December 7, 2015
9:30 AM. – Regular Meeting

Council Committee Room – 4th Floor – City Hall

**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

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Terri Brenton, Legislative Coordinator
Phone 905.874.2106, TTY 905.874.2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request
Note: Please ensure all cell phones, personal digital assistants (PDAs) and other electronic devices are turned off or placed on non-audible mode during the meeting.

1. Approval of Agenda

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

3. Consent

* The following items listed with an asterisk (*) are considered to be routine and non-controversial by the Committee and will be approved at this time. There will be no separate discussion of any of these items unless a Committee Member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

   (nil)

4. Announcements

5. Delegations

6. Staff Presentations

7. Reports

7.1. Council Office Support Model Update

   Verbal report from L. McInnis, Manager, Council Office, and P. Fay, City Clerk, Corporate Services, re: Council Office Support Model Update

   Note: A copy of the job description for the Constituency Assistant is attached to this agenda.

8. Other/New Business

8.1. Discussion item at the request of Councillors Fortini, Whillans and Bowman re: Refreshments at Citizen-based Advisory Committees
9. **Deferred/Referred Matters**

9.1. **Draft Event Protocol for Attendance and Participation by Members of Council**

Note: Deferred from the Member Services Committee Meeting of September 14, 2015, pursuant to Recommendation MS029-2015, as follows, which was approved by Council on September 30, 2015:

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.

9.2. **Mayor and Council Office Accommodation Strategy**

Note: Referred from the Council Meeting of September 30, 2015, pursuant to Resolution C298-2015, as follows:

C298-2015 That the matter of the Mayor and Council Office Accommodation Strategy be referred to the Member Services Committee for consideration of further options (existing and new options) for the Accommodation Strategy on the 4th Floor.

Note: A staff presentation is included in this agenda for consideration by the Committee.

10. **Notices of Motion**

11. **Correspondence**
12. **Councillors' Question Period**

Public Question Period

13. 15 Minute Limit (regarding any decision made at this meeting)

14. **Closed Session**

15. **Adjournment**

Next Meeting:  Monday, February 1, 2016 – 9:30 a.m.
Job Description – NON-UNION
The Corporation of the City of Brampton

Job Title: Constituency Assistant
Job Code: 000003

Position Number: 3
Reports To: Manager, Council Office
Date Prepared: May 28, 2015
Department: Corporate Services
Division: Council and Administration

JOB SUMMARY
This role is responsible to provide enhanced administrative, communication, research and issues management to facilitate the operations of the Council Office.

JOB PURPOSE
Perform diversified administrative tasks with minimal supervision to support the Council Office. Anticipate the needs of the Councillor(s) and pro-actively resolve issues while maintaining strong relationships with City staff, constituents and other members of the public.

KEY RESPONSIBILITIES
1. OPERATION SUPPORT
   ▪ Provide organized and proactive coordination of correspondence, messaging, general research and administrative needs to meet operational needs and corporate service standards.
   ▪ Serve as Council liaison to various internal and external parties; including screening, investigating and resolving issues and ensuring follow-up to all matters are dealt with.
   ▪ Collaborate with the Mayor’s Office and Corporation on events and issues management that impact the Council Office and update the Councillor(s) on all matters.
   ▪ Review agenda materials, issue annotation for relevant items and provide background notes in order to prepare the Councillor(s) for meetings in their role as member or Chair.
   ▪ Provide back-up to other Constituency Assistants, as required to ensure Councillor coverage is provided.
   ▪ Maintain files and issue log for constituents, business groups, Council Committee business, regional business items, community events and associated database records.

2. CUSTOMER SERVICE
   ▪ Respond and handle enquiries; prioritize requests and escalate for resolution as required to meet corporate service standards.
   ▪ Build and maintain a relationship with cross-functional departments, team, management and externally, to foster and support coordination while carrying out accountabilities.
   ▪ Liaise with Regional departments and other levels of government to obtain information for constituents or Council matters.

3. COMMUNICATION AND REPORTING
   ▪ Provide communication advice and assist in speech writing, communications memos, guidance and interpretation of incoming communication materials.
   ▪ Prepare correspondence, reports, presentations, statistical reporting, data, draft motions and other relevant Council matters.
   ▪ Manage electronic and social media platforms and other communication needs such as newsletters and community bulletins.
   ▪ Attend meetings with the Councillor(s), as required, to take meeting notes.
Job Description – NON-UNION
The Corporation of the City of Brampton

- Maintain up-to-date files, documentation and correspondence using the corporate filing system and to maintain confidentiality.

4. CORPORATE CONTRIBUTION
- Conduct research using internal and external resources to gain insight of current programs, processes and practices to assist Council to support Office operational needs.
- Research emerging issues, media items, community matters and trends and update Councillor(s) on relevant topics.
- Keep abreast of current government initiatives at all levels and provide impact analysis to Councillor(s).
- Occasional attendance at off-site events/functions may be requested from time to time to assist the councillors.
- Maintain City policies and practices, and Standard Operating Procedures (SOPs) documentation.

