February 2, 2015

Members Present: Regional Councillor G. Gibson – Wards 1 and 5
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor M. Palleschi – Wards 2 and 6
City Councillor J. Bowman – Wards 3 and 4 (designate for Regional Councillor G. Miles – Wards 7 and 8)

Other Members Present: City Councillor G. Dhillon – Wards 9 and 10

Staff Present: P. Fay, City Clerk, Corporate Services
L. McInnis, Council Office Manager, Corporate Services
W. Hunter, Manager, Administrative Services and Elections
N. Kotecha, Legal Counsel, Corporate Services
M. McMurdy, Compensation and Benefits, Corporate Services
M. Boschetto, Senior Manager, Human Resources, Corporate Services
The meeting was called to order at 9:30 a.m. and adjourned at 11:26 a.m.

After due consideration of the matters placed before this Committee, the members beg leave to present its report as follows:

**Item**  **Recommendation**

A. Approval of Agenda

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

C. Previous Minutes

D. Delegations/Presentations

E. Reports

F. Other/New Business

G. Deferred/Referred Matters

H. Notices of Motion

I. Correspondence

J. Councillors Question Period

K. Public Question Period

L. Closed Session

M. Adjournment

Regional Councillor G. Gibson, Chair
A. **Approval of Agenda**

P. Fay, City Clerk, Corporate Services, called the meeting to order and brought forward Item F 1 – Selection of Chair. Mr. Fay opened the floor for nominations for Chair.

Regional Councillor Moore nominated Regional Councillor Gibson for the position of Chair. No further nominations were put forward.

Regional Councillor Gibson nominated Regional Councillor Palleschi for the position of Vice-Chair. No further nominations were put forward.

Regional Councillor Gibson and Regional Councillor Palleschi confirmed their acceptance of the nominations.

The Member Services Committee appointed Regional Councillor Gibson as Chair and Regional Councillor Palleschi as Vice-Chair of the Member Services Committee for the term ending November 30, 2016, or until successors are appointed.

Regional Councillor Gibson assumed the position of Chair.

The agenda for the Member Services Committee Meeting of February 2, 2015 was approved, as printed and circulated.

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

C. **Previous Minutes** – nil

D. **Delegations/Presentations**

D 1. Presentation by Wendi Hunter, Manager, Administrative Services and Elections, and Nupur Kotecha, Legal Counsel, Corporate Services, re: Establishing a Lobbyist Registry and Gift Registry.

Wendi Hunter, Manager, Administrative Services and Elections, and Nupur Kotecha, Legal Counsel, Corporate Services, made a presentation regarding the establishment of a Lobbyist Registry and Gift Registry, and provided details with respect to the following:

- **Lobbyist Registry**
  - Accountability and Transparency
    - Legislative and Policy Framework
Committee discussion took place regarding the Lobbyist Registry, as follows:

- Lobbyist Registries in the cities of Toronto, Ottawa and Hamilton
- Responsibilities of a Lobbyist Registrar
- How to define a lobbyist
- Processes related to a Lobbyist Registry
- Staffing, oversight and financial implications
- Suggestion that staff canvass Members of Council for input on the structure of the registry
- Suggestion that the registry be published on the City’s website
- Suggestion that a special meeting of the Member Services Committee be scheduled in February 2015 to deal with the matter of a Lobbyist Registry
- Timeline for reporting back to Council with a recommendation
- Public input and stakeholder consultation regarding the registry

Committee discussions took place regarding the Gift Registry, as follows:

- Gift Registries in other municipalities
- Structure of the gift registry and a suggestion that it be consistent for all Members of Council and published on the City’s website
- Definition of a gift
- Donation of gifts to local charities

E. Reports – nil

F. Other/New Business

F 1. Selection of Chair

Dealt with under the Approval of Agenda.
F 2. **Mandate of the Committee**

P. Fay, City Clerk, Corporate Services, provided an overview of the mandate and highlighted the initiatives that would be considered by the Member Services Committee.

In response to questions from Committee regarding the Council Code of Conduct, Mr. Fay confirmed that the Integrity Commissioner is preparing a report for consideration by Council in the future.

Committee Members noted the importance of dealing with the Council Code of Conduct as soon as possible, and reviewing best practices in other municipal Council Codes of Conduct.

F 3. **Future Meetings**

There was no discussion under this item.

Note: Under Item D 1, a suggestion was put forward that a special meeting of the Member Services Committee be scheduled in February 2015 to deal with the matter of a Lobbyist Registry.

F 4. **Business for Future Agendas:**

- Mayor and Councillor Expense Policy
- Social Media
- Corporate Event Protocol

P. Fay, City Clerk, Corporate Services, provided an overview of future business items for this Committee.

In response to a question from Committee, Mr. Fay advised that the matter of business openings would be dealt with under the Corporate Event Protocol.

G. **Deferred/Referred Matters**

G 1. **Recruitment and Position Status – Councillor Administrative Assistant**

P. Fay, City Clerk, Corporate Services, provided an overview of the recruitment and position status of the Councillor Administrative Assistant positions, and the referral of this matter by Council to this Committee. Mr. Fay advised that the conversion of these positions to contract is consistent
with other municipalities and will provide more flexibility in the Council support model.

Committee discussion on this matter included:
- Conversion of the positions from full-time to contract
- Concern that the contract status of these positions:
  - discouraged current City staff from applying
  - may have impacted the ability to attract the best candidates
- Suggestion that a 4-year secondment be offered to internal applicants
- Current status of the recruitment process for these positions
- Compensation and benefits for contract positions
- Additional support for the Council Office

Mr. Fay advised Committee that the Councillors’ Administrative Assistant positions will be re-posted internally for a 5-day period, to provide staff the opportunity to apply for a 4-year secondment. Mr. Fay added that staff will continue with the current recruitment process.

H. Notices of Motion – nil

I. Correspondence – nil

J. Councillors Question Period – nil

K. Public Question Period – nil

L. Closed Session – nil

M. Adjournment

That the Member Services Committee do now adjourn to meet again at the call of the Chair.

Carried