
Governance Committee

Date

2016/04/18

Time

1:00 PM

Location

Civic Centre, Council Chamber,
300 City Centre Drive, Mississauga, Ontario, L5B 3C1 Ontario

Members

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 Milakovic, Citizen Member

Contact

Sacha Smith, Legislative Coordinator, Legislative Services
905-615-3200 ext. 4516
Email sacha.smith@mississauga.ca

Find it Online

<http://www.mississauga.ca/portal/cityhall/governancecommittee>

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **DEPUTATIONS**

- 4.1. Greg Vezina with respect to municipal campaign finance and corporate contributions.

5. **PUBLIC QUESTION PERIOD - 15 Minute Limit**

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

6. **MATTERS TO BE CONSIDERED**

6.1. Approval of Minutes – February 22, 2016

Minutes of the previous Governance Committee meeting held on February 22, 2016.

6.2. Deputation Process Concern

6.3. Corporate Policy - Disposition of Items Given to Elected Officials

6.4. Changes to the Municipal Elections Act

Crystal Greer, Director, Legislative Services and City Clerk to provide an update regarding the *Municipal Elections Act* at the meeting.

6.5. List of outstanding items on the Governance Committee Workplan

7. **OTHER BUSINESS**

8. **ADJOURNMENT**

City of Mississauga

Minutes



Governance Committee

Date

2016/02/22

Time

1:00 PM

Location

Civic Centre, Council Chamber,
300 City Centre Drive, Mississauga, Ontario, L5B 3C1 Ontario

Members Present

Mayor Bonnie Crombie	
Councillor Karen Ras	Ward 2
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
Councillor Pat Saito	Ward 9
John Magill	Citizen Member
Sandy Milakovic	Citizen Member

Members Absent

Councillor Jim Tovey	Ward 1 (Other Municipal Business)
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Staff Present

Janice Baker, City Manager and Chief Administrative Officer
Gary Kent, Commissioner of Corporate Services and Chief Financial Officer
Mary Ellen Bench, City Solicitor, Legal Services
Crystal Greer, Director of Legislative Services and City Clerk
Diana Rusnov, Manager of Legislative Services and Deputy Clerk
Sacha Smith, Legislative Coordinator
Ivana Di Millo, Director, Communications
Carley Smith, Senior Communications Advisor

Find it online

<http://www.mississauga.ca/portal/cityhall/generalcommittee>

1. CALL TO ORDER ☐ 1:01 PM2. APPROVAL OF AGENDA

Councillor Saito noted that she would like to add discussion on the Committee's workplan to the agenda.

Amended/Approved (Councillor Parrish)

3. DECLARATION OF CONFLICT OF INTEREST ☐ Nil4. DEPUTATIONS - Nil5. PUBLIC QUESTION PERIOD ☐ Nil6. MATTERS TO BE CONSIDERED6.1. Approval of Minutes - November 16, 2015

Approved (Mayor Crombie)

6.2. Elected Official Contributions to Teams and Community Improvements

Councillor Parrish noted that she agreed with Option #4 identified on page 4 of the report. However, she noted that community sport teams should be removed while school teams and music/dance/art clubs should remain.

In response to a question from John Magill with respect to the rationale for the \$500 limit, Gary Kent, Commissioner, Corporate Services and Chief Financial Officer explained that elected officials can make donations to community groups with a \$500 maximum in a given year. Staff thought \$500 would be a good benchmark of past Mississauga Councils practices.

In response to a question from Sandy Milakovic with respect to criteria for determining what is of benefit to the local community, Mr. Kent advised that it should be Mississauga based, likely a charity, not-for-profit etc.

Councillor Starr spoke to the matter and noted that he would support changes to the Policy. He suggested that the \$500 limit per group be changed to \$750 and that the matter be reviewed after a year.

Councillor Ras suggested that examples be included with respect to the Community Improvement section of the Policy. Councillor Saito noted that Members of Council could send examples to staff to include in the Policy.

Mayor Crombie expressed concern with changing the maximum donation from \$500 to \$750, but she is in support of the wording changes to the Policy.

Discussion ensued with respect to examples for donations for community improvement such as benches and tree plantings. Councillor Saito noted that the Policy may need to have wording that community improvement matters go to Council for approval. Mayor Crombie noted that she agreed with Council reviewing the Community Improvement requests and if the amount needs to be increased it could be at that time.

Mark Beauparlant, Manager, Financial and Treasury Services advised that the Elected Officials' Policy was reviewed with the elected officials at the time and based on the feedback given to staff the amount was increased to \$500.

Direction was given to staff to circulate the wording for the Community Improvement section to all Members of Council for examples to be included.

