



# **AGENDA**

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## **GOVERNANCE COMMITTEE**

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

**MONDAY, SEPTEMBER 16, 2013 – 1:00 P.M.**

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

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

### Members

Councillor Jim Tovey, Ward 1 (Chair)  
Councillor Pat Saito, Ward 9 (Vice-Chair)  
Councillor Chris Fonseca, Ward 3  
Councillor Bonnie Crombie, Ward 5  
Councillor George Carlson, Ward 11  
Mayor Hazel McCallion (Ex-officio)

Contact: Sacha Smith, Legislative Coordinator, Office of the City Clerk  
905-615-3200 ext. 4516 Fax: 905-615-4181  
[sacha.smith@mississauga.ca](mailto:sacha.smith@mississauga.ca)

**CALL TO ORDER**

**DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST**

**APPROVAL OF THE AGENDA**

**DEPUTATIONS**

**PUBLIC QUESTION PERIOD**

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

**MATTERS TO BE CONSIDERED**

1. Approval of Minutes – June 12, 2013

Minutes of the Governance Committee meetings held on June 12, 2013.

2. Tuition Reimbursement Policy

Corporate Report dated September 5, 2013 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Tuition Reimbursement Policy.

**RECOMMENDATION**

That the report entitled, "Tuition Reimbursement Policy", dated September 5, 2013, from the Commissioner of Corporate Services and Chief Financial Officer, be received.

3. Review of Integrity Commissioner Inquiry Process

Resolution 0121-2013 adopted by Council on July 3, 2013 to refer the Integrity Commissioner's inquiry process to the Governance Committee for review.

4. Governance Committee Outstanding Items List

Listing of outstanding items that were directed to staff by the Governance Committee.

**OTHER BUSINESS**

**DATE OF NEXT MEETING** – Monday, October 21, 2013 at 1:00 P.M.

**ADJOURNMENT**



Governance Committee

SEP 16 2013

# MINUTES

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## GOVERNANCE COMMITTEE

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

WEDNESDAY, JUNE 12, 2013 – 1:00 P.M.

COUNCIL CHAMBER, SECOND FLOOR, CIVIC CENTRE

300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1

### Members Present

Councillor Jim Tovey, Ward 1 (Chair)  
Councillor Pat Saito, Ward 9 (Vice-Chair)  
Councillor Chris Fonseca, Ward 3  
Councillor George Carlson, Ward 11

### Members Absent

Councillor Bonnie Crombie, Ward 5  
Mayor Hazel McCallion (Ex-officio)

### Staff Present

Janice Baker, City Manager and CAO  
Brenda Breault, Commissioner, Corporate Services and Treasurer  
Mary Ellen Bench, City Solicitor  
Finola Pearson, Senior Advisor, Media Relations  
Crystal Greer, Director, Legislative Services and City Clerk  
Diana Rusnov, Manager, Legislative Services and Deputy Clerk  
Sacha Smith, Legislative Coordinator

**CALL TO ORDER – 1:02 PM**

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

**APPROVAL OF THE AGENDA**

Approved (Councillor Fonseca)

**DEPUTATIONS**

A. Item 2 Andrew Hamilton-Smith, Chair, Peel Poverty Action Group

See discussion under Item 2.

**PUBLIC QUESTION PERIOD – Nil**

**MATTERS CONSIDERED**

1. Approval of Minutes – May 13, 2013

Minutes of the Governance Committee meetings held on May 13, 2013.

Councillor Saito enquired about adding “Other Business/Announcements” to the General Committee Agenda and noted that it was not listed on the General Committee Agenda. Crystal Greer, Director, Legislative Services and City Clerk advised that it was an oversight and would be included on future General Committee agendas.

Approved (Councillor Carlson)

2. Municipal Election Campaign Contribution Rebate Program Procedure and By-law

Corporate Report dated May 28, 2013 from the Commissioner of Corporate Services and Treasurer with respect to the Municipal Election Campaign Contribution Rebate Program.

Councillor Saito expressed concern about the comments provided by the Peel Poverty Action Group (PPAG) with respect to municipal election campaigns accepting contributions from corporations/developers. Councillor Saito further expressed concern with taxpayer's money funding a rebate program.

Andrew Hamilton-Smith, member, PPAG spoke to the matter and expressed concern about municipal candidates receiving campaign contributions from corporations/ developers.

Councillors Saito and Carlson expressed concern and spoke to municipal campaign spending. It was further noted that municipal spending limits are low and majority of the money goes towards printing and postage costs.

