Minutes
Member Services Committee
Committee of the Council of
The Corporation of the City of Brampton

Special Meeting
March 2, 2015

Members:
Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
Regional Councillor M. Palleschi – Wards 2 and 6 (Vice-Chair)
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor G. Miles – Wards 7 and 8

Staff Present:
J. Patteson, Chief Public Services Officer
P. Fay, City Clerk, Corporate Services
D. Sutton, Director, Financial Planning and Budgets, Corporate Services
N. Kotecha, Legal Counsel, Corporate Services
W. Hunter, Manager, Administrative Services and Elections, Corporate Services
G. Maio, Executive Assistant, Office of the Mayor
S. Pacheco, Legislative Coordinator, Corporate Services
Minutes
Member Services Committee

The meeting was called to order at 4:01 p.m. and adjourned at 6:05 p.m.

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

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

MS004-2015 That the agenda for the Special Member Services Committee Meeting of March 2, 2015 be approved as amended to add the following item:

H 2. Discussion at the request of Regional Councillor Miles, re: Resident Contact Management System.

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

C. **Consent**

The following items listed with an asterisk (*) were considered to be routine and non-controversial by the Committee and were approved at one time.

(nil)

D. **Announcements** – nil

E. **Delegations** – nil

F. **Staff Presentations**

F 1. Presentation by Wendi Hunter, Manager, Administrative Services and Elections, and Nupur Kotecha, Legal Counsel, Corporate Services, re: Lobbyist and Gift Registries – Proposed Brampton Framework (for discussion).

Wendi Hunter, Manager, Administrative Services and Elections, and Nupur Kotecha, Legal Counsel, Corporate Services, provided the remainder of the presentation on the proposed framework for Lobbyist and Gift Registries, which was presented to the Member Services Committee on February 17, 2015:

**Lobbyist Registry**

- Suggested Front Line Processes
  - Step 1 – Registration as a Lobbyist
  - Step 2 – Registration of subject matter
  - Step 3 – Lobbyist to register each lobbying communication
  - Step 4 – Closure of subject matter registration
- Administrative Support
Gift Registry

- Policy Decisions Required
- Administrative Support Model
- Next Steps

Committee discussions regarding the Lobbyist Registry included the following:

- Authority of the Lobbyist Registrar to refuse or restrict a lobbyist registration
- Possibility of:
  - re-opening a closed lobbyist registration
  - establishing a timeline for keeping a registration open
  - creating a link between the Lobbyist and Gift Registries
- Information from staff regarding options for an online system for the Lobbyist Registry and timelines for implementation
  - Staff advised that a manual system can be implemented on an interim basis
- Suggestion that the Lobbyist Registry be simplified and include the following information only:
  - The lobbyist’s name
  - The organization being represented
  - The subject matter
- Suggestion that Step 3 (Lobbyist to register each lobbying communication) in the presentation not be required
- Timelines for registering as a lobbyist
  - Suggestion that the registration take place within one week of the lobbying activity
- Lobbying by Council Members and an indication from staff that the Lobbyist Registry by-law would exempt Council Members from registering
- Information from staff that consultation with the community and stakeholders regarding the Lobbyist Registry would take place after Council adoption of the Lobbyist Registry Framework
  - Staff advised that information would be published online for public input and feedback
  - Staff responded to questions regarding possible reporting timelines to Council and the Corporate Services Committee, prior to commencing public consultation
- Combining Integrity Commissioner services with Lobbyist Registry services, as in the Cities of Ottawa and Hamilton

There was Committee consensus that:

- the Lobbyist Registry include the following information:
  - The lobbyist’s name
  - The organization being represented
The subject matter
- the matter of how and when lobbying occurs be put on hold

Committee discussions regarding the Gift Registry included the following:
- The need to define a gift
- Varying opinions on whether gifts should be accepted by Council Members and staff
- Information to be provided in the Gift Registry (e.g. if the gift was donated by the recipient)
- Consideration of whether a threshold amount should be established for registering gifts and a suggestion that all gifts over $50.00 be registered
- Questions regarding the acceptance of gifts from lobbyists by Council Members and staff
  - Staff advised that some municipal policies prohibit active lobbyists from giving gifts
- Concerns regarding the development industry lobbying and giving gifts to staff
  - Indication from staff that the majority of gifts received are donated to the Employee Fundraising Campaign
- Clarification regarding the intent of the Gift Registry and the importance of registering gifts for transparency
- Responsibility of Council Members and staff to register gifts

There was Committee consensus that all gifts over $50.00 be registered in the Gift Registry.

