
Governance Committee

Date

2016/09/19

Time

1:00 PM

Location

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

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>

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1. **CALL TO ORDER**
 2. **APPROVAL OF AGENDA**
 3. **DECLARATION OF CONFLICT OF INTEREST**
 4. **DEPUTATIONS**
 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 the Minutes - June 20, 2016
 - 6.2. Video Streaming and On-demand Videos for Additional Committee meetings
 - 6.3. Municipal Election Campaign Contribution Rebate Program for the 2018 Election.
 - 6.4. Governance Committee Good Governance Strategic Sessions
 - 6.5. Governance Challenge Part 2 "From Retreats to Action"
 - 6.6. Status of Governance Committee Work Plan Items
 7. **OTHER BUSINESS**
 8. **ADJOURNMENT**

City of Mississauga

Minutes



Governance Committee

Date

2016/06/20

Time

1:02 PM

Location

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

Members Present

Councillor Jim Tovey	Ward 1
Councillor Carolyn Parrish	Ward 5 (Arrived at 1:06 pm)
Councillor Ron Starr	Ward 6 (Arrived at 1:06 pm)
Councillor Pat Saito	Ward 9
Mayor Bonnie Crombie	(Ex-officio)
John Magill	Citizen Member
Sandy Milakovic	Citizen Member

Members Absent

Councillor Karen Ras	Ward 2
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Staff Present

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

Find it online

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

1. **CALL TO ORDER** – 1:03 PM2. **APPROVAL OF AGENDA**

Approved (Mayor Crombie)

3. **DECLARATION OF CONFLICT OF INTEREST** – Nil4. **DEPUTATIONS**4.1. **Chris Mackie, Cranberry Cove Port Credit Ratepayers' Association with respect to Section 29, Committee of Adjustment Procedure By-law 350-07.**

Mr. Mackie requested that Committee review section 29 of the Committee of Adjustment Procedure By-law. He explained that the Secretary/Treasurer for the Committee of Adjustment should have the authority to issue a notice to homeowners within 60 metres when an application is withdrawn. Currently, only the Committee of Adjustment can accept a withdrawal. He further noted that Section 29 doesn't give consideration to any of the residents that received the original notice for the application.

David Martin, Secretary/Treasurer, Committee of Adjustment noted that the By-law mirrors the *Planning Act* and the *Act* does not call for a notice for withdrawals. However, on the City's website it is noted when a specific application is withdrawn after the Committee has approved the withdrawal.

In response to a question from Councillor Tovey, Mary Ellen Bench, City Solicitor advised that to add a notice of withdrawal would be an administrative change and there is nothing prohibiting the change.

Crystal Greer, Director, Legislative Services and City Clerk noted that the timing between a notice of withdrawal needs to be taken into consideration if one is received late.

RECOMMENDATION

That Legal Services staff be directed to report back to Council on a suitable solution for the Committee of Adjustment Procedure By-law 350-07 to include public notice when applications are withdrawn as outlined in Mr. Chris Mackie's deputation on behalf of Cranberry Cove Port Credit Ratepayers' Association to Governance Committee on June 20, 2016.

Approved (Councillor Tovey)

Recommendation GOV-0008-2016

Councillors Parrish and Starr arrived during the deputation at 1:06 pm.

5. PUBLIC QUESTION PERIOD - 15 Minute Limit
(Persons who wish to address the Governance Committee about a matter on the Agenda.)

Chris Mackie, resident enquired if Public Question Period could be extended to General and Audit Committees.

Councillor Saito noted that the matter was discussed at the Governance off-site workshop to extend it to the other committees. Councillor Parrish and Mayor Crombie noted that it should be on the agenda for all committees.

RECOMMENDATION

That Public Question Period be included on all agendas for Standing and Advisory Committees of Council.

Approved (Councillor Parrish)
Recommendation GOV-0009-2016

6. MATTERS CONSIDERED

- 6.1. Approval of the Minutes - April 18, 2016

Approved (Councillor Parrish)

- 6.2. Potential enhancements for the 2018 Municipal Election: Internet Voting, Ranked Choice Elections and Vote Anywhere.

