for cancellation of the agreement.

An amendment to the motion was proposed by Regional Councillor Fortini, and accepted by the mover, to refer the question of dates in relation to the consultant agreement to the Integrity Commissioner for investigation and/or advice.

The following motions were considered.

GC018-2020

Moved by Regional Councillor Medeiros

That staff be requested to report, to a future meeting of the Governance and Council Operations Committee at the call of the Chair, on a process of how a third-party auditor could be procured to undertake a forensic audit with respect to

how the decision was made to make payment for cancellation of the agreement;
and,

That the questions of dates in relation to the agreement be referred to the Integrity Commissioner for investigation and/or advice.

Yea (4): Regional Councillor Fortini (Chair), Regional Councillor Medeiros, Regional Councillor Vicente, and Regional Councillor Dhillon

Nay (1): City Councillor Williams

Carried (4 to 1)

GC019-2020

Moved by Regional Councillor Medeiros

That the report titled: **Councillor Usage of Consultants – Follow up (RM 60/2020)**, to the Governance and Council Operations Committee Meeting of November 23, 2020, be received.

Carried

10. Other Business/New Business

- 10.1 Discussion Item at the Request of Regional Councillor Fortini, Committee Chair, re: E-mails in regard to Members of Council.

At the request of the Chair, this item will be listed on the agenda for consideration at the Governance and Council Operations Committee Meeting of March 1, 2021.

11. Deferred/Referred Matters

Nil

12. Notice of Motion

Nil

13. Correspondence

Nil

14. Councillor Question Period

Nil

15. Public Question Period

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

16. Closed Session

Committee did not proceed into Closed Session.

Item 16.1 was acknowledged by Committee

The following motion was considered with respect to Item 16.2.

GC020-2020

Moved by Regional Councillor Medeiros

That the following Closed Session matter be **referred** to the Committee of Council Meeting of December 2, 2020:

- 16.2. Open Meeting exception under Section 239 (2) (b) and (d) of the Municipal Act, 2001:

Personal matters about an identifiable individual, including municipal or local board employees; and labour relations or employee negotiations.

Carried

17. Adjournment

The following motion was considered.

GC021-2020

Moved by Regional Councillor Medeiros

That the Governance and Council Operations Committee do now adjourn to meet again for a regular meeting on Monday, March 1, 2020 at 9:30 a.m. or at the call of the Chair.

Regional Councillor Fortini, Chair



Minutes

Governance & Council Operations Committee

The Corporation of the City of Brampton

Monday, January 18, 2021

- Members Present:** Regional Councillor Fortini (Chair)
Regional Councillor Vicente
Regional Councillor Medeiros (arrived at 1:02 p.m. – personal)
Regional Councillor Dhillon
City Councillor Williams
- Members Absent:** Nil
- Other Members Present:** Regional Councillor Santos
Regional Councillor Palleschi
City Councillor Bowman
- Staff Present:** D. Barrick, Chief Administrative Officer
M. Davidson, Commissioner, Corporate Support Services
R. Forward, Commissioner, Planning, Building and Economic Development
J. Tamming, Director, Strategic Communications, Events and Culture
M. Medeiros, Acting Treasurer, Corporate Support Services
G. Rebancos, Director, Purchasing, Corporate Support Services
Z. Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Support Services
A. Milojevic, General Manager, Transit
S. Akhtar, City Solicitor, Legislative Services
P. Fay, City Clerk, Legislative Services
C. Gravlev, Deputy City Clerk, Legislative Services
T. Brenton, Legislative Coordinator, Legislative Services

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The meeting was called to order at 1:00 p.m. and recessed at 2:18 p.m. Committee moved into Closed Session at 2:31 p.m. and recessed at 2:54 p.m. Committee reconvened in Open Session at 3:00 p.m. and adjourned at 3:01 p.m.

1. Call to Order

As this meeting of the Governance and Council Operations Committee was conducted with electronic participation by Members of Committee, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Regional Councillor Fortini, Regional Councillor Vicente, Regional Councillor Dhillon, City Councillor Williams

Members absent during roll call: Regional Councillor Medeiros (arrived at 1:02 p.m.)

2. Approval of Agenda

The following motion was considered.

GC001-2020

Moved by City Councillor Williams

That the agenda for the Governance and Council Operations Committee Meeting of January 18, 2020 be approved as published and circulated.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Delegations

Nil

5. Consent

Nil

6. Announcements

Nil

7. Delegations

Nil

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January 18, 2021

8. Staff Presentations

Nil

9. Reports

9.1 Staff Report re. Standing Committee Structure Update

Committee reviewed the options for proposed amendments to the Standing Committee structure outlined in the subject report.

Committee expressed a preference for Option 1 with amendments, to include:

- Regional Councillor Medeiros assuming the role of Chair of the Economic Development and Culture Section under Committee of Council, with Regional Councillor Vicente remaining as Vice Chair of this section
- creation of a new Legislative Services Section under Committee of Council, with City Councillor Bowman proposed as Chair and City Councillor Whillans proposed as Vice Chair of this section
- rotation of the five sections under Committee of Council in three month intervals, with the respective Chair leading the opening and closing of the meeting beyond their respective sections
- no changes to the Planning and Development Committee

Peter Fay, City Clerk, confirmed that an amendment to the Procedure By-law is required to give effect to the proposed changes, that notice would be given regarding the amendment for the January 27, 2021 Council Meeting, and that the changes, if approved, would be effective for the Committee of Council Meeting of February 3, 2021.

The following motion was considered.