5. BUDGET SUPPORT
- Use of effective resource and expense management at all times to meet corporate policies and guidelines.

6. TEAMWORK AND COOPERATION
- Assist in special projects as required.
- Work well within diverse groups to support operational goals and objectives.
- Demonstrate corporate values at all times.
- Provide support/backup as necessary.

SELECTION CRITERIA

Education:
- Post-secondary certificate or diploma in Business/Office Administration or similar program.

Experience:
- 3 years experience working in a political/senior level support environment with demonstrated communication and research support.
- Public relations or media event planning experience would be assets.

Special Requirements:
- Knowledge of Municipal, Regional, Provincial and Federal Governments and applicable Legislations
- Ability to identify business needs, initiate, coordinate project resource requests
- Customer Service and People Management skills; Interface with internal and external customers to meet corporate service standards
- Detail oriented, well organized, and able to coordinate and multi-task to accomplish a variety of tasks and activities meeting conflicting priorities and timelines
- Analytical skills for complex problem solving
- Ability to maintain confidentiality and project professionalism for sensitive issues
- Computer proficiency in Microsoft office/software

Other Requirements:
- Tasks performed during regular business hours; however, there may be a requirement to attend functions outside the regular work week schedule.
Mayor & Council
Space Accommodations

Presented by:
Accommodations Planning & Interior Design Services
Facility Services Division

Member Services Committee - December 7, 2015
Agenda

• Background
• Current Situation
• Staff Recommendation
• Next Steps
Background

- During the 2015 Budget deliberations, Council approved Capital Project 15-1931.

- The approved capital project attempted to address:
  - Improved customer service;
  - Improved cohesive adjacencies;
  - Provide additional space for additional support staff;
  - Improve accessibility;
  - Address required base building requirements (i.e. HVAC); and
  - Solution to address short and long-term anticipated space needs.
Current Situation

• On September 30, 2015, a motion to cancel the approved capital project and defer any capital accommodations work related to the Fourth Floor of City Hall was discussed.

• Council Resolution C298-2015 was passed:
  • That the matter of the Mayor and Council Office Accommodation Strategy be referred to the Member Services Committee for consideration of further options (existing and new options) for the Accommodation Strategy on the Fourth Floor.
# Recap of Review Meetings

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Stakeholder</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Review Meeting - October 06, 15</td>
<td>Councilor Bowman</td>
<td>Consider New Option 6</td>
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<tr>
<td>Review Meeting - October 15, 15</td>
<td>Councilor Fortini</td>
<td>Option 2-B as approved</td>
</tr>
<tr>
<td>Review Meeting - October 19, 15</td>
<td>Councilor Dhillon</td>
<td>Decision to be made upon further reflection</td>
</tr>
<tr>
<td>Review Meeting - October 20, 15</td>
<td>Councilor Sprovieri</td>
<td>Option 2-B West Side Only (New Option 7)</td>
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<tr>
<td>Review Meeting - October 20, 15</td>
<td>Councilor Gibson and Councilor Moore</td>
<td>Consider New Option 8</td>
</tr>
<tr>
<td>Review Meeting - October 06, 15</td>
<td>Councilor Medeiros (Phone Meeting)</td>
<td>Decision to be made upon further reflection</td>
</tr>
<tr>
<td>Review Meeting - October 26, 15</td>
<td>Councilor Palleschi and Councilor Whillans</td>
<td>Consider New Option 8</td>
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<tr>
<td>Review Meeting - November 03, 15</td>
<td>Councilor Miles</td>
<td>Hybrid of Option 2-B and 7 + interim plan (Option 9)</td>
</tr>
<tr>
<td>Review Meeting - November 09, 15</td>
<td>Mayor Linda Jeffery – Chief of Staff (phone)</td>
<td>Mayor’s staff recommend the motion to cancel the project as of September 2015.</td>
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Current Situation

- In November, 2015, upon request from Councilors and approval from the Acting CAO, staff moved two Councilors to the other side of the Fourth Floor at City Hall.
- Costs were minimal, as internal staff conducted the move.
- Space was available and ready, as Legal Services had recently vacated the space.
- Additional administrative moves are planned for Council support staff to better address identified desired adjacencies and storage requirements.
- Remaining administrative moves will be carried out in early December.
- Costs will be minimal.
Staff Recommendations

1. That Capital Project 15 – 1931 ($2.5M) be closed.

2. That remaining capital funds be returned to source.

3. That Members Services Committee revisit the Council Office Administrative Accommodations Plan at a later date, as required.

4. That staff review deferred maintenance requirements for both the Council and Mayor Suites and report back with recommendations to address identified requirements, if any.
Questions