



# MINUTES

---

## GOVERNANCE COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA  
([www.mississauga.ca](http://www.mississauga.ca))

**MONDAY, MARCH 23, 2015 – 1:00 PM**

**COUNCIL CHAMBER, SECOND FLOOR, CIVIC CENTRE**

**300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1**

Members Present	Councillor Jim Tovey, Ward 1 Councillor Karen Ras, Ward 2 ( <b>Vice-Chair</b> ) Councillor Carolyn Parrish, Ward 5 Councillor Ron Starr, Ward 6 Councillor Pat Saito, Ward 9 ( <b>Chair</b> )
Members Absent	Mayor Bonnie Crombie (Ex-officio) (Due to Other Municipal Business)
Staff Present:	Janice Baker, City Manager and CAO Gary Kent, Commissioner, Corporate Services and Chief Financial Officer Mary Ellen Bench, City Solicitor Ivana Di Millo, Director, Communications Karen Spencer, Advisor Diana Rusnov, Manager, Legislative Services and Deputy Clerk Sacha Smith, Legislative Coordinator



**CALL TO ORDER** – 1:06 PM**APPROVAL OF THE AGENDA**

Approved (Councillor Tovey)

**DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST** – Nil**DEPUTATIONS**

Item 2            John Walmark, Chair, Mississauga Oversight Citizen Committee

Mr. Walmark spoke to the importance of the Governance Committee and the inclusion of citizen representation. He suggested former councillors as candidates for the citizen representation.

Members of Committee spoke to the matter and noted that they agreed with citizen representation on the Committee and establish criteria for the candidates. Discussion ensued with respect to voter turnout for the municipal elections, reviewing the Council Code of Conduct and the process for reviewing councillors' expenses.

**RECOMMENDATION**

That the deputation by John Walmark, Chair, Mississauga Oversight Citizen Committee with respect to the Governance Committee review, be received.

Received (Councillor Tovey)

Recommendation GOV-0004-2015

**PUBLIC QUESTION PERIOD**

(Persons who wish to address the Governance Committee about a matter on the Agenda.)

Chris Mackie, MIRANET inquired if public question period at all committees of Council could be added to the Governance Committee workplan to provide more transparency.

Councillor Saito advised that it could be considered during discussion of Item 3. Mr. Mackie further inquired if the meeting schedule could be changed to bi-monthly instead of quarterly as recommended in Item 2 on the agenda. Councillor Saito noted that she did not agree with quarterly meetings and that the matter would be debated during discussion of Item 2.

Mr. Mackie referred to Item 2, page 5 and asked for clarification on how an “executive-

type” committee differs from a standing committee. Janice Baker, City Manager explained that it was used to illustrate that there are differences in how municipalities deal with governance issues. Ms. Baker clarified that staff are not recommending to establish an executive committee. Councillor Saito noted that the Governance Committee would be debating the inclusion of citizen representation on the Committee and the Terms of Reference.

### **MATTERS CONSIDERED**

1. Approval of Minutes – February 2, 2015

Minutes of the Governance Committee meeting held on February 2, 2015.

Approved (Councillor Tovey)

2. Governance Committee Review

Corporate Report dated February 23, 2015 from the City Manager and Chief Administrative Officer with respect to the Governance Committee Review.

Members of Committee spoke to the subject report and raised the following issues:

- Consider permanent chairs for standing committees for a 2-year term and they could be the go to person for advice. This item could be included on the Committee’s workplan for review.
- Governance Committee meetings should be scheduled bi-monthly or at the call of the Chair.
- Citizen involvement would be good for the Committee and have established criteria for appointing the citizen representatives. Two citizen representatives would be good to start with.
- Direction was given to staff to proceed with the process of advertising for citizen representation on the Governance Committee for appointment prior to the next meeting.

- The criteria on page 6 of the report should be utilized for the Governance Committee candidates and include that they not be a Council appointed representative on a local board or committee. In addition staff should include a review of the matter of citizens on more than one committee on the workplan for the 1<sup>st</sup> quarter in January 2018. There was further discussion regarding the criteria and it was noted to remove “legal” in “expertise in municipal or ethical issues”.