Mr. Hamilton-Smith further spoke to the matter and expressed the importance of individual contributions to municipal election campaigns and diversity on Council.

Councillor Fonseca expressed concern about the comments from PPAG and noted that the City has discussed ways to encourage residents to vote such as voting locations, advance voting times and accessibility.

In response to a question from Councillors Fonseca and Carlson, Mr. Hamilton-Smith advised that PPAG is opposed to a rebate program, however if there is a rebate the limit for contributions should be lowered so that more people would have the opportunity to contribute. He explained that the issue is the money for the rebate program would come from public money, which would be better spent on homeless shelters in Mississauga. Discussion ensued with respect to not implementing a rebate program.

In response to questions from Councillors Tovey and Fonseca, Crystal Greer, Director, Legislative Services and City Clerk advised that there have been no observable increase in voter turnout in municipalities that have an election contribution rebate program. She further advised that there was no difference in the rebate amounts for mayoral candidates.

#### RECOMMENDATION

That the deputation by Andrew Hamilton-Smith, Peel Poverty Action Group with respect to municipal election campaign contributions, be received.

Received (Councillor Saito)

Recommendation GOV-0026-2013

RECOMMENDATION

1. That the Corporate Report dated May 28, 2013 from the Commissioner of Corporate Services and Treasurer with respect to a pilot Municipal Election Campaign Contribution Rebate Program be received.
2. That a pilot Municipal Election Campaign Contribution Rebate Program not be implemented for the 2014 Municipal Election.

Approved (Councillor Saito)

Recommendation GOV-0027-2013

2. Governance Committee Outstanding Items List

Listing of outstanding items that were directed to staff by the Governance Committee

Crystal Greer, Director, Legislative Services and City Clerk advised that she and the Integrity Commissioner have met with the chairs of committees and the Heritage Advisory Committee. She further advised that they would be meeting with all the Business Improvement Areas this month and the Integrity Commissioner intends to report back to the Committee in September.

RECOMMENDATION

That the listing of outstanding items presented at the June 12, 2013 meeting that were directed to staff by the Governance Committee, be received.

Received (Councillor Saito)

Recommendation GOV-0028-2013

OTHER BUSINESS

Councillor Tovey spoke to all of the issues and items that the Governance Committee has accomplished.

In response to a question from Councillor Saito, Mary Ellen Bench, City Solicitor advised that there are no outstanding items from the Judicial Inquiry at the municipal level, however the bulk of the changes are for legislative changes and no response has been received from the Province. Janice Baker, City Manager noted that the Mayor has raised some of the issues in discussions with the Minister and the Premier.

**RECOMMENDATION**

That Council be requested to pass a resolution to follow up with the Province of Ontario with respect to legislative amendments to the Municipal Conflict of Interest Act and the Municipal Act, 2001 following the Judicial Inquiry.

Approved (Councillor Saito)

Recommendation gov-0029-2013

**DATE OF NEXT MEETING** – Monday, September 16, 2013 at 1:00 P.M.

The committee came to a general consensus that the next meeting date should take place in September.

**ADJOURNMENT** – 1:45 PM





# Corporate Report

Clerk's Files

Originator's  
Files

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**DATE:** September 5, 2013

**TO:** Chair and Members of Governance Committee  
Meeting Date: September 16, 2013

**FROM:** Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

**SUBJECT:** Tuition Reimbursement Policy

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**Governance Committee**

SEP 16 2013

**RECOMMENDATION:** That the report entitled, "Tuition Reimbursement Policy", dated September 5<sup>th</sup>, 2013, from the Commissioner of Corporate Services and Chief Financial Officer, be received.

**BACKGROUND:** The revised Tuition Reimbursement policy (refer to attached Appendix 1) was approved by Council Resolution 0107-2013 on June 12<sup>th</sup>, 2013.

During the Council meeting a question was raised asking if the Mayor and Members of Council were also eligible to receive tuition reimbursement under this revised policy. It was communicated that under the current policy Members of Council are not eligible.

Council passed a resolution, "that staff be directed to investigate including educational opportunities for members of Council in the Tuition Reimbursement Policy and report back to the Governance Committee".

**PRESENT STATUS:** A best practice review was conducted with comparable municipalities as outlined in Appendix 2. The goal of the review was to determine what direction other municipalities have taken with regard to including the Mayor and Members of Council as eligible to receive

tuition reimbursement.