GOV-0001-2016

1. That the Elected Officials Expense Policy be amended to incorporate Option 4 as amended in the Corporate Report dated February 8, 2016 from the Commissioner of Corporate Services and Chief Financial Officer regarding eligible expenses for teams and community improvements and further that donations to community sport teams not be included as an allowable expense.
2. That the Teams and Community Groups section of the Elected Officials Expense Policy be amended to change the annual donation maximum up to \$750 per group.
3. That the Community Improvement section of the Elected Officials Expense Policy be amended to change the annual contribution maximum up to \$750 per project.
4. That the amendments to the Elected Officials Expense Policy be reviewed in one year.

Amended/Approved (Councillor Parrish)
Recommendation GOV-0001-2016

Mr. Kent advised that staff would report back to General Committee with the amendments to the Policy.

6.3. Recorded Votes Information Report

Mayor Crombie noted that her office staff have received inquiries as to how Members of Council have voted on matters. She noted that it would be helpful for the public to know where a Councillor or the Mayor stands on certain issues.

Councillors Parrish, Ras and Saito spoke to the matter and noted they have no issues with implementing recorded votes at meetings.

In response to a question from Councillor Starr on inquiries about how Councillors have voted, Crystal Greer, Director, Legislative Services and City Clerk advised that the Clerk's Office very infrequently receives requests on how members of Council have voted.

Discussion ensued with respect to implementing recorded votes at meetings. Direction was given to staff to report to General Committee on the wording for the Procedure By-law. Councillor Parrish requested that the report include how tie votes are handled at meetings. She requested that it be made clear to chairs of committees that they can vote on matters on the agenda.

RECOMMENDATION

1. That the report dated January 27, 2016 from the Commissioner of Corporate Services and Chief Financial Officer regarding the Recording of Votes at Council be received for information.
2. That the Procedure By-law be amended to include the recording of voting at Council and Standing Committees and that staff be directed to report back to General Committee on the final wording for the By-law.

Amended/Approved (Mayor Crombie)
Recommendation GOV-0002-2016

7. OTHER BUSINESS

Councillor Saito asked for an update on the status of a review of the Procedure By-law. Ms. Greer noted that she would be attending the review of the Procedure By-law at the Region of Peel. She further noted that staff are working with Finance staff to determine the appropriate process for the committee budgets. Councillor Saito requested that there be an update on the status of the workplan items on the next agenda.

Mayor Crombie enquired about the status of the review of the *Municipal Act*. Mary Ellen Bench, City Solicitor advised that there have been no updates since the consultation. Mayor Crombie further enquired about the issue of the campaign contributions. Ms. Greer advised that there have been no updates since the initial consultation on the *Municipal Elections Act*. Mayor Crombie expressed concern with the individual contributions for mayoral races. Ms. Greer advised that the contribution limits are prescribed in the legislation for all Ontario municipalities except for Toronto.

Janice Baker, City Manager and CAO advised that the matter was not included in the submission and suggested that the Mayor could write a letter to the Province on her own behalf.

Mayor Crombie enquired if it is a conflict of interest for Members of Council that are Rotarians to vote on rotary related issues. Ms. Bench advised that advice on conflict of interest matters should be posed to the Integrity Commissioner. Discussion ensued with respect to voting on the policy change for groups to have paid events at the Mississauga Celebration Square which included the Mississauga Rotary Ribfest.

Councillor Ras spoke to a lobbyist and gift registry at the City of Brampton and the Region of Peel is reviewing implementing one. She noted that it would be good to review the matter at Governance Committee when the report is completed.

Ms. Greer advised that the off-site Governance workshop is confirmed for Tuesday, May 24, 2016.

8. ADJOURNMENT □ 2:02 PM

Deputation Process Concern

To Crystal Greer, City Clerk

I would like to raise a concern about a possible integrity issue of the deputation process and clarification on how you plan to investigate the following matter. Further, I would like to understand steps you will take in the future to avoid a re-occurrence of what may be a current process oversight.

I am happy to discuss the following backgrounder in more detail.

Cameron McCuaig

Mississauga, Ontario

Deputation Process Backgrounder:

As a background, I presented a deputation, as a resident, on October 28, 2015 on the topic of "Ontario Municipal Board of Appeal - Official Plan Amendment No. 9 (Clarkson Village Area)", and January 20, 2016 regarding "Holcim Waterfront Estate".

On the October 28, 2015 final agenda, I was surprised to see a group calling themselves, per your Council agenda as "Sue Shanley and Boyd Upper, members of the Clarkson Village Steering Committee will be speaking about the Clarkson Village Study regarding the Ontario Municipal Board of Appeal." Despite living in the community for many years, and having prior conversations on this topic with the presenters, I was not aware of such a steering committee existing. My requests, after the Council meeting to the Clarkson Village Steering Committee spokesperson to receive minutes, meeting dates and how they reached out to the community to get input on their deputation have gone unanswered. My local ratepayer's association (Whiteoaks Lorne Park) and Clarkson BIA Chair has not been able to clarify if this group exists.