GC002-2020

Moved by Regional Councillor Vicente

1. That the report titled: **Standing Committee Structure Update**, to the Governance and Council Operations Committee meeting of January 18, 2021, be received; and
2. That the Governance and Council Operations Committee approve one of the three options outlined in this report;
3. That being Option 1, as amended to read:

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January 18, 2021**

Option 1

Committee determines that the status quo is operating sufficiently and meeting the goals and expectations of Council, and the existing Standing Committee governance structure will be maintained; and

To rotate the five sections in agenda order, and the respective Chair leading the opening and closing of the meeting beyond their respective sections, in three month intervals;

For the remainder of the term Councillor Medeiros remain in the role of Chair for the P&DC and Councillor Fortini remain as Vice Chair for the Planning and Development Committee, that Councillor Medeiros assume the role of Chair of Economic Development Section and Councillor Vicente remain as Vice Chair for the Economic Development Section of Committee of Council;

Legislative Services be created as a Section of the Committee of Council agenda, with Councillor Bowman to assume the role of Chair, and Councillor Whillans as the Vice Chair of the new section;

With the proposed Standing Committee structure as follows:

Proposed Standing Committee Structure Updates
<p>1) Committee of Council, which shall be divided into four sections, each with a Member of Council appointed as Chair and as Vice-Chair(s), and each section to consider and make recommendations to Council for those matters identified:</p> <p>Economic Development Section - Economic Development matters including economic development, tourism, film, Brampton Entrepreneur Centre, competitive policy and business research, and advancing the City's economic development priorities</p> <p>Legislative Services Section – matters within jurisdiction of the Legislative Services Department including legal services, animal services, court administration, risk management, city clerk's office, and also matters related to the enforcement of by-laws and municipal licensing matters;</p> <p>Community Services Section – matters within the jurisdiction of the City's Community Services Department and Fire and Emergency Services, including parks maintenance and forestry, recreation services, fire services, emergency measures, the performing arts, as well as Service Brampton and real estate;</p> <p>Corporate Services Section – matters related to services to the Corporation within the jurisdiction of the Chief Administrative Officer and Corporate Support Services Departments, including finance, administration, information technology, human resources, corporate operations, public relations and strategic communications, culture and events;</p> <p>Public Works and Engineering Section – matters within the jurisdiction of the City's Public Works and Engineering Department, including public works and infrastructure, environment and development engineering, construction and maintenance, corporate buildings and property</p>

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Proposed Standing Committee Structure Updates

services and Brampton Transit.

2) **Planning and Development Committee** shall consider and make recommendations to the Council for those matters identified:

- a) Matters including land use and transportation planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official;
- b) Holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law

Carried

9.2 Staff Report re. Council Office Management Framework

The following motion was considered.

GC003-2020

Moved by City Councillor Williams

1. That the staff report titled: **Council Office Management Framework**, to the Governance and Council Operations Committee meeting of January 18, 2021, be received;
2. That the Council Office Management Framework, as set out in Appendix 1 to this report, be approved for inclusion in employment agreements for Council Office and Mayor's Office staff;
3. That the Governance and Council Operations Committee review and update the Council Office Management Framework on an annual basis, as part of its mandate as the steering committee for implementation of the Council Office Support Model.

Carried

9.3 Staff Report re. Procurement Options to Retain a Third-Party Auditor to Undertake a Forensic Audit on Payment for the Cancellation of a Consulting Service Contract

Committee reviewed the procurement options outlined in the subject report, and noted a preference for a competitive procurement process.

Discussion took place with respect to a potential role for the Governance and Council Operations Committee in short-listing and final selection of a third-party

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auditor. Staff confirmed that provisions of the Purchasing By-law need to be waived to provide for Committee's involvement.

The following motion was considered.

GC004-2020

Moved by Regional Councillor Medeiros

Moved by Councillor Medeiros

1. That the report titled: **Procurement options to retain a third-party auditor to undertake a forensic audit on payment for the cancellation of a consulting service contract (GC018-2020)**, to the Governance and Council Operations Committee Meeting of January 18, 2021, be received; and

2. That a public competitive procurement, which will ensure cost effectiveness and a fair and transparent procurement process and will take approximately 70 days to complete, be undertaken, and that Council waive the Purchasing By-law to allow for the Governance and Council Operations Committee to be consulted in the short-listing and final selection processes.

Yea (4): Regional Councillor Fortini (Chair), Regional Councillor Medeiros, Regional Councillor Vicente, and Regional Councillor Dhillon

Nay (1): City Councillor Williams

Carried (4 to 1)

10. Other Business/New Business

10.1 Discussion Item Requested by Regional Councillor Fortini re. Emails regarding Regional Business

Regional Councillor Fortini outlined concerns about how some emails regarding regional matters are being handled, noted that last term City Councillors were not to deal with emails regarding regional matters, and asked about the policy for this term.

Peter Fay, City Clerk, outlined provisions of the Council-Staff Relations Policy as they relate to information sharing among Members of Council, noting the policy was amended to clarify the process for information sharing between Regional and City Councillors.

Mr. Fay highlighted that, regardless of what Member of Council an email is addressed to, if it pertains to regional matters, the email should be forwarded to

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January 18, 2021

the appropriate Regional Councillor, and shared with the City Councillor to keep them informed.

Committee discussion on this matter included reiteration of the need for all Members of Council and their staff to ensure inquiries regarding regional matter are appropriately addressed.

No motion was considered with respect to this matter.

11. Deferred/Referred Matters

Nil

12. Notice of Motion

Nil

13. Correspondence

Nil

14. Councillor Question Period

Nil

15. Public Question Period

Members of the public were given the opportunity to submit questions via email to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

16. Closed Session

The following motion was considered.

GC005-2021

Moved by Regional Councillor Vicente

That Committee proceed into closed session to discuss matters pertaining to the following:

16.1. Open Meeting exception under Section 239 (2) (b) and (d) of the Municipal Act, 2001:

Personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations.

Carried

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Note: In Open Session, Chair Fortini reported on the status of Closed Session matters, as follows:

- 16.1 – this matter was considered by Committee in Closed Session and direction was given to staff

17. Adjournment

The following motion was considered.

GC006-2021

Moved by City Councillor Williams

That Governance and Council Operations Committee do now adjourn to meet again for a Regular Meeting on Monday, March 1, 2021 at 9:30 a.m. or at the call of the Chair.