**COMMENTS:**

The best practice review considered policies or programs with respect to tuition reimbursement for elected officials in other cities.

The following highlights are from the best practices review:

- In all of the benchmark municipalities, tuition reimbursement arrangements for elected officials are dealt with separately from the tuition programs for employees. Councillors are not included in the scope of tuition reimbursement policies that apply to staff.
- The common approach to tuition reimbursement for Councillors is to treat tuition/education expenditures as allowable expenses within the Councillors' discretionary budgets under the category of "Professional Development" or "Training" in Councillor Expense Policies.
- Typically, eligible expenses for professional development include training programs, conferences and university/college degree or certificate programs related to City business.

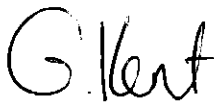
**FINANCIAL IMPACT:** There is no financial impact as a result of this report.

**CONCLUSION:**

Given the information gathered in the review, it is recommended that the eligibility criteria in the Tuition Reimbursement Policy not be expanded to include Mayor and Members of Council.

**ATTACHMENTS:**

Appendix 1: Approved Tuition Reimbursement Policy  
Appendix 2: Benchmarking Research Summary: Tuition  
Reimbursement Programs for Members of Council



Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

*Prepared By: MaryLynn Vesey, Manager Learning and  
Organizational Development, HR Division*

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Appendix 1

# Corporate Policy and Procedure



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TAB: HUMAN RESOURCES  
SECTION: BENEFITS  
SUBJECT: TUITION REIMBURSEMENT

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## POLICY STATEMENT

The City of Mississauga is committed to staff development and encourages employees to acquire, maintain and improve their skills and knowledge through programs of study that are either related to their present positions or that enhance their value to the City.

## PURPOSE

Employees may be eligible for reimbursement of Tuition Registration Fees when they enrol in either job-related courses or courses which are a requirement of a formal program of study leading to a degree, diploma, certificate, or professional designation.

This policy establishes eligibility criteria; defines the expenses that may be reimbursed; outlines application and approval processes; and establishes requirements for repayment of reimbursed expenses should employment with the City end.

## SCOPE

### Employee Eligibility

All permanent salaried and hourly union and non-union employees are eligible for Tuition reimbursement. Where a particular collective agreement includes tuition reimbursement, the terms of the collective agreement will apply.

New employees must complete their probationary period, however, managers/supervisors, in consultation with the applicable director, may waive the probationary period requirement if completion of the course is an immediate priority.

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(Refer to Corporate Policy and Procedure - Probation.)

## Course Eligibility

This policy applies to Tuition reimbursement for Continuing Education courses leading to a degree, diploma, certificate, or professional designation that involve a series of classes taken over a number of weeks on the employee's personal time. Courses must be directly related to the employee's present position or to another position within the Corporation and may be part of the employee's career development plan.

## Policy Exclusions

This policy does not apply to development opportunities such as conferences, including those involving out of town travel, seminars or workshops that are attended during business hours and which do not involve a series of classes to be taken over a number of weeks and that do not result in a pass or fail (i.e. attendance only is required). Refer to Corporate Policy and Procedure – Finance and Accounting – Allowable Business Expenses for information on reimbursement of expenses related to this type of event.

Personal/general interest courses or courses offered by private educational institutions and/or do not result in a pass or fail are not eligible.

## Leave of Absence

Employees who wish to pursue education on a full-time basis may request an unpaid personal leave of absence in conjunction with their request for reimbursement of Tuition expenses. Approval of reimbursement while on a leave of absence is contingent on the employee being available for work while school is not in session. Refer to Corporate Policy and Procedure – Human Resources – Assisted Education Leave for more information.

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## DEFINITIONS

For the purposes of this policy:

“Continuing Education” means a course (classroom or correspondence/on-line) that leads to a degree, diploma, certificate or other accreditation that is offered by a recognized training delivery agent and/or accredited educational institution (e.g. a college or university recognized by the Government of Ontario) or professional association (e.g. Certified Management Accountants, the Canadian Securities Course), including exam preparation courses.

“Professional Development” means Continuing Education courses that are:

- directly related to the employee’s current position or are part of a development plan; or
- are not related to the employee’s current position but are related to another City position that is part of a development plan or that the employee can reasonably expect to attain in the future.

“Tuition Registration Fees” (Tuition) means only those amounts paid to enrol in the approved Continuing Education courses, including lab fees and exam fees. Additional mandatory fees identified by the applicable institution, such as; administration fees; health services fees; activity fees; health and dental plans; student association fees; bus passes; books and materials; late registration; and graduation fees are not included and are not eligible for reimbursement.