Brian Bonner, Election Officer and Laura Wilson, Election Officer spoke to the potential enhancements such as internet voting, ranked choice ballots and vote anywhere.

Members of Committee spoke to the matter and made the following comments:

- Concerns that internet voting does not increase the youth vote and that internet voting would only be to increase convenience for voters. Further concerns with the possibility of fraud.
- Support for vote anywhere and it has the least costs.
- It would be good to wait for the Province to use ranked ballots in the next provincial elections and allow people to understand it better.

In response to a question from Councillor Parrish, Crystal Greer, Director, Legislative Services and City Clerk explained that it is important to maintain the integrity of the election and that the change is implemented adequately and successfully. Therefore, staff could implement vote anywhere for advance polls because it was already done as a pilot in culmination with one other significant change. Ms. Greer spoke further to the timing involved with announcing the winning candidates with ranked ballots.

Direction was given for staff to repeat the presentation to the next General Committee meeting.

In response to a question from Councillor Parrish with respect to election lawn signs, Ms. Bench explained that the test put down by the Supreme Court allows a municipality to regulate election lawn signs, but can't prohibit them. The qualification is that it has to be reasonable.

Councillor Parrish and Mayor Crombie spoke to election lawn signs and reviewing the matter. Direction was given to staff to review what other municipalities are doing to regulate election lawn signs and report back to the Governance Committee.

In response to a question from Councillor Parrish with respect to election contribution limits and the effects of inflation, Gary Kent, Commissioner, Corporate Services and Chief Financial Officer noted that staff would look into it and get back to Councillor Parrish. Mayor Crombie noted that there should be an increase in the donation limit for mayoral candidates and further noted that union or corporation donations are now prohibited due to Provincial legislation.

Discussion ensued with respect to a rebate program for election campaign donations. Ms. Greer noted that a report would come back to the next Governance Committee on the rebate program.

In response to a question from Councillor Tovey, Ms. Bench explained that there are penalties for a candidate that does not file their election campaign financials.

In response to a question from Councillor Starr, Ms. Greer explained the calculation of eligible electors as provided by MPAC for the maximum expenditures.

Sandy Milakovic and John Magill indicated that they agreed with the motion with respect to the election enhancements.

RECOMMENDATION

1. That the Corporate Report dated June 7, 2016 from the Director of Legislative Services and City Clerk, outlining the potential enhancements for the 2018 Municipal Election be received for information.
2. That staff be directed to implement Vote Anywhere for the 2018 Municipal Election on Election Day and Advance Poll Days and that the City of Mississauga will wait for the Province to test the ranked ballot option before it is implemented for a municipal election.

Approved (Mayor Crombie)
Recommendation GOV-0010-2016

RECOMMENDATION

That the Province be requested to review under the Municipal Elections Act, 1996 the following:

- a) Increase campaign donation limits for candidates running for the offices of mayor or councillor based on the rate of inflation.
- b) Provide other tools for campaign fundraising, for example the length of time for fundraising.

Approved (Mayor Crombie)

Recommendation GOV-0011-2016

6.3. Towing Industry Advisory Committee (TIAC) Citizen Member Appointments

*General Committee referred this report to the Governance Committee at its meeting on June 15, 2016.

Mayor Crombie spoke to the matter and noted that TIAC should have members that do not have a vested interest in the industry. Councillor Parrish noted that it is challenging to get members that are totally detached from the industry. She suggested that in the 2018-2022 term that membership could be offered to people who are not chosen for other committees, as it may help to get unbiased citizen members.

Councillor Starr expressed concern with adding additional members in the middle of the term. The best time to make changes to a committee would be for the new term when all the committees are reviewed. Councillor Tovey noted that he agreed that all of the committees be reviewed for the next term.

Mr. Magill spoke to the matter of stakeholder engagement and looking at it from a principle basis instead of a vested interest basis.

Councillor Parrish noted that the six (6) citizens on TIAC may need to be renamed in the Committee's Terms of Reference because they are involved in the towing industry and should be looked at when reviewing the committees. Councillor Tovey suggested that for the committee review there should be benchmarking with other cities.

Mayor Crombie noted the importance of retaining the categories of citizen, stakeholder and industry appointees.