Carried

P. Fortini, Chair



Minutes

Governance & Council Operations Committee

The Corporation of the City of Brampton

Monday, March 1, 2021

Members Present: Regional Councillor Fortini (Chair)
Regional Councillor Medeiros
Regional Councillor Vicente
Regional Councillor Dhillon
City Councillor Williams

Other Members Present: Regional Councillor Santos
Regional Councillor Palleschi
City Councillor Bowman

Staff Present: D. Barrick, Chief Administrative Officer
M. Davidson, Commissioner, Corporate Support Services
S. Aujla, Director, Human Resources, Corporate Support Services
S. Akhtar, City Solicitor, Legislative Services
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Brenton, Legislative Coordinator

The meeting was called to order at 9:30 a.m. and adjourned at 11:25 a.m.

1. Call to Order

As this meeting of the Governance and Council Operations Committee was conducted with electronic participation by Members of Committee, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Regional Councillor Dhillon, City Councillor Williams, Regional Councillor Medeiros, Regional Councillor Vicente, and Chair Fortini

Members absent during roll call: nil

2. Approval of Agenda

Committee discussion took place with respect to proposed amendments to the agenda.

The following motion was considered.

GC007-2021

Moved by Regional Councillor Medeiros

That the agenda for the Governance and Council Operations Committee Meeting of March 1, 2021 be approved as amended to add:

9.2 Discussion at the request of Councillor Medeiros re: Closed Session Procedures;

9.3 Discussion at the request of Councillor Vicente re: Process for Quarterly reports on Purchasing Activity; and,

9.4 Discussion at the request of Councillor Dhillon re: Revised Meeting Agenda.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Consent

In keeping with Council Resolution C019-2021, Chair Fortini noted that Closed Session Item 15.1 was the only relevant agenda item for consideration under consent.

The following motion was considered.

GC008-2021

Moved by Regional Councillor Vicente

That Closed Session Item 15.1 be approved under consent.

Carried

See Recommendation GC013-2020 below.

5. Announcements

Nil

6. Delegations

Nil

7. Staff Presentations

7.1 Staff Presentation re: Procedure By-law 160-2004 – Context Information for Discussion

Item 10.1 was brought forward and dealt with at this time.

Peter Fay, City Clerk, provided a presentation titled: “Procedure By-law 160-2004 – Context Information for Discussion”.

Committee discussion on this matter included:

- importance of a review of the Procedure By-law
- areas of concerns within the by-law including, but not limited to:
 - new business additions at meetings
 - late staff reports and documents

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- meetings, e-mails, and conversations outside of formal meetings which could be seen as advancing the business of the corporation
- separation of votes (splitting the motion)
- inclusion of topics on the published agenda to ensure transparency for residents so that they have the opportunity to provide their input on items of interest
- direction to staff outside of formal motions
- reopening motions by a Member who voted on the prevailing side of a matter
- sharing of motions or proposed additions with Council colleagues in advance of the meetings at which they are to be considered
- importance of public engagement in the review process
- contracting of a third party subject matter expert to assist with the review
- educational exercise post-review for Members of Council and the public

In response to questions from Committee, Mr. Fay provided information on the following:

- current provisions of the Procedure By-law relating to:
 - addition of new business items
 - potential amendment to the by-law to attach conditions for addition of new business item at meetings,
 - deadlines for items to be included in the published agenda, including Notices of Motion
 - proposed amendments to motions and/or recommendations in staff reports
- examples of provisions in procedural by-laws from other municipalities
- current review being undertaken by the City of Guelph, including a public engagement process, and agreement to provide information from Guelph for Committee's reference
- potential conditions that could be incorporated for addition of new business items, such as financial, time-sensitive, or statutory timeline matters
- proposed timelines for completion of the review

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- public engagement opportunities before the review, during the review, and prior to Council making its decision
- subject matter expertise among Members of Council, City staff and participating residents
- application of the by-law for Council, standing committees and citizen-based advisory committees

The following motion was considered.

GC009-2021

Moved by Regional Councillor Vicente

That the presentation titled: **Procedure By-law 160-2004 – Context Information for Discussion**, to the Governance and Council Operations Committee meeting of March 1, 2021, be received.

Carried

A motion, moved by Regional Councillor Medeiros, was introduced to establish a procedural by-law review committee, as a sub-committee of the Governance and Council Operations Committee (GCOC), of approximately five members not limited to current GCOC members.

Committee consideration of the motion included proposed amendments to incorporate a third party facilitator to assist the sub-committee and City staff with the review, and public engagement.

Councillor Medeiros, as mover, indicated his agreement with the proposed amendments, and outlined an additional amendment to provide that the third party facilitator would be approved by the sub-committee, based on a short list of potential candidates from the City Clerk.

A recorded vote was requested, and the motion was considered, as amended, as follows.

GC010-2021

Moved by Regional Councillor Medeiros

That a procedural by-law review committee be established, as a sub-committee of the Governance and Council Operations Committee (GCOC), of approximately five members not limited to current GCOC members, to review the existing by-law with a focus on:

- a) improving clarity to the public around the decision-making process;

b) identifying potential opportunities to streamline City Council and Committee decision making;

c) exploring best procedural practices used in other municipalities;

That City Staff be requested to provide Council with a draft terms of reference that includes a public engagement component soliciting their feedback to be incorporated into the review at large;

That a third-party facilitator resource, to be selected by the review sub-committee from a short-list provided by the City Clerk, be utilized for the review, along with advice from the City Clerk, City Solicitor, and other appropriate City staff; and

That the review process be designed to be concluded by the end of 2021.