On January 20, 2016, I was surprised a second time when a group, per the Council agenda noted "Sue Shanly, South West

Deputation Process Concern

Mississauga Ratepayer's Association will be speaking to the naming of Holcim Waterfront Estates. " Sue Shanly was joined at the podium by Boyd Upper. So, the same two residents that were part of the Clarkson Village Steering Committee, are now speaking on behalf of South West Mississauga Ratepayer's Association.

As above, I was not aware of such an association existing. In conversation with the President of the Whiteoaks Lorne Park Community Association, it was confirmed that this group does not formally exist (the four ratepayer groups simply get together from time to time to exchange best practices) and does not have approval to speak on behalf of Whiteoaks Lorne Park Community Association.

In both cases, as I have presented myself simply as a resident, I am concerned my deputation may be perceived as lessor value to Council in considering decisions on these matters, regardless of how much community outreach I have undertaken prior to my deputation.

I welcome other deputations and other views from residents, but need your help to ensure there is proper representation for those residents that suggest they represent a larger association or organization, thus minimizing resident only deputations.

To avoid re-occurrence for any resident, in my view, upon request of a deputation request, the clerk needs to better screen requests and should send an email back (like current state) that includes new content such as:

If your deputation is on behalf of a group, organization, association:

1. You must demonstrate you have the support from your group, organization, or association as part of the deputation.
2. You must demonstrate in your deputation that you have solicited input on your matter from all members of the group, organization or association that you represent, and, all views provided are represented.
3. If the above cannot be demonstrated, a deputation for your group, organization, or association is not recommended. If you choose to pursue a deputation, we recommend you pursue as a resident.

Sacha Smith

To: Crystal Greer
Subject: RE: Possible integrity issue of the deputation process

From: Cameron McCuaig
Sent: 2016/03/15 4:47 PM
To: Crystal Greer
Cc: Karen Ras
Subject: Re: Possible integrity issue of the deputation process

Hello Crystal,

Thanks for your response. I am copying Councillor Ras as there was interest in being kept in the loop on this matter.

I would be interested to join you April 18 at 1PM, and, if you wish, please feel free to release my correspondence in advance, including this email.

I continue to believe that amendments are required, despite what you may have learned from other municipalities.

I was not proposing a radical change to your process. As I said before, when an email is sent to confirm the deputation, I think adding a statement like "if you are planning to represent a company, association or residents group, we ask that you indicate what efforts you have taken to gather input as part of your deputation". I also believe that Council should always ask such question if this aspect is not clearly included as part of their deputation. To use your word, this is critical added "context" in my view.

As I recall, the "Clarkson Village Steering Committee" and "SouthWest Mississauga Ratepayers Association" did not offer context, nor were they asked to clarify their community input process. As I cannot stand up and intervene, I am relying on the City and Council to ensure the integrity of the process.

As I plan to do another deputation March 23rd representing Blue Dot Mississauga, I have been working hard with a co-leader (Sara Marie Harding) and we have 733 resident signatures. I will be representing not just myself, but these 733 residents, and, indirectly, 94,075 Canadians that have signed their support for the movement. I hope my single voice (representing many) context will be considered. However, I continue to be concerned, like before, that another party may request a deputation to offer an alternative view - which I am fine with - unless they represent themselves inaccurately, and this fact is not properly questioned by the City or Council to allow this context to be understood.

I look forward to discussing this on the 18th.

Thanks, Cameron

On Mar 15, 2016, at 1:46 PM, Crystal Greer <Crystal.Greer@mississauga.ca> wrote:

Hello Cameron, since receipt of your concern, my team has reviewed your concerns related to current practices in Mississauga and conducted research of approaches taken in other municipalities. Since any resident may address Council, it is not a City requirement that anyone indicating they represent a group or association provide evidence of their structure or authority before making a deputation to Council. The indication that the deputation is being made on behalf of a group has historically been listed to provide context only. We appreciate you alerting us to your perception that Council perceives other deputants to be of lesser value.

I think it would be valuable, as we consider amendments to current practices, to seek the input from the City's Governance Committee. The next meeting is scheduled for April 18, 2016 at 1:00 p.m.

Would you be willing to come to Governance Committee to speak to your concerns? Alternatively, would you give consent for us to include your correspondence on the agenda and seek the Committee's input.

<image001.png>

Crystal Greer
 Director, Legislative Services & City Clerk
 T 905-615-3200 ext.5419
crystal.greer@mississauga.ca

City of Mississauga | Corporate Services Department,
 Legislative Services Division

From: Cameron McCuaig
Sent: 2016/02/08 8:34 AM
To: Crystal Greer
Subject: Possible integrity issue of the deputation process

Hello Crystal,

Carmela Radice indicated I should direct the following to your attention.