RECOMMENDATION

That the review of membership on the Towing Industry Advisory Committee be dealt with along with all of the committee membership reviews in the 1st quarter of 2018 by the Governance Committee.

Approved (Councillor Parrish)

Recommendation GOV-0012-2016

6.4. Status of Governance Committee Work Plan Items

Councillor Tovey enquired about the expansion of the streaming to other committees. Ms. Greer explained that there would be a report back to Governance Committee in September 2016 regarding this matter.

Received (Councillor Tovey)
Recommendation GOV-0013-2016

7. OTHER BUSINESS – Nil

8. ADJOURNMENT - 2:39 PM

City of Mississauga

Corporate Report



Date: 2016/08/08

To: Chair and Members of Governance Committee

From: Gary Kent, Commissioner of Corporate Services and
Chief Financial Officer

Originator's files:

Meeting date:
2016/09/19

Subject

Video Streaming and On-demand Videos for Additional Committee meetings

Recommendation

1. That the Corporate Report dated August 8, 2016 from the Commissioner of Corporate Services and Chief Financial Officer titled. "Video streaming and On-demand videos for Additional Committee meetings" be received.
2. That direction be provided with respect to video-streaming and providing on-demand videos for additional Committees.

Background

On May 24 and June 20, 2016, Council held two strategic Governance Sessions related to Governance Committee's recommendation GOV-0021-2015, which considered what it might take to become recognized as a leader in municipal governance and commit to taking the steps necessary to achieve that goal. A number of action items were identified through the sessions, including one to be more creative about communication with the public. A recommendation to "livestream and archive all committee meetings" was identified as a method to be more open and transparent to the public.

Comments

Council and General Committee, Budget Committee, Planning and Development Committee meetings and the Committee of Adjustment hearings are currently live-streamed and available as on-demand videos. In 2015, there were a total of 13,169 views of the various Council and Committee meetings with 3,862 live views and 9,307 on-demand views.

There are 11 committees and 3 quasi-judicial tribunals that are not video streamed or taped. Given their legal nature, it is not recommended that the quasi-judicial tribunals, i.e. Mississauga Appeal Tribunal, Property Standards Committee and the Election Campaign Finance Committee be videotaped.

Governance Committee	2016/08/08	2
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Of the remaining 11 committees, two (Audit and Governance) are Committees of Council and nine are advisory committees. The request to livestream and archive the 11 committee meetings has been reviewed from a logistics and resource perspective.

Given the current camera infrastructure, the Council Chambers is the only room where video recording can properly be undertaken. Logistically it would be very difficult to accommodate all the committee meetings into the time available in the Council Chambers and in some cases the Chambers may not be conducive to the operations and discussion of the committees.

Currently the AV and post production workloads are at capacity and would require additional resources or overtime to accommodate additional meetings. The camera operator position is paid on an hourly basis and would be available for additional meetings.

Given the logistical and resourcing constraints noted above, the video-taping/streaming of all committee meetings would not be recommended. However, the option of a one-year pilot project or audio recording may be appropriate for Audit and Governance Committees. These meetings are already held in the Council Chambers. Interest and number of views could be reviewed after the one-year period to determine whether this should be continued.

In a review of other municipalities, video is often limited to Council meetings only, while some provide coverage of Standing Committees as well.

Financial Impact

The technical staff needed to support the commencement of Audit and Governance Committees being video streamed and available on-demand would be paid through overtime and/or contract labour. It is estimated that the labour costs would be under \$3,500/year.

Conclusion

The number of views of live streaming and on-demand videos of Council and Committee meetings continues to rise. The addition of Audit and Governance Committees could be implemented for a one year pilot project.



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Diana Rusnov, Manager, Legislative Services and Deputy Clerk

City of Mississauga

Corporate Report



Date: 2016/08/30

To: Chair and Members of Governance Committee

From: Gary Kent, Commissioner of Corporate Services and
Chief Financial Officer

Originator's files:

Meeting date:
2016/09/19

Subject

Municipal Election Campaign Contribution Rebate Program for the 2018 Election.

Recommendation

1. That the report from the Commissioner of Corporate Services and Chief Financial Officer dated August 30, 2016 be received for information.
2. That direction be provided with respect to the implementation of a Rebate Program for the 2018 Municipal Election.