Yea (5): Regional Councillor Fortini (Chair), Regional Councillor Medeiros, Regional Councillor Vicente, Regional Councillor Dhillon, and City Councillor Williams

Carried (5 to 0)

8. Reports

Nil

9. Other Business/New Business

9.1 Discussion Item at the Request of Regional Councillor Santos re: Council Code of Conduct and Human Resource Policies

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

- policies, procedures and processes for complaints against City staff, and those for complaints against Members of Council
- Integrity Commissioner (IC) procedures and processes relating to investigations of complaints against Members of Council
- role of the Human Resources (HR) Division as it relates to HR complaints against Members of Council
- application of HR policies to Members of Council
- provisions in the Council Code of Conduct and the *Municipal Act* as they relate to complaints against Members of Council

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- current review of the Respectful Workplace Policy by staff, to be presented to Council for approval
- approximate costs for accountability and transparency services (Integrity Commissioner and Lobbyist Registrar) from 2019 to date

Staff noted that some of Committee's questions should be addressed to the Integrity Commissioner directly during her participation at an upcoming Council meeting.

Committee consideration included:

- potential gaps in processes for investigation of complaints against Members of Council, particularly in cases where the IC does not proceed past a preliminary investigation
- role of Members of Council as it relates to staffing matters
- need for a workshop with the IC for review of the Code, with a view to potential amendments
- potential third party review of HR policies and the Council Code of Conduct, relating to the conduct of Members of Council toward employees and investigation processes relating thereto
- request to staff to confirm which HR policies apply to and have been signed by Members of Council

A motion, moved by Regional Councillor Vicente, was introduced to provide for a third party review of HR policies and the Council Code of Conduct, relating to the conduct of Members of Council toward employees and investigation processes relating thereto.

Councillor Vicente outlined the purpose of the motion, responded to questions of clarification from Committee, and accepted an amendment to incorporate retroactivity in the motion.

A recorded vote was requested, and the motion was considered, as amended, as follows.

GC011-2021

Moved by Regional Councillor Vicente

That a review be undertaken, by a third party working with Council, of Human Resource policies and the Council Code of Conduct, relating to the conduct of Members of Council toward employees and investigation processes relating thereto, retroactively to the start of this term of Council.

Yea (5): Regional Councillor Fortini (Chair), Regional Councillor Medeiros, Regional Councillor Vicente, Regional Councillor Dhillon, and City Councillor Williams

Carried (5 to 0)

9.2 Discussion at the request of Councillor Medeiros re: Closed Session Procedures

Regional Councillor Medeiros outlined a review being undertaken by the Region of Peel around what constitutes a matter to be considered in Closed Session to be considered at an upcoming regional meeting.

Councillor Medeiros requested that staff circulate information from the Region on this matter to Brampton City Councillors, and encouraged City Councillors to watch the meeting and provide any comments or questions to their counterparts on Regional Council. He also proposed that Brampton's City Solicitor participate in or watch the meeting as well.

9.3 Discussion at the request of Councillor Vicente re: Process for Quarterly Reports on Purchasing Activity

Regional Councillor Vicente highlighted the need for additional information to be included in the quarterly Purchasing Activity Reports, given the number of questions Members have during consideration of these reports at Committee.

Councillor Vicente introduced a motion to provide for supplementary information to be provided for each item in the quarterly reports for the benefit of Council and members of the public.

A recorded vote was requested, and the motion was considered as follows.

GC012-2021

Moved by Regional Councillor Vicente

Whereas the City's Purchasing By-law 19-2018, prescribes reporting requirements with respect to the City's purchasing activities; and

Whereas the importance of providing information to the public that is fully transparent is a priority for this Term of Council; and

The Purchasing Activity Report presented to Council lists a number of items with limited information to describe an item;

Therefore be it resolved that

Staff provide the quarterly Purchasing Activity Report so that it includes supplementary information in the form of a brief executive summary for each item so as to allow Members of the Public and Council to have a brief description of each item listed within the report.

Yea (5): Regional Councillor Fortini (Chair), Regional Councillor Medeiros, Regional Councillor Vicente, Regional Councillor Dhillon, and City Councillor Williams

Carried (5 to 0)

9.4 Discussion at the request of Councillor Dhillon re: Revised Meeting Agenda

Regional Councillor Dhillon outlined the process that the Region of Peel uses for providing Members of Council with revised agendas following approval of the agenda, and inquired if such a process could be adopted for Brampton's Council and Committee meetings.

Peter Fay, City Clerk, proposed that the revised agenda be provided to Members after consideration of the consent motion so that these items would be highlighted as well.

Committee agreed that the revised agenda should be provided to Members after consideration of the consent motion, and Mr. Fay indicated that staff would determine the best way for providing the revised agenda to Members.

10. Deferred/Referred Matters

10.1 Council Meeting Procedures and Procedure By-law Review

Dealt with under Item 7.1 – Recommendation GC010-2021

See also Recommendation GC009-2021

11. Notices of Motion

Nil

12. Correspondence

Nil

13. Councillor Question Period

Nil

14. Public Question Period

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

15. Closed Session

15.1 ^ Open Meeting exception under Section 239 (2) (b) and (d) of the Municipal Act, 2001:

Committee did not proceed into Closed Session, but approved Item 15.1 under Consent. The following motion was considered with respect to this item.

GC013-2021

Moved by Regional Councillor Medeiros

That Finance be directed to use the General Government Fund to pay the relevant statutory severance to the impacted Executive Assistants.

Carried

16. Adjournment

The following motion was considered.

GC014-2021

Moved by Regional Councillor Vicente

That Committee do now adjourn to meet again on Monday, May 17, 2021 at 9:30 a.m. or at the call of the Chair.

Carried

P. Fortini, Chair



Minutes

Governance & Council Operations Committee

The Corporation of the City of Brampton

Monday, October 4, 2021

Members Present: Regional Councillor P. Fortini (Chair)
Regional Councillor M. Medeiros
Regional Councillor P. Vicente
Regional Councillor G. Dhillon
City Councillor C. Williams

Other Members Present: Regional Councillor Santos
Regional Councillor Palleschi

Staff Present: D. Barrick, Chief Administrative Officer
P. Morrison, Commissioner, Legislative Services
P. Fay, City Clerk
T. Brenton, Legislative Coordinator
T. Jackson, Legislative Coordinator

The meeting was called to order at 9:33 a.m. and adjourned at 10:30 a.m.