### RECOMMENDATION

1. That the Governance Committee continue as an Advisory Committee and that a revised Terms of Reference as outlined in Appendix 3 of the report entitled, ‘Governance Committee Review’, dated February 23, 2015 from the City Manager and Chief Administrative Officer be approved as amended to change that the Governance Committee have bi-monthly meetings and include two (2) citizen representatives.
2. That staff be directed to proceed with advertising for the citizen representatives of Governance Committee for Council appointment prior to the May 11, 2015 meeting and that the following criteria for appointment of the citizen members be utilized:
  - a) Experience participating on Boards or Committees
  - b) Demonstrated expertise in governance
  - c) Municipal expertise
  - d) Expertise in municipal or ethical issues
  - e) Not a Council appointed representative on a local board or committee of Council

Amended/Approved (Councillor Parrish)

Recommendation GO V-0005-2015

### 3. Governance Committee Preliminary Workplan 2015-2018

Corporate Report dated March 10, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Governance Committee preliminary workplan for 2015-2018.

Councillor Saito spoke to the Committee’s workplan and noted that based on discussion under Item 2, the review of permanent chairs for standing committees and public question period for all committees of Council should be added to the workplan for the 2<sup>nd</sup> quarter in 2015.

She further noted that a review of the Code of Conduct should be added to the 4<sup>th</sup> quarter of 2015.

RECOMMENDATION

That the report entitled 'Governance Committee Preliminary Workplan 2015-2018' dated March 10, 2015 from the Commissioner of Corporate Services and Chief Financial Officer, be approved as amended to include the following items:

- a) Review of permanent chairs for standing committees - 2<sup>nd</sup> Quarter, 2015
- b) Review of public question period at all committees of Council – 2<sup>nd</sup> Quarter, 2015
- c) Review of Code of Conduct – 4<sup>th</sup> Quarter, 2015

Amended/Approved (Councillor Tovey)

Recommendation GOV-0006-2015

4. Process for Establishing Council Advisory Committees and Task Forces

Councillor Saito, Chair has requested discussion on a process for establishing Council advisory committees and task forces.

Councillor Saito provided background on the issue of establishing task forces that are not directed by Council. She noted that if a task force is established and requires extensive staff resources it should come to Council for approval. She suggested that staff create a procedure that formalizes when a task force/committee should get approval from Council. Councillor Parrish spoke to the matter and noted that there should be something formal so it is clear to all members of Council. Janice Baker, City Manager spoke to the matter and noted that staff could provide rules of engagement for these types of initiatives and report back to the Committee.

RECOMMENDATION

That staff be directed to create a procedure regarding when Council approval is required for the establishment of committees or task forces and report back to the May 11, 2015 Governance Committee.

Approved (Councillor Parrish)

Recommendation GOV-0007-2015

5. Review of Citizen Membership on the Public Vehicle Advisory Committee

Councillor Parrish has requested discussion to review the current citizen representation on the Public Vehicle Advisory Committee (PVAC). The Committee's Terms of Reference is attached for information.

Councillor Parrish noted that the Committee's membership is dominated by the industry and it is also important to include members that use taxis or are aware of the industry. She further noted that the membership should be changed to include up to 3 citizens.

Councillor Starr spoke to the industry representation that is elected and inquired if it is possible to have 1 elected member represent 2 positions. Daryl Bell, Manager, Mobile Licensing Enforcement advised that it is not possible as per the rules and procedures for the Public Vehicle Advisory Committee election provided by the Clerk's Office.

Direction was given to staff to clarify the representatives on PVAC for owners and drivers.

Councillor Saito inquired if a member of the Accessibility Advisory Committee is needed on PVAC. Councillor Parrish noted that a member of AAC could attend the meetings as a non-voting member to participate in the discussions. She further noted that the citizen positions should be re-advertised.

RECOMMENDATION

1. That the Public Vehicle Advisory Committee Terms of Reference be amended to change the composition of citizen representation to "up to 3 citizens".
2. That staff be directed to proceed with advertising for additional citizen representation on the Public Vehicle Advisory Committee.

**OTHER BUSINESS** – Nil

**ADJOURNMENT** – 2:10 PM