Report Highlights

- Providing a rebate program requires additional tax funded financial resources for rebate payments, staffing and administration.
- A rebate program partially subsidizes election campaign financing by the municipality rather than wholly from donors.
- The cost of a rebate program varies depending on the value of the rebate provided, number of candidates that participate and the amount of eligible contributions received.

Background

Municipal Election campaign contributions are not eligible for tax credits under the provisions of the *Municipal Elections Act, 1996* ("MEA") or the *Income Tax Act*. The MEA states:

88.11 (1) A municipality may, by by-law, provide for the payment of rebates to individuals who made contributions to candidates for office on the municipal council. 2016, c. 15, s. 51.

A rebate program enables a municipality to reimburse contributions made by individuals to the campaign of a candidate running for Mayor or Councillor. The concept for providing a rebate program is to encourage greater participation in municipal politics by reducing the financial burden placed on candidates and campaign donors.

Governance Committee	2016/08/30	2
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A rebate program requires candidates to issue receipts to donors who would then apply for a rebate from the municipality. Staff would prepare rebates for donors after a candidate files his or her financial statements in compliance with the *MEA*. Registration in the rebate program by individual candidates is voluntary.

Currently there is no provision in the *MEA* that allows municipalities the legislative ability to conduct audits to determine if requests for rebates are legitimate. Rebates would be issued using the information provided by candidates and donors in accordance with the program procedures.

Comments

Staff presented three reports to Governance Committee in 2013 (**Appendix 1**) with respect to providing a rebate program for the 2014 Municipal Election. These reports reviewed several rebate programs offered by large Ontario municipalities. Subsequently the City of Markham has compiled updated statistics for rebate programs offered by municipalities during the 2014 election year (**Appendix 2**). Staff have reviewed the statistics between programs offered in 2010 and 2014 and observed that some municipalities saw an increase in campaign contributions while others did not.

All municipalities surveyed have a minimum donation threshold to qualify for a rebate. Too high of an eligibility threshold may discourage some prospective donors that have less financial resources to donate. A lower threshold or a flat rebate amount for lesser contributions may increase accessibility for donors but may also increase rebate payment costs and administration.

In 2013 Council provided direction to staff to develop a rebate program. Staff presented two options having a minimum \$50 and \$100 donation thresholds respectively to be eligible for a rebate. Donors were also required to be Mississauga residents to be eligible. Donations to schoolboard trustee campaigns were not eligible for rebates. Council instructed staff to proceed with the design of a program based on a \$100 donation threshold pursuant to *Council Resolution 0032-2013*. A draft By-law outlining a rebate program was presented by staff to Governance Committee who chose not to implement the program for the 2014 Election (*Governance Committee Resolution 0027-2013*).

Financial Impact

The City's municipal elections are financed by annual contributions to the Election Reserve collected from municipal taxes. Additional tax funding would be required as the 2018 Election budget does not account for a rebate program. The total cost for rebates is determined by three main factors: the total number of candidates registered, the total number of candidates that register for the program and the total number of contributions. It is difficult to accurately forecast the cost. In addition to the rebate payments there will be administration costs associated with the program such as staff costs, cheques processing costs and postage.

Governance Committee	2016/08/30	3
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Staff have performed an analysis using the campaign contributions from the 2014 Election in an effort to provide an estimated cost of the program. The formula is based on the \$100 minimum donation threshold.

Candidates:	98
Rebate Payout Formula:	50% of contributions between \$100 - \$750
Campaign Contributions Over \$100:	\$1,374,580.11
Estimated Total Rebates Paid at 50%:	\$688,000

The Election Office would require one additional temporary employee for 18 months to administer the program and process rebates.

<u>Expense</u>	<u>Cost</u>
Rebates	\$688,000
Staffing – Elections	\$102,000
Supplies & Postage	\$5,000
Total	\$795,000

*****Staffing: Grade C position for 18 months*****

The cost of the proposed rebate program has not been included in the annual transfer to the Election Reserve and an increase to the transfer will be required if the program is implemented.

