Members Present:
- Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
- Regional Councillor M. Palleschi – Wards 2 and 6 (Vice-Chair) (left at 11:12 a.m. – personal)
- Regional Councillor E. Moore – Wards 1 and 5
- Regional Councillor G. Miles – Wards 7 and 8

Others Members Present:
- Mayor L. Jeffrey
- City Councillor P. Fortini – Wards 7 and 8

Staff Present:

Office of the Mayor:
- H. Punia, Chief of Staff
- G. Maio, Executive Assistant

Corporate Services Department:
- P. Simmons, Chief Corporate Services Officer
- S. Gannon, Director, Treasury Services/Deputy Treasurer
- P. Fay, City Clerk
- L. McInnis, Manager, Council Office
- T. Brenton, Legislative Coordinator

Office of the Chief Operating Officer:
- D. Cutajar, Chief Operating Officer
- M. Gordon, Acting Director, Strategic Communications
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:

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M. Public Question Period

N. Closed Session

O. MS031-2015 Adjournment

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

Discussion took place with respect to potential additions to the agenda.

The following motion was considered.

MS025-2015 That the agenda for the Member Services Committee Meeting of September 14, 2015 be approved, as amended, as follows:

**To add:**

H 3. Discussion at the request of Regional Councillor Miles, re: Complaints; and,

H 4. Discussion at the request of Regional Councillor Miles, re: Council Relations.

Carried

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** – nil

G. **Reports** – nil
H. **Other/New Business**

H 1. Discussion at the request of Mariann Gordon, Acting Director, Strategic Communications, Office of the Chief Operating Officer, re: **Council Newsletters**.

Dennis Cutajar, Chief Operating Officer, introduced the subject and indicated that the request relating to Council Newsletters originated at the summer Council Workshop on the 2016-2018 Budget.

Mariann Gordon, Acting Director, Strategic Communications, outlined four options for Councillor Newsletters, and provided samples and costing information (printing, postage) for each option.

Committee consideration of this matter included:
- review and feedback on the proposed options
- suggestion that the newsletters be combined to include the Mayor and Ward Councillors
- discussion on other potential options, including a monthly newsletter made available in City facilities, libraries, etc., a quarterly newsletter, an electronic newsletter, a post Council meeting newsletter available on the City’s web portal
- potential for an annual calendar to all households
- suggestion that annual calendars not be produced/distributed during Municipal Election years
- discussion about a Ward-specific versus City-wide calendar
- benefits of Council newsletters in ensuring residents receive information that is useful and factual (counter balance to inaccurate media reporting)
- reminder that a budget amount has not been approved for Council newsletters, calendar

In response to questions from Committee, staff provided the following:
- confirmation that in-house printing would not be viable due to print volumes
- availability of translated versions of printed newsletters – a note would be included to direct residents to the City’s web portal for translated versions
- staff’s recommendation for delivery by Canada Post via bulk mail, cost differences between bulk and address mail delivery, and details on measures taken with Canada Post to minimize spillover at Ward borders
- estimated cost for printing and mailing of annual calendars ($89,000), and lead time required to produce a calendar for 2017
• details on “Civic Track”, a database for tracking Ward-specific information
• examples of current City-wide publications, i.e. Annual Report, Recreation and Culture Guide, City Matters newsletter, Brampton Visitor Guide (tourism booklet)
• confirmation that staff will prepare a report for consideration during the 2016-2018 Budget Committee deliberations

The following motion was considered.

**MS026-2015**  
That staff prepare a report for consideration by Budget Committee with respect to:
  a) Proposed Council Newsletters, based on Option 3 presented at the Member Services Committee Meeting of September 14, 2015, to be produced four times annually; and,
  b) Proposed Annual Calendar, with the first one to be produced in 2016 for 2017.

Carried

**H 2.** Memorandum from Peter Fay, City Clerk, Corporate Services, dated September 10, 2015, re: Council Office Support Model – Staffing Recruitment Update.

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

Mr. Fay responded to questions from Committee with respect to temporary workplace accommodations for the additional assistants, and flexibility for each pair of Ward Councillors to determine the best functional approach to meet their staffing needs.

The following motion was considered.

**MS027-2015**  
That the memorandum from Peter Fay, City Clerk, Corporate Services, dated September 10, 2015, to the Member services Committee Meeting of September 14, 2015, re: Council Office Support Model – Staffing Recruitment Update, be received.

Carried
H 3. Discussion at the request of Regional Councillor Miles, re: Complaints.