I would like to raise a concern about a possible integrity issue of the deputation process and clarification on how you plan to investigate the following matter (as attached). Further, I would like to understand steps you will take in the future to avoid a re-occurrence of what may be a current process oversight.

I am happy to discuss the following backgrounder in more detail.

Cameron McCuaig

Mississauga, Ontario

City of Mississauga

Corporate Report



Date: 2016/03/22

To: Chair and Members of Governance Committee

From: Janice Baker, FCPA, FCA, City Manager and Chief Administrative Officer

Originator's files:

Meeting date:
2016/04/18

Subject

Corporate Policy - disposition of Items Given to Elected Officials

Recommendation

1. That the Governance Committee approve the draft Corporate Policy and Procedure – Disposition of Items Given to Elected Officials.
2. That the Governance Committee endorse amendments to the Council Code of Conduct, Rule 2 Gifts and Benefits, subsection 1b) and 2c) and the addition of 2d) as outlined in the report dated March 21, 2016 from the City Manager, entitled Corporate Policy – Disposition of Items Given to Elected Officials.

Background

Elected officials attend many events as a City representative during their time in office. They frequently receive mementos commemorating the event as an incident of protocol or social obligation. These may be such things as a picture, plaque or certificate. These items represent an occasion of importance to the City's development and growth and are not personal gifts. Such items may be displayed in the elected official's office area during their term.

However, once the elected official leaves office or no longer wishes to display the item, a clear and consistent approach to disposition is required.

Comments

Items received by an elected official as part of the responsibility of their office are deemed to be owned by the City. These items may be of historical, artistic or cultural value to the municipality. In order to determine if this is the case, an assessment of their value is required. Based on this assessment, the most appropriate method of disposition can then be established. This may include transferring the item to the appropriate City facility such as the Museum or the Library. Items deemed not to meet the assessment criteria will be offered to other local not for profit museums who have the capacity to protect and store them appropriately. If the item is not accepted by any of these entities, it may be offered to the elected official who originally received

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it. If the official does not wish to keep it, the item will be disposed through Materiel Management using the existing confidential disposal process.

To ensure clarity and consistency of disposition of items given to elected officials staff proposed a new corporate policy (Appendix 1). The policy specifies:

- Items which are considered to be personal and not subject to this policy;
- Quarterly reporting requirements of items received by elected officials;
- Creation of a staff review team to determine if items are of historical, artistic or cultural value to the City;
- Appropriate disposition of items based on the committee's review and in accordance with other City policies; and
- Records management.

A draft version of this policy was also circulated to all directors for comment and a summary of their responses is attached as Appendix 2.

Council Code of Conduct

Staff consulted with the Integrity Commissioner to ensure the proposed policy and the Council Code of Conduct (the Code) are aligned. As a result, the following amendments to the Code are recommended.

To ensure clarity regarding the ownership of items received by elected officials as incidents of protocol or social obligation, staff recommend amending Rule 2, Gifts and Benefits, subsection 1b) to include the phrase shown in italics below:

“such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation *and shall be owned by the City* (italics added);”

Furthermore, the Code states under Rule 2, Gifts and Benefits, subsection 2 c) that:

“For clarification, Members are authorized to receive gifts, mementos and benefits which are common to receive in the normal course of fulfilling their duties. Members are not obliged to list on a Councillor Information Statement or anywhere else (underline added), a record of their receipt, unless the total value of such gifts or benefits received from any one source in a calendar year exceeds \$500.”

The proposed policy requires elected officials to regularly list items received as part of their duties and provide this to Legislative Services staff. To ensure consistency between the Code and the proposed policy, staff recommend the phrase “or anywhere else” be deleted from this section of the Code. In addition a new 2d) is proposed to be added as follows:

"Regardless of the value of a gift given as an incident of protocol or social obligation, such gifts may be of historical or cultural value and Members shall comply with Corporate Policy XXXX and record with Legislative Services in accordance with such policy, the receipt of all such gifts which are considered to be City owned."

Financial Impact

There is no financial impact resulting from this policy.

Conclusion

From time to time elected officials may receive plaques, pictures or other items when attending an event as part of the responsibility of their office. These items are not considered personal, but are deemed to be City property. As with other City owned items, the process for disposition of these should be clearly articulated. The proposed new policy "Disposition of Items Given to Elected Officials" addresses this issue.

In order to ensure consistency between the Council Code of Conduct and the proposed policy, amendments to the Code are proposed. This will clarify items that are owned by the City and that elected officials are expected to record items they receive within the course of their responsibilities as outlined in the proposed policy.