1. Call to Order

As this meeting of Governance and Council Operations Committee was conducted with electronic participation by Members, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows.

Members present during roll call: Regional Councillor Vicente, Regional Councillor Medeiros, City Councillor Williams, and Chair Fortini

Members absent during roll call: Nil

2. Approval of Agenda

The following motion was considered.

GC015-2021

Moved by Regional Councillor Medeiros

That the agenda for the Governance and Council Operations Committee Meeting of October 4, 2021 be approved as published and circulated.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Consent

In keeping with Council Resolution C019-2021, agenda items will no longer be pre-marked for Consent Motion approval. The Meeting Chair will review the relevant agenda items during this section of the meeting to allow Members to identify agenda items for debate and consideration, with the balance to be approved as part of the Consent Motion given the items are generally deemed to be routine and non-controversial.

There were no relevant items for consideration under Consent.

5. Announcements (2 minutes maximum)

Nil

6. Delegations (5 minutes maximum)

Nil

7. Staff Presentations

Nil

8. Reports

Nil

9. Other Business/New Business

9.1 Discussion Item - Virtual and In-Person (Hybrid) Meetings for Council and Committees

Peter Fay, City Clerk, provided a verbal update on virtual and in-person (hybrid) meetings for Council and Committees, which included information on the following:

- number of virtual meetings held during the Province's shut down period compared the number of number of in-person meetings in 2019
- suspension of standing and advisory committee meetings during the shut-down period and re-starting of these committee meetings in a virtual format
- staff resources required to support virtual meetings versus in-person meetings
- provisions of the Ontario Municipal Act and subsequent amendments to the Procedure By-law to provide for virtual and in-person (hybrid) meetings of Council and Committees both during and after emergency declaration periods
- public participation in virtual meetings versus in-person meetings

Mr. Fay outlined a three point approach for future meetings, as follows:

1. Continue virtual meetings until the end of 2021 with as few staff as possible;
2. In the Fall 2021, determine if some Members would like to participate in-person in hybrid meetings, i.e. combination of virtual and in-person participation; and,
3. In early 2022, allow public participation in-person during hybrid meetings.

Mr. Fay requested Committee's input on this matter.

Committee consideration included:

- concerns about potential risks for family members who have not been vaccinated, should Members return to in person meetings
- comments on the increase in public participation at Planning and Development Committee and Committee of Adjustment meetings, which provided an equalized method for participation by all members of the public
- need to ensure that the City's return to work policy is developed and administered based on guidance from Peel Public Health
- need for Council to lead by example and any strategy needed for Council Members returning to in-person meetings be done in advance of requesting that staff return in-person; suggestion that the Mayor and/or Committee Chairs determine which Members should be present in-person at meetings in the Chambers
- acknowledgement of staff's efforts toward successful virtual meetings

In response to questions from Committee, Mr. Fay provided information on the following:

- potential for both in-person and virtual participation by members of the public, including video delegations, through amendments to the Procedure By-law
- City's corporate directive relating to the return of staff to administrative offices, based on Public Health advice, including the impact on the capacity in Chambers if Members, staff and the public wish to meetings in-person

- potential for staff to continue remote participation in meetings from their offices or, as a contingency, from another space such as the Council Committee Room

The following motion was considered.

GC016-2021

Moved by Regional Councillor Dhillon

That the verbal update from staff re. **Virtual and In-Person (Hybrid) Meetings for Council and Committees**, to the Governance and Council Operations Committee Meeting of October 4, 2021, be received.

Carried

9.2 Discussion Item – Council Office Support Model

Peter Fay, City Clerk, noted that role of the Governance and Council Operations Committee as it relates to review of the Council Office Support Model, and requested input from Members on whether the current model is working or if any changes need to be considered.

Committee Members did not provide any comments on this matter, and Chair Fortini surmised that Members must be happy with the current model and expressed his support the model as it currently stands.

9.3 Discussion Item at the Request of Chair Fortini re. Member Roles at Civic Events

Peter Fay, City Clerk, and Gregory Peddie, Supervisor, Events, Strategic Communications, Culture and Events, outlined components of the Civic Events Protocol that was adopted by Council in 2019, and noted the Protocol does not relate to Member town hall meetings.

Mr. Fay indicated that staff would provide information on Member town hall meetings and corporate support at the Governance and Council Operations Committee meeting of November 22, 2021.

Chair Fortini expressed agreed with this approach.

9.4 Discussion Item - Procedure By-law Review – Update

Peter Fay, City Clerk, referenced the draft minutes from the Procedure By-law Review Sub-committee meetings to date that were included with the agenda for

this meeting, and provided a verbal update on the review process for the Procedure By-law, which included information on the following:

- four stage review process
- online public survey and outreach to previous meeting delegates
- review and identification of housekeeping amendments and substantive changes to the By-law, based on feedback from Members, to be considered at a future Sub-committee meeting, including potential changes for adding new business items, streamlining the process for delegations at Council and Committee meetings, and potential changes to the publication timelines for original and revised agendas
- development of a redline draft of the proposed amendments, currently targeting completion by the end of 2021
- scheduling of additional Sub-committee meetings in consultation with the Chair

Committee consideration included concerns about:

- the addition of matters that are not within the City's jurisdiction and the amount of time and staff resources required for consideration of these matters
- length of Council and Committee meetings, given the number of items on the published agendas and those added at the meeting,
- changes to the order of business items, particularly delegations (there should be a strong rationale for varying the order of business)

At the request of Committee, Mr. Fay agreed that staff would give consideration to potential amendments to the By-law to address these concerns.

The following motion was considered.

GC017-2021

Moved by Regional Councillor Medeiros

That the verbal update from staff re. **Procedure By-law Review Project**, to the Governance and Council Operations Review Project, be received.