Conclusion

Election Campaign Rebate Programs have been implemented in various municipalities in Ontario. A rebate program introduces additional tax funded costs on the municipality and increases the complexity of the Election administration. It is suggested that eligibility for a rebate be restricted to Mississauga residents only in efforts to control costs and to encourage interest in municipal politics amongst Mississauga residents. A by-law is required to establish a rebate program for the 2018 Election.

Alternatively, Council may engage the Federal and Provincial governments to suggest that contributions made to municipal political campaigns should be regarded and processed in the same manner as contributions made to Federal and Provincial campaigns where contributions are included in the donors' Income Tax filing. This would eliminate the financial burden on municipalities to fund rebate payments.

Governance Committee

2016/08/30

4

Attachments

Appendix 1: Previous Corporate Reports

Appendix 2: Election Contribution Rebate Program



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Pina Mancuso – Manager, Elections



Corporate Report

Clerk's Files

Originator's
Files

5.

DATE: January 8, 2013

TO: Chair and Members of Governance Committee
Meeting Date: January 14, 2013

Governance Committee

JAN 14 2013

FROM: Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

SUBJECT: **Municipal Election Campaign Contribution Rebate Program**

RECOMMENDATION: That the report entitled Municipal Election Campaign Contribution Rebate Program, from the Commissioner of Corporate Services and Treasurer, dated January 8, 2013 be received for information.

**REPORT
HIGHLIGHTS:**

- In response to a request of the Governance Committee, the details regarding Election Campaign Contribution Rebate Programs implemented in other municipalities have been reviewed.
- There are a number of options for a Rebate Program and the cost of a program will vary depending on the rebate provided, the number of candidates who participate, and the amount of campaign contributions received.

BACKGROUND:

A request has been received by the Governance Committee from a member of the public, for the City to restrict the collection of Election Campaign Contributions from corporations and trade unions. In addition, the Governance Committee has requested staff to investigate the implementation of an Election Campaign Contribution Rebate Program by the City of Mississauga. The purpose of this report is to provide the Chair and Members of the Governance committee with

information regarding the operation of a municipal election campaign contribution rebate program. Unlike Federal and Provincial election campaign contributions, Municipal Election campaign contributions are not eligible for tax credits under the provisions of the *Municipal Elections Act* or the *Income Tax Act*.

In accordance with the Municipal Elections Act (MEA)

82. (1) "*A municipality may, by by-law, provide for the payment of rebates to individuals, corporations or trade unions who made contributions to candidates for office on the municipal council.*"

The essence of a contribution rebate program is that a municipality would rebate a contributor a percentage of a contribution made to a candidate's campaign. The rationale for implementing a rebate program is to:

- encourage more candidate participation
- create more interest in Municipal Elections, therefore increasing turnout
- Increase contributions from individual electors rather than corporations and trade unions.

Registration in the rebate program is completely voluntary and during the nomination process the candidate is asked whether or not they would like to participate. No rebate will be issued until the candidate files their financial statement by the relevant date, and in compliance with all requirements of the *Municipal Elections Act, 1996*, as amended. Most municipalities track the registration manually and assume all administrative tasks in house.

COMMENTS:

Various municipalities across Ontario have established Election Campaign Contribution Rebate programs. Each program has different criteria regarding eligibility of a contributor (individuals vs Corporations), percentage of rebate (formula) in relation to the amount contributed and timeframe in which a contributor may apply for the rebate. See Appendix 1 - Rebate Program Benchmarking for the details regarding each program.

The following factors must be taken into consideration when considering the financial impact of the program on the municipality, as well as the administrative impact;

- number of candidates eligible
- number of contributors
- number of candidates elected who used the program
- dollar value of contributions received

Appendix 2 – Rebate Program Statistics outlines the experience of other the municipalities who have implemented a program.

Rebate Formula Options

There are a number of options for rebate formulas. The total cost of the Rebate Program would vary depending on the formula included in the By-law. In addition, the administration of the program becomes more complicated based on the rebate formula implemented.

Appendix 3 provides an overview of the rebate formulas currently used by other municipalities.

Election Campaign Contribution Rebate Program Implementation

Staff from the Elections Office discussed the merits of the Election Campaign Rebate Program with the election staff in the Town of Oakville, City of Vaughan and Town of Markham.