Attachments

Appendix 1: Proposed Corporate Policy - Disposition of Items Given to Elected Officials

Appendix 2: Summary of Feedback - Disposition of Items Given to Elected Officials



Janice Baker, FCPA, FCA, City Manager and Chief Administrative Officer

Prepared by: Susan Burt, Director, Strategic Community Initiatives

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TAB: CORPORATE ADMINISTRATION

SECTION: ACCOUNTABILITY AND TRANSPARENCY

SUBJECT: DISPOSITION OF ITEMS GIVEN TO ELECTED OFFICIALS

POLICY STATEMENT	Items given to the City of Mississauga's Elected Officials will be periodically recorded to confirm City ownership and final disposition.
PURPOSE	The purpose of this policy is to outline the process that will be followed to review and record Items that are given to Elected Officials, including final disposition of each Item.
SCOPE	This policy applies to all Items, including those provided to a family member or to a staff member who is receiving the Item on behalf of an Elected Official and that is connected directly or indirectly to the performance of the Elected Official's duties. Items that are reported in accordance with the Council Code of Conduct, specifically Rule 2, must also be recorded.
Excluded From Scope	<p>Elected Officials' property that is personal and separate from their official role does not need to be recorded, including:</p> <ul style="list-style-type: none">• personal milestones (e.g. birthday, anniversary gifts);• articles associated with a fundraising event sponsored by the Elected Official and organized outside of City administration;• personalized items of clothing (e.g. jackets, hats, T-shirts);• trinkets (e.g. fridge magnets, key chains, coffee mugs, stuffed animals) presented at Council to commemorate a City event or initiative;• newspaper clippings; and• personal awards (e.g. honorary degree; recognition from a professional association).
DEFINITIONS	For the purposes of this policy:

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Director	“Director” means the Director, Legislative Services, Corporate Services Department, or his/her designate.
Elected Officials	“Elected Officials” means the Mayor and Members of Council of the City of Mississauga.
Item	“Item” means anything that is received by an Elected Official as an incident of protocol or social obligation from an organization, agency, private sector entity or individual. Such items normally accompany the responsibilities of office and may be of historical, artistic or cultural value to the City, as determined by qualified City staff or outside experts. Examples include, but are not limited to, clocks, books, figurines, a work of art, certificates, plaques, framed or plaqued photographs, equipment or items containing precious metal or stones.
Staff Review Team	“Staff Review Team” means a working team consisting of the Director and the following staff or their designates: <ul style="list-style-type: none">• the City Solicitor, Legal Services, City Manager’s Department;• the Director, Culture, Community Services Department;• the Collections & Exhibit Supervisor, Culture Division, Community Services Department; and• other City staff as required.
ADMINISTRATION	This policy is administered by Legislative Services, in consultation with other City departments, as required.
ACCOUNTABILITY	
Director	The Director is responsible for: <ul style="list-style-type: none">• ensuring Elected Officials’ executive assistants are trained on this policy and any related protocols;• obtaining assistance from other City departments as required to complete the review of Items that are recorded;• ensuring review of recorded Items is completed quarterly and

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- at the end of each term of an Elected Official's time in office;
- ensuring all Items are transferred to the appropriate locations, as determined by the Staff Review Team; and
- updating and maintaining records of all Items, from initial receipt to final disposition.

Elected Officials' Executive Assistants

Elected Officials' executive assistants are responsible for liaising with the applicable Elected Official to ensure all Items received by the Elected Official are recorded on the template, in accordance with this policy.

OWNERSHIP OF ITEMS

Items given to Elected Officials in their capacity as a City official are considered to be City owned. Such Items may be of significant historical, artistic or cultural value to the City, as determined by qualified City staff or outside experts. Examples are: plaques for support of an event or organization on behalf of the City or Items from agencies or organizations as part of a visit or function where the Elected Official is the City's representative (e.g. books, pictures, framed or plaqued photographs). Items such as plaques that are received in the course of an Elected Officials' duties (e.g. a ribbon cutting for a new Mississauga business), including those inscribed with an Elected Official's name, are considered City owned.

If in doubt as to whether or not an Item is owned by the City, the following "test" may assist: If the Elected Official who was invited to an event was unable to attend, would the Item have been given to their alternate? If yes, the Item is City-owned.

PROCESS

Elected Officials will list all Items received on a template provided by Legislative Services for that purpose. Each Elected Official will maintain an individual template for the duration of their time in office. On a quarterly basis, to align with the timing of the Council Code of Conduct declaration of gifts process, Elected Officials' executive assistants will ensure that the

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template is completed and signed by the applicable Elected Official. The Elected Official's signature signifies that the list is complete and that all Items received in that period have been noted or that no Items were received.

