



MINUTES

GOVERNANCE COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA
(www.mississauga.ca)

MONDAY, MAY 25, 2015 – 1:02 PM

COUNCIL CHAMBER, SECOND FLOOR, CIVIC CENTRE

300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1

Members Present	Councillor Pat Saito, Ward 9 (Chair) Councillor Karen Ras, Ward 2 (Vice-Chair) Councillor Jim Tovey, Ward 1 Councillor Carolyn Parrish, Ward 5 Councillor Ron Starr, Ward 6 Mayor Bonnie Crombie (Ex-officio) John Magill, Citizen Member Sandy Milakovich, Citizen Member
Members Absent	Nil
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 – 1:02 PM**WELCOME OF NEW MEMBERS**

Councillor Saito welcomed the new citizen members John Magill and Sandy Milakovic to the Committee.

APPROVAL OF THE AGENDA

Councillor Parrish advised that she would like to add wording for Rule 2 in the Council Code of Conduct to the agenda.

Amended/Approved (Councillor Parrish)

DECLARATIONS OF CONFLICT OF INTEREST – Nil**DEPUTATIONS**

Item 2 Karen Spencer, Strategic Advisor

See discussion under Item 2.

MATTERS CONSIDERED**2. Governance Committee Review – Additional Research**

Corporate Report dated May 6, 2015 from the City Manager and Chief Administrative Officer with respect to additional research for the Governance Committee.

Ms. Spencer presented on research with benchmarked municipalities with respect to public question period and permanent chairs for standing committees. She noted that Mississauga is found to be more open to public appearances than other benchmarked municipalities. Regarding the chairpersons, the City rotates the chairperson on a quicker schedule than other cities. Furthermore, like other benchmarked municipalities it is typical to have budget discussions chaired by the Mayor.

In response to questions from Committee, Ms. Spencer explained the chair voting on motions, restrictions during public question period in comparison with the benchmarked municipalities and council speaking limits in comparison with the benchmarked municipalities. She noted that the majority of the benchmarked municipalities have an average of 11-15 members of Council.

Discussion ensued with respect to extending the speaking limits at Council to General Committee as well. Crystal Greer, City Clerk clarified the speaking limits for Council in the Procedure By-law.

It was noted that a Planning Chair would be more effective at meetings and that Council could be polled on the idea of an annual elected Planning Chair

RECOMMENDATION

That staff survey the members of Council for interest in an annual election of a Chair for the Planning and Development Committee and provide the results at the June 3, 2015 General Committee meeting.

Approved (Councillor Parrish)

Recommendation GOV-0009-2015

RECOMMENDATION

That Members of General Committee may speak on an item of business for five (5) minutes and any Member wishing to speak to an item of business for a second time may do so for a further five (5) minutes and that staff be directed to update the Procedure By-law 0139-2013.

Approved (Mayor Crombie)

Recommendation GOV-0010-2015

RECOMMENDATION

That the report entitled, 'Governance Committee Review – Additional Research', dated May 6, 2015 from the City Manager and Chief Administrative Officer be received for information.

Received (Councillor Parrish)

Recommendation GOV-0011-2015

1. Approval of Minutes – March 23, 2015

Minutes of the Governance Committee meeting held on March 23, 2015.

Approved (Councillor Ras)

PUBLIC QUESTION PERIOD

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

Dorothy Tomiuk, MIRANET enquired about public question period at Governance Committee and Budget Committee meetings. Councillor Saito advised that public question period would continue at Governance Committee. Councillors Parrish and Starr commented that they would support public question period at Budget Committee meetings.

RECOMMENDATION

That Public Question Period be included on the agenda at all Budget Committee meetings.

Approved (Councillor Parrish)

Recommendation GOV-0012-2015

MATTERS CONSIDERED

3. Elected Officials' Expenses Policy 04-05-04 – per diem, boarding passes and travel expenses

Corporate Report dated April 20, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Elected Officials' Expenses Policy 04-05-04.

In response to a question from Mayor Crombie regarding per diems for conferences, Gary Kent, Commissioner, Corporate Services and Chief Financial Officer explained that members of Council have the option of either applying for the per diem or submitting the expenses if applicable.

Councillor Starr noted that the Elected Officials' Expenses Policy should be reviewed regularly. Mr. Kent noted the policies are typically reviewed every 3 years.

Discussion ensued with respect to reviewing the Policy at the beginning of each Council term.