Carried

10. Deferred/Referred Matters

Nil

11. Notices of Motion

Nil

12. Correspondence

Nil

13. Councillor Question Period

Regional Councillor Medeiros referenced discussions about the in-person return of staff to administrative offices, and asked if consideration of any return to work protocol would include guidance from the Peel Medical Officer of Health.

Peter Fay, City Clerk, confirmed that a return to work protocol would be undertaken with guidance from the Medical Officer of Health.

14. Public Question Period

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

15. Closed Session

Nil

16. Adjournment

The following motion was considered.

GC018-2021

Moved by City Councillor Williams

Minutes – Governance and Council Operations Committee – October 4, 2021

That the Governance and Council Operations Committee do now adjourn to meet again on Monday, November 22, 2021 at 9:30 a.m. or at the call of the Chair.

Carried

P. Fortini, Chair



Minutes

Governance & Council Operations Committee

The Corporation of the City of Brampton

Monday, November 22, 2021

Members Present: Regional Councillor P. Fortini (Chair)
Regional Councillor M. Medeiros (arrived at 9:41 a.m. – personal)
Regional Councillor P. Vicente
Regional Councillor G. Dhillon (arrived at 9:41 a.m. – personal)
City Councillor C. Williams

Staff Present: D. Barrick, Chief Administrative Officer
Jason Tamming, Director, Strategic Communications, Culture
and Events, Corporate Support Services
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Brenton, Legislative Coordinator

The meeting was called to order at 9:31 a.m. and adjourned at 10:28 a.m.

1. Call to Order

As this meeting of Governance and Council Operations Committee was conducted with electronic participation by Members, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows.

Members present during roll call: City Councillor Williams, Regional Councillor Vicente, and Chair Fortini

Members absent during roll call: Regional Councillor Dhillon, and Regional Councillor Medeiros

2. Approval of Agenda

The following motion was considered.

GC019-2021

That the agenda for the Governance and Council Operations Committee Meeting of November 22, 2021 be approved as published and circulated.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Consent

Nil

5. Announcements (2 minutes maximum)

Nil

6. Delegations (5 minutes maximum)

Nil

7. Staff Presentations

Nil

8. Reports

8.1 Staff Report re. Mayor and Councillors' Expense Policy - Update

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

- next review date
- adjustments to Members' expense accounts, if applicable
- summaries of Members' expenses published on the City's website
- annual statement of Members' remuneration and expenses

Committee consideration of this matter included a request that staff provide a one-page summary of Members' expense limits and balances.

The following motion was considered.

GC020-2021

1. That the report titled: **Mayor and Councillors' Expense Policy – Update (CW162-2021)**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be received; and

2. That the updated Mayor and Councillors' Expense Policy (the "Policy") attached to the subject report be approved, effective December 1, 2021.

Carried

9. Other Business/New Business

9.1 Discussion Item at the Request of Chair Fortini re. Street and Park Naming Process

In response to questions from Committee, staff provided a verbal update on the process for street and park naming, potential for including a running list of

requested names on the City’s website, and the number of requests received during the current Term of Council.

In response to a request from Committee, it was confirmed that a supplementary list of naming requests that are in progress and not yet decided would be developed for publication on the City’s website.

The following motion was considered.

GC021-2021

That the verbal update from staff re. **Street and Park Naming Process**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be received.

Carried

9.2 Discussion Item re. Member Town Hall Meetings and Corporate Support

Committee consideration included the need to ensure that both Ward Councillors are informed of and able to participate in any town halls, meetings or events specific to their ward, and that both Ward Councillors should be copied on correspondence relating to matters applicable to their ward.

In response to questions from Committee, staff provided a verbal update on corporate support for Members, which included an overview of a 2017 report titled: "Communications Support to Councillors for Ward and Community Based Matters".

Committee requested that staff provide the 2017 report and any other related reports for consideration at the Governance and Council Operations Committee Meeting of February 28, 2022.

The following motion was considered.

GC022-2021

That the verbal update from staff re. **Member Town Hall Meetings and Corporate Support**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be received.

Carried

9.3 Discussion Item re. Hybrid (in-person and remote) Meetings of Council and Committee

Peter Fay, City Clerk, provided a verbal update on the provisions of the *Ontario Municipal Act* and Council's Procedure By-law as they relate to hybrid (in-person and remote) meetings of Council and its Committees.

Mr. Fay confirmed that staff is proposing to continue the current practice for hybrid meetings until the end of 2021, with the Mayor and some City staff participating in person, members of the public continuing to participate virtually, and should additional Members request to attend in-person, their participation would be subject to appropriate distancing.

Mr. Fay provided information relating to hybrid meetings in 2022, should public health orders and guidance still be in effect, as follows:

- a total of five Members could be accommodated in-person in Chambers with the appropriate distancing, efforts will be made to accommodate Members in their assigned seating
- potential changes in Chambers to meet public health guidance, i.e. plexiglass barriers
- masks are to be worn by all in-person attendees when not speaking
- Members interested in attending meetings in-person should notify the City Clerk no later than 4:30 p.m. on the day prior to the meeting
- should more than five Members wish to attend a meeting in person, a rotation could be developed for this purpose
- during hybrid meetings in Chambers, the equipment (request to speak, recorded vote system, etc.) would not be utilized, and Members attending in person are requested to bring a device and participate in the electronic meeting platform

Mr. Fay confirmed that details regarding hybrid meetings would be outlined in a formal communication and provided to Members of Council.

In response to questions from Committee, Mr. Fay outlined accommodations for Members and staff during Closed Session, current registration system for in-person attendance by members of the public, remote participation by Members and the public after the municipal declaration of emergency has been discontinued, proof of vaccination requirements for staff, volunteers and contractors, and the potential for holding Closed Session in Council Chambers.

The following motion was considered.

GC023-2021

That the verbal update from staff re. **Hybrid (in-person and remote) Meetings of Council and Committee**, to the Governance and Council Operations Meeting of November 22, 2021, be received.

