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

April 13, 2015
Special Meeting

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

Members Absent:  Regional Councillor G. Miles – Wards 7 and 8 (personal)

Others Members Present:  Regional Councillor M. Medeiros – Wards 3 and 4
City Councillor G. Dhillon – Wards 9 and 10

Staff Present:  P. Simmons, Chief Corporate Services Officer
P. Fay, City Clerk, Corporate Services
L. McInnis, Council Office Manager Corporate Services
T. Brenton, Legislative Coordinator, Corporate Services
H. Punia, Chief of Staff, Office of the Mayor
S. Raman, Policy Analyst, Office of the Mayor
The meeting was called to order at 4:31 p.m. and adjourned at 5:38 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**

The following motion was considered.

MS014-2015 That the agenda for the Special Member Services Committee Meeting of April 13, 2015 be approved as printed and circulated.

Carried

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

C. **Consent**

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

(nil)

D. **Announcements** – nil

E. **Delegations** – nil

F. **Staff Presentations**

See Item I 1

G. **Reports** – nil

H. **Other/New Business**

H 1. Memorandum from P. Fay, City Clerk, Corporate Services, dated April 10, 2015, re: Council Resolution re: Additional Council Office Support (File FE.x).

Peter Fay, City Clerk, Corporate Services, provided an overview of the subject memorandum.

Mr. Fay outlined a recommendation, based on consultation with the Human Resources Division, that as a first step, Council Members focus on core competencies for the position. Following that, individual meetings will be held with each Council Member, with a view to staff developing a job description for consideration at the Member Services Committee Meeting of May 4, 2015.
Committee discussion took place with respect to the additional assistant position, and included:
- proposed job description
- reporting relationship
- political versus corporate role
- ensuring a clear distinction between the existing Councillor Administrative Assistants and the new position
- determining functions and translating functions into job skill sets and competencies
- varying expectations among Council Members
- need to ensure equal time/effort is given to each of the pair of Council Members
- associated accommodations plan
- ensuring service continuity

The following motion was considered.

MS015-2015 That the memorandum from P. Fay, City Clerk, Corporate Services, dated April 10, 2015, to the Special Member Services Committee Meeting of April 13, 2015, re: Council Resolution re: Additional Council Office Support (File FE.x), be received

Carried

I. Deferred/Referred Matters

I.1. Presentation from P. Fay, City Clerk, Corporate Services, re: City of Vaughan Council Code of Conduct – Opportunities for Brampton

Peter Fay, City Clerk, Corporate Services, presented the Vaughan Council Code of Conduct, responded to questions from Committee on specific elements of the Vaughan Code, and outlined the next steps toward the development of a revised/new Code of Conduct for Brampton.

Committee consideration of this matter included:
- comparison of the Vaughan Code of Conduct with the current Brampton Code
- need for a rules-based Code
- penalties for violations of the Code, including breaches of confidentiality
- penalties for former Members of Council should they breach confidentiality
- importance of a respectful workplace
- role of the Integrity Commissioner
- workshop for all Members of Council to discuss Code changes
The following motion was considered.

**MS016-2015** That the presentation from P. Fay, City Clerk, Corporate Services, to the Special Member Services Committee Meeting of April 13, 2015, re: *City of Vaughan Council Code of Conduct – Opportunities for Brampton*, be received.

Carried

**J. Notices of Motion** – nil

**K. Correspondence** – nil

**L. Councillors’ Question Period**

In response to a question from Regional Councillor Palleschi regarding implications for the existing positions within the Council Office, based on Council’s Resolution to establish additional assistant positions, Peter Fay, City Clerk, Corporate Services, replied that those implications will be assessed during the process to define job positions and staff the Council Office support model, as approved by Council.

**M. Public Question Period** – nil

**N. Closed Session** – nil

**O. Adjournment**

The following motion was considered.

**MS017-2015** That the Member Services Committee do now adjourn to meet again on Monday, May 4, 2015 or at the call of the Chair.

Carried