## ACCOUNTABILITY

### Directors

All Directors are accountable for:

- ensuring all managers/supervisors are aware of this policy and of any subsequent revisions; and
- ensuring employees complete a Form E279 - Tuition Refund

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for all Tuition requests discussed as part of an overall development plan.

## Managers/Supervisors

Managers/supervisors are accountable for:

- ensuring staff in their respective work units are aware of this policy and any subsequent revisions;
- supporting employees in developing a personal development plan that may include Continuing Education;
- recording development plans related to Continuing Education on the employee's performance agreement and reviewing annually;
- ensuring employees complete a Form E279 - Tuition Refund for all Tuition requests discussed as part of an overall development plan;
- completing the evaluation section of Form E279 - Tuition Refund; and
- reviewing and approving Tuition reimbursement requests in consultation with the applicable budget administrator.

## Employees

Employees are responsible for:

- initiating a discussion with their manager/supervisor with respect to his or her overall development plan; and
- completing Form E279 - Tuition Refund and submitting to their manager/supervisor for completion of the evaluation section; for all Tuition reimbursement requests.

## TUITION REFUND FRAMEWORK

The chart below outlines the approval process and funding level available for the Continuing Education programs, followed by the reimbursement process:

Note: The maximum reimbursement amounts are based on the current costs for two courses per semester, or four courses

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in a calendar year. These amounts may be revised to align with changes to the cost of Continuing Education courses. Any such revision requires the approval of the Leadership Team.

<u>Education Type</u>	<u>Definition</u>	<u>Approval Process</u>	<u>Funding Limits</u>
Professional Development	Continuing Education directly related to an employee's current position or related to a development plan or other City function.	Requests reviewed and approved, based on available budget, by immediate manager/supervisor and applicable budget administrator. 15% - 100% determined through a points based evaluation system	15% - 100% funding to a maximum of \$25,000 per individual for a Master's program and 100% funding to a maximum of \$15,000 per individual for executive certificate programs. 15% - 100% funding to a maximum of \$2,000 per year for college courses and \$4,000 per year for accreditation or university courses

**Reimbursement Restrictions** Tuition may be reimbursed in accordance with the Funding Limits above. Prepayment for Tuition by the City is not permitted.

Personal time spent on courses does not qualify for overtime pay or lieu time. Employees are not reimbursed for travel and accommodation costs, meals, parking, or any other incidental expenses related to the course.

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## Repayment of Tuition Reimbursement

Employees who leave the City within two (2) years of receiving funding for Continuing Education in the form of Tuition reimbursement may be required to repay all or part of the funding. Employees will be required to sign a form acknowledging their agreement to the repayment terms as part of the application process. The following repayment schedule will apply:

- Leave within one (1) year of course completion – 100%
- Leave within two (2) years of course completion – 60%

Exceptions may be approved by the applicable department head on a case-by-case basis.

## PROFESSIONAL DEVELOPMENT ELIGIBILITY AND PROCESS

### Before Applying

Before applying for Tuition reimbursement, the employee should discuss his or her overall development plans with their immediate manager/supervisor prior to enrolment to ensure that the program of study is eligible for reimbursement.

Continuing Education goals and objectives should be recorded on the employee's performance agreement, if applicable, and reviewed each year. The manager/supervisor is responsible for ensuring that the course is in keeping with the employee's overall development plan and career path, and for determining whether the course is job-related. Tuition will not be reimbursed retroactively.

Employees considering enrolment in a Continuing Education course or program should be aware of the personal commitment needed to satisfy the assigned course work and study time required in order to achieve success. Employees who are eligible may enter into an Alternative Work Arrangement in order to attend day time classes or to schedule study time.



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## Mandatory Completion of Tuition Reimbursement Request Form

Employees who have discussed completing Continuing Education courses with their manager/supervisor as part of their overall development plan must complete Form E279 – Tuition Refund and provide the required information. Regardless of the perceived likelihood for approval, based on available budget or development priority, it is important to complete the Tuition reimbursement form, as this enables Human Resources to better understand the overall volume of requests City-wide.

## Points Based Evaluation System

The employee's manager/supervisor must complete the evaluation section of the form. The system recognizes the benefit to the City of employee self-improvement while maximizing the value of the overall Tuition reimbursement budget. The evaluation system will enable the City to apply consistent criteria when determining the priority and level of funding that will be offered to individual employees, especially when considering multiple requests.