The Director will assemble the Staff Review Team at the conclusion of each quarter. The Staff Review Team will review each list and determine the Item's historical, artistic or cultural value to the City and the most suitable placement for each.

At the conclusion of each Elected Official's time in office, the Staff Review Team will conduct a full review of all Items that were recorded during that Elected Official's term(s). The applicable template(s) will be updated to indicate the final disposition of each Item and a copy provided to the Elected Official.

Items will either be disbursed or displayed in accordance with the following:

Disbursement of City Owned Items

The Staff Review Team may determine that certain Items are not suitable for retention by the City (e.g. due to the existence of a duplicate or if the Item is of no archival, historical, artistic or cultural interest to the City).

Items will be disbursed as follows:

- books go to the Library for use in their collection, transferred to the Friends of the Library (with any references to the Elected Official removed) or disposed of;
- Museums, Culture Division, will receive any Items that meet their collecting mission (refer to Corporate Policy and Procedure – Museums Collection);
- art may be placed in the City in accordance with the "Locations of Art" section of Corporate Policy and Procedure – Facility Planning – City Acquired Art;
- other local not-for-profit museums may be offered Items not

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of interest to the City, provided they have the capability to protect and store the items appropriately;

- if not placed, Items will be offered to the Elected Official who originally received the Item; and
- all remaining Items will be disposed of through Materiel Management, Corporate Services Department, using the existing contract for confidential disposal. The City will ensure that these Items are disposed of in an appropriate fashion.

Display of City Owned Items

Items that have been selected as being suitable for display in the City may be displayed on either a temporary or permanent basis. Items will be used at the sole discretion of the City and, where applicable, displayed in accordance with existing policies (e.g. Museums Collections).

Note: Items may be temporarily displayed in an Elected Official's office. The Staff Review Team will determine the final disposition of the Item once the Elected Official is no longer in office.

RECORD RETENTION

Legislative Services will retain all records and any related documentation, in accordance with the Retention By-Law 537-96, as amended. The records will be made available to the public, subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). The Staff Review Team will review the records prior to publication to ensure they comply with MFIPPA.

REPORT TO COUNCIL

Legislative Services will provide an annual report of received Items to Council.

REFERENCE:

LAST REVIEW DATE:

CONTACT:

For additional information contact Legislative Services, Corporate Services Department.

Summary of Feedback – Disposition of Items Given to Elected Officials

Comment – Scope	Response
<p>Re: <i>“This policy applies to all Items, including those provided to a family member or to a staff member who is receiving the Item on behalf of an Elected Official and that is connected directly or indirectly to the performance of the Elected Official’s duties. Items that are reported in accordance with the Council Code of Conduct, specifically Rule 2, must also be recorded.”</i></p> <p>What does it mean by “indirectly” connected to the performance of the Elected Official’s duties?</p>	<p>This wording “<i>and that is connected directly or indirectly to the performance of the Elected Official’s duties</i>” mirrors the language in the Council Code of Conduct and is meant to preclude individuals from providing items to elected officials through others (e.g. other staff; family members) when the intended recipient is actually the elected official.</p> <p>No change to draft policy.</p>
Comment – Accountability – Director	Response
<p>Re: <i>“The Director is responsible for: ensuring all Items are transferred to the appropriate locations, as determined by the ad hoc committee;”</i></p> <p>Ad hoc Committee is defined in more details (as to composition and responsibilities) on page 4. Perhaps it should be moved to the Definition or Accountability Section so it is more prominent. Otherwise, there will be questions as to who is on the ad hoc committee and what its responsibilities etc. is when one is reviewing the Director’s accountability.</p>	<p>Agree. The staff working team is now defined in the policy as the “Staff Review Team”.</p> <p>Draft policy revised.</p>
<p>Re: <i>“The Director is responsible for: updating the record with final disposition of each Item once known;”</i></p> <p>What timeframe is “once known” referring to? Is the record updated with final disposition when it is determined where items will be transferred or when they are actually</p>	<p>The last two bullets have been revised for clarity. All Items are recorded quarterly. Some Items may be placed temporarily in a councillor’s office upon receipt; this is recorded in the appropriate column on the template. The final disposition column in these cases would be updated once the councillor has left office and it’s determined where the Item will reside.</p>