In regard to the next steps in this process, staff provided the following:
- A draft report outlining the proposed framework for the Lobbyist and Gift Registries will be prepared by staff for consideration by the Member Services Committee
  - A Special Member Services Committee meeting will be scheduled prior to the April 1, 2015 Corporate Services Committee meeting, to consider this report
- In response to questions from Committee, information was provided regarding estimated start-up, operational and capital costs
- Service Brampton is in the process of procuring a service request management system, which may accommodate the needs of the two registries

The following motion was considered.
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MS005-2015 That the presentation by Wendi Hunter, Manager, Administrative Services and Elections, and Nupur Kotecha, Legal Counsel, Corporate Services, to the Special Member Services Committee Meeting of March 2, 2015, re: Lobbyist and Gift Registries – Proposed Brampton Framework (for discussion) be received.

Carried

G. Reports

G 1. Report from Hasneet Singh Punia, Chief of Staff, Office of the Mayor, dated February 24, 2015, re: Mayor’s Office Staffing.

The subject report was distributed at the meeting.

Mayor Jeffrey advised Committee with respect to the intent of the subject report, noting that the Mayor’s Office is seeking flexibility to hire additional staff within its Council approved budget. Mayor Jeffrey clarified that the Mayor’s Office Budget will be presented at Budget Committee.

Committee discussion took place with respect to the following:

- The need for additional support staff in the Council Office
- Assistance provided to the Council Office by Mayor’s Office staff
- Increased workload of Council Administrative Assistants
- Request that the Mayor’s Office budget be presented, in its entirety, at Budget Committee
- Confirmation from staff that the Human Resources Division will be involved in the process of hiring additional staff for the Mayor’s Office
- Hiring of “political” staff for a period that is concurrent with the term of Council
  - Clarification was provided that such staff would not be permitted to assist a candidate during an election, unless they do so during their own personal time

The following motion was considered.

MS006-2015 1. That the report from Hasneet Singh Punia, Chief of Staff, Office of the Mayor, dated February 24, 2015, to the Special Member Services Committee Meeting of March 2, 2015, re: Mayor’s Office Staffing be received; and,

2. That the Office of the Mayor be given the flexibility to hire additional staff within its approved budget, to ensure it is able to achieve the goals and priorities of the City of Brampton; and,
3. That all contracts be in accordance with the terms and conditions of the City of Brampton’s policies and practices.

Carried

H. **Other/New Business**

H 1. Discussion, re: **Mayor and Council Code of Conduct.**

P. Fay, City Clerk, Corporate Services, provided information on current trends in municipalities regarding the establishment of rules-based Council Codes of Conduct, and the provisions within as they relate to the inclusion of lobbyist and gift registries, and penalties for breaching the Code.

Committee discussion took place with respect to establishing a rules-based Council Code of Conduct in the City of Brampton, and requested that staff provide a presentation on the City of Vaughan’s Council Code of Conduct at the next Member Services Committee meeting.

H 2. Discussion at the request of Regional Councillor Miles, re: **Resident Contact Management System.**

Committee discussion took place with respect to the volume of resident calls and requests received by the Council Office and the need for a resident contact management system to manage this information.

Discussions included:

- Information regarding a “case management” system currently in use by the Federal Government
- Information regarding the procurement of a corporate service request management system, which may accommodate the needs of the Council Office
- Information regarding constituency-based tracking systems which are available and more appropriate to meet the needs of the Council Office (e.g. Civic Track)
- The need for additional staff support in the Council Office

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

J. **Notices of Motion** – nil
K. **Correspondence** – nil

L. **Councillors Question Period** – nil

M. **Public Question Period** – nil

N. **Closed Session** – nil

O. **Adjournment**

MS007-2015 That the Member Services Committee do now adjourn to meet again on May 4, 2015 or at the call of the Chair.

Carried