## Support Level Evaluation Criteria

The following criteria and corresponding point values will be used by the manager/supervisor to determine the maximum funding level available to the employee based on their final point score.

1. Correlation to Current Job or Career Path Development Plan:
  - a. 0 Points - Not related to current job or formal career plan
  - b. 1 Point - Related to a job assignment, task or development opportunity
  - c. 2 Points - Specifically related to a major component of job
  - d. 3 Points - Related to a formal succession plan facilitated by Human Resources for identified talent

## 2. Priority of Divisional/Departmental Need:

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- a. 0 Points – Is not a priority for division or department
- b. 1 Point – Low priority and can be met by other cost-effective means
- c. 2 Points – High priority for division or department
- d. 3 Points – Critical to the organization

## 3. Immediacy of Benefit:

- a. 0 Points – No immediate or expected benefit
- b. 1 Point – No immediate benefit; expected benefit in the long term
- c. 2 Points – Immediate benefits to job assignment realized within one year of completion
- d. 3 Points – Immediate and long term benefit to the organization as a whole

## Funding Level Based on Final Score

The maximum funding levels for Professional Development available to the employee based on their final point score are as follows:

- 9 Points = 100%
- 8 Points = 85%
- 7 Points = 75%
- 5-6 Points = 50%
- 3-4 Points = 25% or \$125, whichever is greater
- 1-2 Points = 15% or \$75, whichever is greater

## Submitting Requests for Reimbursement

Employees submit their Tuition reimbursement requests for Professional Development to their immediate manager/supervisor using form E279, Tuition Refund. Requests will then be approved by the applicable manager/supervisor and budget administrator.

## Notification of Approval

If the Tuition reimbursement is approved, the form is returned to the employee as confirmation of pre-approval and for completion

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of the form once each course is completed. If a request for pre-approval has been denied, no reimbursement can be made. Once pre-approval has been obtained, reimbursement of the pre-approved amount is guaranteed unless the employee fails to successfully complete the course or, where marks are assigned, fails to achieve a minimum passing grade of a "C", or 60%, or the required passing grade if higher than 60%.

Approval of the initial request (e.g. courses in the first year of a three year program) does not automatically guarantee approval of subsequent requests. Each request must be approved separately.

## Reimbursement Process

Reimbursement is made on successful completion of the course and in accordance with the Funding Limits outlined in the chart above. The Tuition receipt that clearly identifies the Tuition fees and all applicable fees, where applicable, and a copy of the transcript/grade report must be submitted to the manager/supervisor. The manager/supervisor then approves the reimbursement section of the form using GL Account 715105 and forwards the form and a scanned copy of the receipt to Accounts Payable for processing. The manager/supervisor's signature indicates that the course was approved in accordance with this policy, that the employee has successfully completed the course, and that the amount being reimbursed is accurate. Accounts Payable will confirm that the manager/supervisor has approved the reimbursement.

Hard-copies of the Tuition Refund form, with copies of the grade report, should be retained by the manager/supervisor in the departmental employee file and forwarded to the corporate employee file.

## REFERENCE:

BC-0003-2003 - 2004 02 11

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## Appendix 1

# Corporate Policy and Procedure



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LAST REVIEW DATE: June, 2013

CONTACT: For additional information contact the Strategic Talent Management Section, Learning & Development, Human Resources Division, Corporate Services Department.

## **Benchmarking Research Summary: Tuition Reimbursement Programs for Members of Council**

### **Overview**

This research investigated policies or programs with respect to tuition reimbursement for elected officials in other cities. For the research, several municipalities were contacted and four responded to the request for information (Calgary, Burlington, Brampton and the Region of Peel). Additional information was obtained from the Web sites of the cities of Toronto and Oshawa and general Web searches.

### **Brief Summary of Research Results**

Based on the benchmarking research, it can be concluded that:

- In all of the benchmark municipalities, tuition reimbursement arrangements for elected officials are dealt with separately from the tuition programs for employees. Councillors are not included in the scope of tuition reimbursement policies that apply to staff;
- The common approach to tuition reimbursement for Councillors is to treat tuition/education expenditures as allowable expenses within the Councillors' discretionary budgets under the category of "Professional Development" or "Training" in Councillor Expense Policies
- Typically, eligible expenses for professional development include training programs, conferences and university/college degree or certificate programs related to City business
- Burlington allows Councillors to carry forward to the following years (except the 4<sup>th</sup> year of term) the unspent portion of funds allocated for professional development expenses, within their discretionary budgets. This is the only category of expenses for which unspent funds can be carried forward and the aim is to allow Councillors to accrue sufficient budget for programs of a higher calibre than the lower-cost workshops/seminars etc.
- In 2005, the City of Oshawa extended the employee tuition reimbursement policy to include the Mayor and Members of Council, but reversed this position in 2010 and created a separate policy for Councillors.