transferred?	Draft policy revised.
<p>Re: <i>“The Director is responsible for: updating the record with final disposition of each Item once known; and maintaining records of all Items, from initial recording to final disposition.</i></p> <p><i>AND</i></p> <p><i>Elected Officials’ Executive Assistants - Elected Officials’ executive assistants are responsible for liaising with Elected Officials and applicable City staff to record all Items, in accordance with this policy.</i></p> <p>Who is actually responsible to update and maintain the records - Director or Elected Official’s Executive Assistants? There seems to be some inconsistencies.</p>	<p>There are two steps: Executive Assistants are responsible for ensuring that the template is updated quarterly and signed by the Elected Official. The Director (or their designate) is responsible for completing information pertaining to the disposition of each Item and for retaining the documentation. The policy has been revised for clarity.</p> <p>Draft policy revised.</p>
Comment – Ownership of Items	Response
<p>Re: <i>“If in doubt as to whether or not an Item is owned by the City, the following “test” may assist: If the Elected Official who was invited to an event was unable to attend, would the Item have been given to their alternate? If yes, the Item is City-owned.</i></p> <p>What is an alternate? Is it someone from the City substituting for the Elected Official e.g. their EA?</p>	<p>Yes, the alternate would be the person “standing in” for the elected official. The wording has been revised for clarity.</p> <p>Draft policy revised.</p>
Comment – Process	Response
<p>Re: 1st paragraph, 2nd sentence: <i>“Each Elected Official will maintain an individual template for the duration of their time in office.”</i> and 2nd paragraph, 1st sentence <i>“At the conclusion of each Elected Officials’ time in office, the Director will assemble an ad hoc committee to conduct a full review of all Items that were recorded during that individual’s term.”</i> – “time in office”.</p>	<p>“Time in office” means the entire number of consecutive years in office. Otherwise, elected officials could have to relinquish items such as a sculpture that belongs to the City but has been displayed in their office even though they are serving as a councillor for another four years.</p> <p>No change to draft policy.</p>

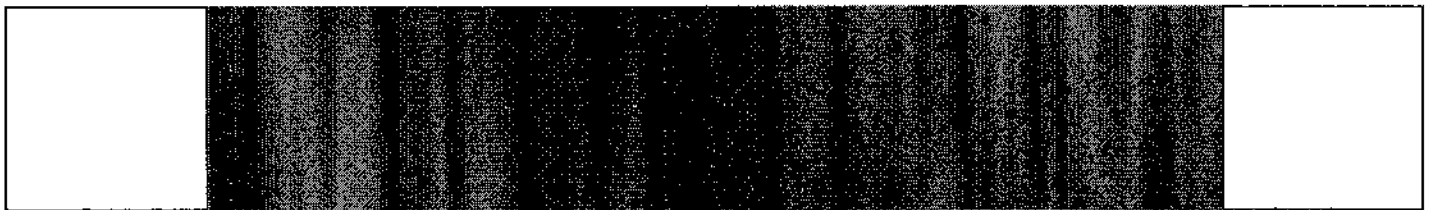
Is “time in office” defined as the term of Council i.e. every four years? Or when the Elected Official retires or is voted out of office which could be several terms?	
<p>Re: <i>“At the conclusion of each Elected Officials’ time in office, the Director will assemble an ad hoc committee to conduct a full review of all Items that were recorded during that individual’s term.”</i></p> <p>The “an” could be changed to “the” if the ad hoc committee is moved to the Definition or Accountability section as recommended in comment (2) above.</p>	<p>Agree. The term “Staff Review Team” now defines the staff working group.</p> <p>Draft policy revised.</p>
Comment – Ad Hoc Committee	Response
Can Ad Hoc Committee have a more definitive name? “Ad hoc” sounds random.	See above.
Comment – Disbursement of City Owned Items	Response
<p>Re: <i>“In accordance with the Purchasing By-Law 374-06, as amended, the order of disbursal is:”</i></p> <p>The wording used to refer to the Purchasing By-Law makes it sound like the By-Law laid out all the disposal options listed in this Policy. I assume the intent is to reflect the spirit of Section 25 of the By-law?</p>	<p>Yes, the intent is to invoke the spirit of the Purchased By-law. Reference to the By-law has been removed from the policy.</p> <p>Draft policy revised.</p>
<p>Re: <i>“Prior to requesting disposal by Materiel Management Items will be offered to the Elected Official who originally received the Item.</i></p> <p>If one of the options is to offer it to the Elected Official, why not move this sentence between the 5th and 6th bullets (i.e. above the “all remaining Items will be disposed of through Materiel Management...” bullet on page 5.</p>	<p>Agree.</p> <p>Draft policy revised.</p>

Comment – Items for Display in the City	Response
<p>Re: <i>“Items will be used at the sole discretion of the City and, where applicable, displayed in accordance with existing policies (e.g. Museums Collections).”</i></p> <p>Who in the “City”? It should be more definitive – perhaps the Director or the ad hoc committee?</p>	<p>“The City” is best used in this instance, as it could be staff from any number of departments who make the final determination of where an item will be displayed. Most items will fall under the Museums Collection policy or City Acquired Art policy, which details responsibility for placement of items. The intent is also to have it understood that the person providing the item cannot attach a stipulation that it only be displayed in a specific location.</p> <p>No change to draft policy.</p>