Regional Councillor Miles outlined complaints on the following:
- responsiveness from staff to requests from Members of Council
- requirement for Members of Council to sit in meetings for long periods of time without a break
- availability and quality of meals for Members of Council on Council and Committee meeting days
- process for reimbursement for City-related phone calls on personal home phone accounts, and purchases of supplies for City-related business

Staff outlined the provisions of the Procedure By-law relating to breaks during Council/Committee meetings, provided details on the average cost to provide meals on Committee/Council meeting days, and indicated that staff will contact Finance with respect to reimbursements for City-related expenses.

The following motion was considered.

MS028-2015 That the City Clerk’s Office be directed to provide lunch for Members of Council on all regular Council and Standing Committee meeting days (i.e. Wednesday).

Carried

H 4. Discussion at the request of Regional Councillor Miles, re: Council Relations.

Regional Councillor Gibson, Chair, and Regional Councillor Miles outlined concerns with respect to Council relations, which included negative comments made publically in e-mails and on social media, and potential breaches of in-camera rules.

The Councillors expressed their view that it is time to put the behavior of the previous Council to rest, highlighting that Members ran for election on a platform of a united Council. Concerns were also noted with respect to the relationship between Council Members and staff, and the importance of everyone working together.

Discussion took place with respect to how the current situation may be addressed, and included a suggestion that mediation may help, if provided in a positive way.
Minutes
Member Services Committee

Peter Simmons, Chief Corporate Services Officer, offered to explore if other like municipalities have experienced similar situations, and if so, what measures were taken to address them, and to report back to Committee in December.

Peter Fay, City Clerk, Corporate Services, provided a reminder that a new Council Code of Conduct is being developed with the assistance of the City’s Integrity Commissioner.

I. Deferred/Referred Matters

I 1. Draft Event Protocol for Attendance and Participation by Members of Council

Staff proposed that this matter be deferred to the next Member Services Committee meeting.

The following motion was considered.

MS029-2015 That the presentation from J. Proctor, Manager, Festivals and Special Events Office, Office of the Chief Operating Officer, listed on the agenda for consideration at the Member Services Committee Meeting of September 14, 2015, re: Draft Event Protocol for Attendance and Participation by Members of Council be deferred to the next Member Services Committee meeting for further input from the Mayor and Members of Council.

Carried

I 2. Possible Changes to the Mayor and Councillors’ Expense Policy

Peter Fay, City Clerk, Corporate Services, provided a reminder that this matter was referred from the Corporate Services Committee Meeting of June 24, 2015, for the Member Services Committee’s consideration of possible changes to the Mayor and Councillors' Expense Policy.

Mr. Fay referenced his memorandum and a copy of the current Expense Policy that was appended to the agenda for this meeting, and provided an overview of this information.

Committee consideration of this matter included:
• need for clarification on the provisions in the Policy dealing with requests for donations and sponsorships
• concerns about the requirement for Council Members to cover from their expense accounts costs for rental space at City venues for Town Hall meetings relating to City business
• suggestion that expenses for venue rentals for Town Halls be excluded from the Policy
• concerns about adding exclusions to the Policy for venue rentals or other items, given the issues experienced by the previous Council
• need to account for all expenses, including venue rentals

In response to questions from Committee, Shirley Gannon, Director, Treasury Services/Deputy Treasurer, Corporate Services, and Peter Fay, City Clerk, Corporate Services, provided the following:
• details on items that are excluded from the current policy, i.e. newspaper advertising, purchase of promotional material
• community donations and sponsorships are included in general under “Community Involvement” and must benefit the Brampton community as a whole in accordance with the guidelines for minor charitable donations
• donations for events such as silent auctions are allowed, providing they are made on behalf of the City (i.e. does not include the name of a specific Council Member)
• rules relating to Community Involvement are outlined in Section 1. b) for Members of Council, and in Section 2. a) for the Mayor
• venue rentals are subject to the City’s User Fee By-law, and any exclusions to the Expense Policy may require an amendment to the by-law

The following motion was considered.

MS030-2015 That the memorandum from Peter Fay, City Clerk, Corporate Services, dated September 11, 2015, to the Member Services Committee Meeting of September 14, 2015, re: Review of Mayor and Councillors’ Expense Policy, be received.

Carried

J. Notices of Motion - nil

K. Correspondence – nil

L. Councillors’ Question Period – nil
M. Public Question Period – nil

N. Closed Session – nil

O. Adjournment

The following motion was considered.

MS031-2015 That the Member Services Committee do now adjourn to meet again on Monday, December 7, 2015 at 9:30 a.m. or at the call of the Chair.

Carried