**Table 1 – Policies regarding tuition reimbursement for elected officials in the benchmark cities**

Municipality	Applicable Policy (or Policies)	Provisions/Limitations
Brampton	Mayor and Councillors' Expense Policy	<ul style="list-style-type: none"> <li>Tuition reimbursement is an allowable expense within individual Councillor's annual discretionary budget</li> <li>Education/conference etc. must be relevant to a Councillor's role/duties</li> </ul>
Burlington	Council Expense Manual	<ul style="list-style-type: none"> <li>Tuition reimbursement is an allowable expense within individual Councillor's annual discretionary budget</li> <li>Unspent portion of budget funds allocated for professional development may be carried forward to the following years (except in the final term of Council).</li> <li>Education/conference etc. must be related to City business</li> <li>No restrictions as to course completion as the funds are generally used for conferences and seminars rather than degree or certificate programs</li> </ul>
Calgary	Learning and Development Policy for Aldermen	<ul style="list-style-type: none"> <li>Tuition reimbursement is an allowable expense within individual Councillor's annual discretionary budget</li> <li>Education/conference etc. must be related to City business</li> <li>Successful completion of the course/program required</li> </ul>
Oshawa	Education and Training Allowance – Executive and Legislative Office Members Policy	<ul style="list-style-type: none"> <li>Policy applies to Mayor, members of Council and contract employees of the Executive and Legislative Office (does not apply to regular staff of the City)</li> <li>Tuition reimbursement is funded out of individual Councillor's annual discretionary budget               <ul style="list-style-type: none"> <li>– must be approved as part of the annual budget process (if outside of budget process, must be approved by Council)</li> </ul> </li> <li>Education/conference etc. must be related to City business</li> <li>Limited to a max of \$2,000 per person,</li> </ul>

Municipality	Applicable Policy (or Policies)	Provisions/Limitations
		<p>per year up to max of \$5000 over the four-year term of Council (if exceeding the limits, must be approved, in advance, by Council)</p> <ul style="list-style-type: none"> <li>• Educational Assistance Agreement with the City required for reimbursements that exceed the stated max.;</li> <li>• Councillor/political staff member agrees to repay the City if he/she leaves office within less than 1 year following completion of the course/program</li> <li>• Successful completion of the course/program required</li> </ul>
Region of Peel		<ul style="list-style-type: none"> <li>• Tuition reimbursement is an allowable expense within individual Councillor's annual discretionary budget</li> </ul>
Toronto	Constituency Services and Office Budget Policy (formerly "Councillor Expense Policy").	<ul style="list-style-type: none"> <li>• Tuition reimbursement is an allowable expense within individual Councillor's annual discretionary budget</li> <li>• Applies to Councillors and their staff</li> <li>• The training must meet specific business requirements</li> <li>• College or university courses/programs must be related to City business</li> <li>• Professional designation training and exams are <u>not</u> eligible for reimbursement</li> <li>• Training must be approved prior to enrollment</li> <li>• Proof of successful completion of the course is required</li> </ul>



Governance Committee

SEP 16 2013

RESOLUTION 0121-2013  
adopted by the Council of  
The Corporation of the City of Mississauga  
at its meeting on July 3, 2013

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0121-2013   Moved by: George Carlson   Seconded by: Katie Mahoney

That Corporate Report dated June 25, 2013 entitled "Request for Inquiry – Councillor McFadden" be received for information and that the process be referred to Governance Committee for review and further that the Clerk notify Council in advance of investigation reports being included on a Council agenda.

Carried



4.

## Governance Committee-Outstanding Items List

Issue	Last Discussed on	Who	Status
1. Code of conduct for citizen members on committees of Council (including for profit Boards)	May 13, 2013	City Clerk and Integrity Commissioner	Integrity Commissioner to report back at the October 21, 2013 meeting.
2. Review of Integrity Commissioner inquiry process	July 3, 2013 (Council meeting)	Governance Committee	To be discussed at the September 16, 2013 meeting.

<p>Governance Committee</p> <p>SEP 16 2013</p>
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