Sacha Smith

From: Crystal Greer
Sent: 2016/04/04 12:59 PM
To: Sacha Smith
Subject: Ontario to Introduce Ranked Ballot Option for Municipal Elections
Importance: High

From: Ploss, Diane (MAH) [<mailto:Diane.Ploss@ontario.ca>]
Sent: 2016/04/04 12:41 PM;
Subject: Ontario to Introduce Ranked Ballot Option for Municipal Elections



News Release

Ontario to Introduce Ranked Ballot Option for Municipal Elections

April 4, 2016

Province to Introduce Legislation to Modernize Municipal Elections

Ontario will introduce changes today to the Municipal Elections Act that would, if passed, modernize municipal elections and provide the option of using ranked ballots in future municipal elections.

Between May and July 2015, Ontario consulted on potential changes to the Municipal Elections Act and received more than 3,400 submissions. Most submissions were from members of the public and supported giving municipalities the option of using ranked ballots in future elections, which would allow a voter to rank candidates in order of preference. The option to use ranked ballots would begin for the 2018 municipal elections.

Other proposed changes to the act would, if passed, increase transparency and accountability and make election rules clear and modern, by:

- Shortening the campaign calendar by opening nominations for candidates on May 1 instead of January 1
- Creating a framework to regulate third party advertising, including contribution and spending limits
- Making campaign finance rules clearer and easier to follow for voters, candidates and contributors, including giving all municipalities the option to ban corporate and union donations
- Removing barriers that could affect electors and candidates with disabilities

- Making it easier to add or change information on the voters' list

Enhancing transparency and accountability and allowing more choice in municipal elections is part of the government's economic plan to build Ontario up and deliver on its number-one priority - growing the economy and creating jobs. The four-part plan includes investing in talent and skills, including helping more people get and create the jobs of the future by expanding access to high-quality college and university education. The plan is also making the largest investment in public infrastructure in Ontario's history and investing in a low-carbon economy driven by innovative, high-growth, export-oriented businesses. The plan is also helping working Ontarians achieve a more secure retirement.

QUICK FACTS

- No Canadian jurisdiction currently uses ranked ballots.
- There are 444 municipalities in Ontario.
- In 2006, the City of Toronto was given the authority to ban union and corporate contributions, and has prohibited these contributions for the past two elections. It is currently the only municipality with the ability to do so.

BACKGROUND INFORMATION

- [Proposed Amendments to the Municipal Elections Act](#)

ADDITIONAL RESOURCES

- [Summary of the Municipal Elections Act consultation](#)
- [Ranked ballots](#)

QUOTES

"These proposals clarify the rules for voters and allow for more choice in how to run elections, including the option of using ranked ballots. Thank you to everyone who shared their feedback with us."

— Ted McMeekin, Minister of Municipal Affairs and Housing

CONTACTS

Mark Cripps

Governance Committee Workplan

Issue	Status
Budget Allocation Process for Advisory Committees	Finance staff are requesting that this item be considered during the budget process.
Tour de Mississauga Delivery Model for 2016 and beyond	<p>MCAC-0004-2016</p> <ol style="list-style-type: none"> 1. That the letter dated December 18, 2015 from Glenn Gumulka, Executive Director, SustainMobility, regarding the management of the Tour de Mississauga, be received for information. 2. That the Members of the Mississauga Cycling Advisory Committee support the transfer of the management of the Tour de Mississauga to SustainMobility. 3. That the Tour de Mississauga Subcommittee of the Mississauga Cycling Advisory Committee continue to work with SustainMobility on the Terms and Conditions relating to the transfer of the management of the Tour de Mississauga to SustainMobility. <p>Adopted by Council on February 10, 2016.</p>
Bill 8 (Accountability Act) implementation	To be scheduled for a future meeting date.
Procedure for establishing committees or task forces	To be scheduled for a future meeting date.

Governance Committee Workplan

Review of Code of Conduct	Ongoing updates to the Code of Conduct.
Procedure By-law Review	To be scheduled for a future meeting date.
Report on Pilot Committee of Adjustment Streaming	Update during the 2nd quarter of 2016.
Feasibility Study for Internet Voting	Update during the 2nd quarter of 2016.
Integrity Commissioner RFP and Recruitment	Update during the 4th quarter of 2016.
Issues resulting from the Region of Peel representation discussions	Update during the 1st quarter of 2017.
Corporate Policy Review pertaining to Municipal Elections	Update during the 3rd quarter of 2017.

Governance Committee Workplan

Corporate Policy Review <input type="checkbox"/> Citizen Appointment Process (including a review to limit citizen member appointments to one committee)	Update during the 1st quarter of 2018.
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