Carried

10. Deferred/Referred Matters

10.1 Staff Report re. 2022 Municipal Election – Updates to the Use of Corporate Resources Policy

Peter Fay, City Clerk, provided an overview of the subject report, which was referred from the Committee of Council meeting of November 17, 2021, and responded to questions from Committee regarding the provisions of and timelines for the related policy.

Committee consideration included the need for more time for review of the report and policy, potential need for a special meeting of Committee to consider this matter, and a suggestion that the report be referred to the Committee of Council meeting of January 19, 2022.

The following motion was considered.

GC024-2021

That the staff report titled: **2022 Municipal Election – Updates to the Use of Corporate Resources Policy**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be **referred** to the Committee of Council Meeting of January 19, 2022.

Carried

11. Notices of Motion

Nil

12. Correspondence

Nil

13. Councillor Question Period

Nil

14. Public Question Period

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk’s Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted.

15. Closed Session

Nil

16. Adjournment

The following motion was considered.

GC025-2021

That Committee do now adjourn to meet again on Monday, February 28, 2022 or at the call of the Chair.

Carried

P. Fortini, Chair



Minutes

Governance & Council Operations Committee

The Corporation of the City of Brampton

Monday, February 28, 2022

Members Present: Regional Councillor P. Fortini (Chair)
Regional Councillor M. Medeiros (arrived at 9:32 a.m. – personal)
Regional Councillor P. Vicente
Regional Councillor G. Dhillon
City Councillor C. Williams

Members Absent: Nil

Other Members Present: City Councillor J. Bowman

Staff Present: P. Morrison, Interim Chief Administrative Officer
M. Kallideen, Commissioner, Legislative Services
J. Schmidt-Shoukri, Commissioner, Public Works and Engineering
J. Tamming, Director, Strategic Communications, Culture and Events, Corporate Support Services
S. Akhtar, City Solicitor, Corporate Support Services
N. Damer, Treasurer, Corporate Support Services
Z. Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Support Services
J. Keddy, Manager, Security Services, Public Works and Engineering
G. Peddie, Supervisor, Events, Strategic Communications, Culture and Events, Corporate Support Services
P. Fay, City Clerk, Legislative Services
C. Gravlev, Deputy City Clerk, Legislative Services
T. Brenton, Legislative Coordinator, Legislative Services

The meeting was called to order at 9:30 a.m. and adjourned at 10:34 a.m.

1. Call to Order

As this meeting of the Governance and Council Operations Committee was conducted with electronic participation by Members of Council, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows.

Members present during roll call: Regional Councillor Vicente, City Councillor Williams, Regional Councillor Dhillon, Chair Fortini

Members absent during roll call: Regional Councillor Medeiros (arrived at 9:32 a.m. – personal)

Other Members Present: City Councillor Bowman

2. Approval of Agenda

Committee discussion took place with respect to proposed amendments to the agenda.

The following motion was considered.

GC001-2022

That the agenda for the Governance and Council Operations Committee Meeting of February 28, 2022 be approved as amended **to add**:

9.5. Discussion Item at the Request of City Councillor Williams re. **Deputy Mayor Position**;

9.6. Discussion Item at the Request of City Councillor Williams re. **Expense Policy and Robo Calls**; and,

9.7. Discussion Item at the Request of Chair Fortini re. **Voting at Meetings and Attendance**.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Consent

Nil

5. Announcements

Nil

6. Delegations

Nil

7. Staff Presentations

Nil

8. Reports

Nil

9. Other Business/New Business

9.1 Discussion Item re. Member Town Hall Meetings and Corporate Support

Peter Fay, City Clerk, provided an overview of the materials provided with the agenda for this meeting regarding Member Town Hall meetings and corporate support, as requested at the Committee meeting of November 22, 2021.

Committee consideration included a suggestion that Member Town Halls be limited to two or three per year.

9.2 Discussion Item re. Council Handbook

Peter Fay, City Clerk, indicated that a link to the Council Handbook was provided on the agenda for this meeting for Committee's reference. He indicated that the handbook was developed this Term of Council as a handy tool, is a public document on the City's website for public viewing, has been updated four times throughout the Term, and is expected to be updated again in the Spring of 2022.

Mr. Fay requested comments, questions or suggestions from Committee Members with respect to a Council Handbook for the next term.

9.3 Discussion Item re. Council Office (6th Floor) Reception/Security Services

Peter Fay, City Clerk, provided background on the Council Office Assistant position that provided reception/concierge and other services for the Council Office, along with details on the process for visitors to access the 6th Floor.

Mr. Fay indicated that the position was not required during the COVID-19 pandemic, that the incumbent at that time subsequently accepted another position at the City and, as a result, the position is currently vacant.

Mr. Fay indicated that a staff report is being developed for consideration at a future Council meeting, and requested feedback from Committee Members.

Committee Members expressed concerns about visitors to the 6th Floor not being signed-in or tracked, and reiterated the need for sign in/tracking protocols for all visitors.

9.4 Discussion Item re. Hybrid (in-person and remote) Meetings of Council and Committee

Peter Fay, City Clerk, outlined the City's "Return to Chambers" plan for Members of Council, City staff, the public and citizen-based committees as detailed in an e-mail from the CAO (February 8, 2022), and noted that any changes to the plan in the coming weeks or months will be dependent on direction from the Province and the Peel Medical Officer of Health.

In response to questions from Committee, Mr. Fay provided information on the following:

- provisions of the *Municipal Act* and Procedure By-law as they relate to electronic meetings
- in-person attendance by individual Members (currently there is no mandatory requirement for Members or Committee Chairs to attend meetings in-person – up to five Members can be accommodated in Chambers with the required distancing)
- continuance of remote meetings for citizen-based advisory committees
- fees relating to platforms, licenses and staffing for electronic meetings

The following motion was considered.

GC002-2022

That the discussion at the Governance and Council Operations Committee Meeting of February 28, 2022, re. **Hybrid (in-person and remote) Meetings of Council and Committee**, be received.