Councillor Starr noted situations where expenses exceed the limit and when small donations are given and receipts are not provided. Mr. Kent advised that the Policy explains what would be an appropriate expense and under what circumstances that it could be submitted. He further advised that he has accepted advanced written notice of a nominal amount where a receipt would not be provided and perhaps if it is a regular occurrence wording should be included in the Policy to address it. Councillor Saito spoke to the matter and noted that there are events that members of Council are invited to and expected to give a donation. Mayor Crombie expressed concern with reimbursements for donations, fundraiser sponsorships of individuals and wedding gifts. Councillor Parrish spoke to the matter and noted that there are situations where donations are expected and that should be worked out with the staff, but fundraiser sponsorships for individuals should not be submitted.

Direction was given to staff to report back on honorariums for volunteers that work in a councillor's office. Mr. Kent advised that staff could benchmark the matter with other municipalities. Councillor Tovey spoke to the matter and agreed with giving honorariums. Janice Baker, City Manager noted that staff can review it for a program that allows for appropriate volunteer assignments in the councillors' offices and look at expanding the budget. Councillor Saito noted that the honorariums should come from the councillor's expense account instead of a different account. Further direction was given to staff to review both scenarios. Gary asked about reviewing the policy.

RECOMMENDATION

1. That the revised Corporate Policy and Procedure, Elected Officials' Expenses 04-05-04 attached as Appendix 1 to the Corporate Report dated April 20, 2015 from the Commissioner of Corporate Services and Chief Financial Officer, be approved.
2. That staff be directed to review the Elected Officials' Expenses Policy every two (2) years.

Approved (Councillor Starr)

Recommendation GOV-0013-2015

4. Corporate Policies and Procedures – Corporate Reports 02-01-08 and Documentation Standards 03-02-02

Corporate Report dated May 13, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Corporate Reports and Documentation Standards Policies.

Councillors Ras and Saito commented that metric and imperial measurements be provided for reports. Crystal Greer, City Clerk clarified that for by-laws there are difficulties with 2 measurements if they are not precisely the same measure which can cause problems from an enforcement perspective.

RECOMMENDATION

1. That the revised Corporate Policy and Procedure “Corporate Reports” be amended as outlined in Appendix 1 to the Corporate Report dated May 8, 2015 from the Commissioner of Corporate Services and Chief Financial Officer and that it further be amended to include imperial and metric measurements in corporate reports and that metric measurements are required for by-laws.
2. That the proposed Corporate Report template attached as Appendix 3 to the Corporate Report dated May 8, 2015 from the Commissioner of Corporate Services and Chief Financial Officer be approved and that the template be used for all Corporate Reports prepared for consideration by Council or Committees of Council after September 1, 2015.

Approved (Councillor Ras)

Recommendation GOV-0014-2015

5. Terms of Reference for Advisory Committees

Corporate Report dated May 8, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Terms of Reference for Advisory Committees.

RECOMMENDATION

That the following Terms of Reference for advisory committees of Council be approved as outlined in the Corporate Report dated May 8, 2015 from the Commissioner of Corporate Services and Chief Financial Officer:

- a) Accessibility Advisory Committee
- b) Diversity and Inclusion Advisory Committee
- c) Environmental Action Committee
- d) Governance Committee
- e) Heritage Advisory Committee
- f) Mississauga Cycling Advisory Committee
- g) Museums of Mississauga Advisory Committee
- h) Public Vehicle Advisory Committee
- i) Traffic Safety Council
- j) Towing Industry Advisory Committee

Approved (Councillor Tovey)

Recommendation GOV-0015-2015

6. Governance Committee Workplan 2015-2018

Overview of the Committee's Workplan for the newly appointed citizen members.

Crystal Greer, City Clerk advised that the budget allocation process for advisory committees should be moved to 3rd quarter of this year and the Integrity Commissioner RFP should be moved to 4th quarter of 2016.

RECOMMENDATION

That the workplan for the Governance Committee be approved as amended to move the budget allocation process for advisory committees to the 3rd quarter in 2015 and the Integrity Commissioner RFP to the 4th quarter of 2016.

Approved (Councillor Parrish)

Recommendation GOV-0016-2015

7. Rule 2 – Council Code of Conduct

Councillor Parrish spoke to a proposed addition to Rule 2 in the Council Code of Conduct at the next Governance Committee meeting. Direction was given to staff to consult with the Integrity Commissioner and report back on the changes. Councillor Saito referred to page 9 of the Code of Conduct in the Commentary section where it lists examples of gifts that are required to be listed on the Councillor Information Statement. She noted that example iii) should be removed if there is the addition to Rule 2 otherwise there will be contrary parts. so that they statements are not contrary parts.

RECOMMENDATION

That staff be directed in consultation with the Integrity Commissioner to review draft wording to amend Rule 2 - Gift and Benefits in the Council Code of Conduct.

Direction (Councillor Parrish)
Recommendation GOV-0017-2015

OTHER BUSINESS

Councillor Parrish suggested that the new citizen members prepare ideas that could be discussed by the Governance Committee.

ADJOURNMENT – 2:10 PM