9.5 Discussion Item at the Request of City Councillor Williams re. Deputy Mayor Position

Committee held a brief discussion on the position of Deputy Mayor.

The following motion was considered.

GC003-2022

That the discussion at the Governance and Council Operations Committee Meeting of February 28, 2022, re. **Deputy Mayor Position**, be received.

Carried

9.6 Discussion Item at the Request of City Councillor Williams re. Expense Policy and Robo Calls

A motion, moved by City Councillor Williams, was introduced to amend the Mayor and Councillors' Expense Policy to include robo calls as an eligible expense and to provide that all robo call expenses incurred during this Term of Council be reimbursable.

Councillor Williams outlined the purpose of the motion.

In response to questions from Committee, staff provided details on provisions of the Expense Policy and Council Code of Conduct as they relate to management of messaging from Members of Council.

A motion, moved by Regional Councillor Vicente, was introduced to refer the proposed motion to staff to consider and report on possible means to ensure robo call messaging alignment with the Council Code of Conduct and communication strategic priorities of the City and Members objectives to keep constituents informed.

Committee Members expressed varying opinions on the motions introduced by Councillors Williams and Vicente.

Councillor Vicente subsequently withdrew his motion.

The following motion was considered.

GC004-2022

That the Mayor and Councillors' Expense Policy be amended to include robo calls as an eligible expense; and,

That any robo call expenses incurred during this term of Council be reimbursable.

Carried

9.7 Discussion Item at the Request of Chair Fortini re. Voting at Meetings and Attendance

With the assistance of staff, the following motion was introduced by Chair Fortini and subsequently moved by Regional Councillor Medeiros:

That the electronic meeting protocol be amended to provide that should a member be absent during the taking of a vote, and there is no response on the call for the vote of the member, that they be recorded as absent, and not in the negative on the matter.

In response to questions from Committee, staff outlined the provisions of the Municipal Act and Procedure By-law as they relate to Members who do not vote, and recorded votes. Mr. Fay provided a reminder that it is the obligation of a Member to notify the City Clerk if they will be leaving a meeting early.

The motion was considered as follows.

GC005-2022

That the electronic meeting protocol be amended to provide that should a member be absent during the taking of a vote, and there is no response on the call for the vote of the member, that they be recorded as absent, and not in the negative on the matter.

Carried

10. **Deferred/Referred Matters**

Nil

11. Notice of Motion

Nil

12. Correspondence

Nil

13. Councillor Question Period

Nil

14. Public Question Period

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

15. Closed Session

Nil

16. Adjournment

The following motion was considered.

GC006-2022

That Committee do now adjourn to meet again on Monday, May 30, 2022 at 9:30 a.m. or at the call of the Chair.

Carried

P. Fortini, Chair



Minutes

Governance & Council Operations Committee

The Corporation of the City of Brampton

Monday, May 30, 2022

Members Present: Regional Councillor Fortini (Chair)
Regional Councillor Medeiros (arrived at 9:47 a.m. – personal)
Regional Councillor Vicente
Regional Councillor Dhillon
City Councillor Williams

Members Absent: Nil

Other Members Present: City Councillor Bowman

Staff Present: P. Morrison, Interim Chief Administrative Officer
D. Soos, Commissioner, Legislative Services
P. Fay, City Clerk, Legislative Services
C. Gravlev, Deputy City Clerk, Legislative Services
T. Brenton, Legislative Coordinator, Legislative Services

The meeting was called to order at 9:32 a.m. and adjourned at 9:52 a.m.

1. Call to Order

As this meeting of the Governance and Council Operations Committee was conducted with electronic participation by Members of Council, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows.

Members present during roll call: Regional Councillor Vicente, City Councillor Williams, Regional Councillor Dhillon, and Chair Fortini

Members absent during roll call: Regional Councillor Medeiros (arrived at 9:32 a.m. – personal)

Other Members Present: City Councillor Bowman

2. Approval of Agenda

The following motion was considered.

GC007-2022

That the agenda for the Governance and Council Operations Committee Meeting of May 30, 2022 be approved as published and circulated.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Consent

Nil

5. Announcements

Nil

6. Delegations

Nil

7. **Staff Presentations**

Nil

8. **Reports**

Nil

9. **Other Business/New Business**

Nil

10. **Deferred/Referred Matters**

10.1 Staff Report re. Delegation of Authority for Restricted Acts Under Section 275 of the Municipal Act, 2001

Peter Fay, City Clerk, Legislative Services, provided an overview of the subject report, and responded to questions from Committee on the following:

- changes to decisions exercised by delegated authority by the new Council
- conditions for the CAO to exercise delegated authority
- use of delegated authority by other municipalities

Committee discussion took place with respect to the schedule of meetings between Nomination Day and Election Day.

The following motion was considered.

GC008-2022

1. That the report re: **Delegation of Authority for Restricted Acts Under Section 275 of the Municipal Act, 2001**, to the Governance and Council Operations Committee Meeting of May 30, 2022, be received; and

2. That the Chief Administrative Officer be delegated the authority, for those restricted matters set out in Section 275(3) (c) and (d) of the Municipal Act, 2001, to approve all expenditures and execute any contracts, including those related to the disposition or acquisition of real property, during the period from Council's last scheduled meeting before or after Nomination Day (August 19, 2022) in 2022, until the end of the term of Council (November 14, 2022); and

3. The Chief Administrative Officer report to Council in the first quarter of 2023 regarding any exercise of this delegated authority.

Carried

11. Notice of Motion

Nil

12. Correspondence

Nil

13. Councillor Question Period

Nil

14. Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made during the meeting. Peter Fay, City Clerk, confirmed that no questions were submitted.

15. Closed Session

Nil

16. Adjournment

The following motion was considered.

GC009-2022

That Committee do now adjourn to meet again on Monday, September 19, 2022 at 9:30 a.m. or at the call of the Chair.

P. Fortini, Chair