They indicated that having a Rebate program provided a perceived opportunity to increase participation in the electoral process and an opportunity to assist candidates in their fundraising efforts, particularly for non-incumbent candidates.

The criticism of a program is that all taxpayers subsidize individuals who contribute to any candidate's campaign. If the program does not place restriction on who is eligible for a rebate this would include contributions received from non-residents, candidates, candidate's spouse and family members, and corporations and trade unions. In addition, any Rebate program will result in additional costs to the corporation in terms of funding and administration.

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The Town of Oakville implemented a rebate program in 2003 on the bases of meeting the goals of encouraging more candidate participation, creating more interest in the Municipal Elections and increasing turnout, and increasing contributions from individual electors rather than corporations. Following the 2010 election, the City Clerk determined *"that the rebate program had not met the goals for which it was established"*. As a result of the findings and the experience with the rebate program the City Clerk recommended that the program be discontinued for the 2014 Municipal Election. Nonetheless, the Town of Oakville's Council chose to continue with the program.

It is important to note that according to section 68(1) of the MEA *"a candidate's election campaign period for an office shall be determined in accordance with the following rules:*

- 1. The election campaign period begins on the day he or she files a nomination for the office under section 33.*

Regardless of whether a candidate withdraws his/her nomination, if the candidate collected contributions, the contributors may be eligible to apply for a rebate.

FINANCIAL IMPACT: Any rebate program established would result in additional tax funded costs to the municipality. It is difficult to forecast the financial impact because the cost of the program would be impacted by the details of the program and the number of candidates and contributors who participate. In addition, it is estimated that the Election Office would require one additional position to oversee the program and process the rebates.

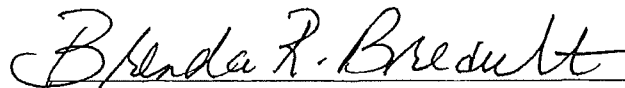
The Municipal Elections are funded from the Election Reserve. Each year \$550,000 is placed into the Reserve to fund the next election. An Election Campaign Contribution Rebate Program was not included in the proposed budget. Additional tax funding would be required to cover any contribution rebate program.

CONCLUSION:

Election Campaign Rebate Programs have been implemented in a number of municipalities across the Province. The Rebate Programs vary between these municipalities, including who is eligible to receive a rebate, and what amount of rebate is provided. The financial impact is also difficult to predict because it is dependent upon the number of candidates and the amount of campaign contributions that are collected. Regardless of the Rebate Program selected, the administration of the program is complex.

ATTACHMENTS:

Appendix 1 - Rebate Program Benchmarking
Appendix 2 – Rebate Program Statistics
Appendix #3 – Rebate Formulas



Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

Prepared By: Pina Mancuso, Manager of Elections

REBATE PROGRAM BENCHMARKING

Municipality	Highlights of Program
Oakville	<ul style="list-style-type: none"> Any eligible elector residing in the town of Oakville who is not a candidate, candidate's spouse, common-law spouse, same-sex partner, children of the candidate are eligible for a rebate. Only contributors of money are eligible. Corporations, trade unions, non-resident eligible electors are not eligible for rebates.
Ajax	<ul style="list-style-type: none"> Any eligible elector, who is not a candidate, spouse or child of candidate, is eligible. Only contributions of money are eligible for rebate. Rebates are only available to those individuals who make a contribution between the date of the candidate's nomination filing up to and including Voting Day. An individual who contributes to more than one candidate is eligible for a rebate in respect of each contribution but no more than the maximum allowable rebate (\$150). Contributions from corporations and trade unions are ineligible.
Toronto	<ul style="list-style-type: none"> Any resident in the province of Ontario is eligible to receive a rebate. Candidates, their spouses and children are eligible but not until after the Candidate's campaign closes and the final financial statement is filed. Only contributions of money are eligible. Contributions from corporations and trade unions are ineligible.
Whitby	<ul style="list-style-type: none"> Whitby's program was approved by Council in principal and is subject to the 2012 Budget approval. Whitby's program is to be identical to Ajax.

*Formula's and criteria will vary across all municipalities that have implemented the program.

*These statistics are based on information from the City of Ottawa

Municipality	Program Highlights
Markham	<ul style="list-style-type: none">• Any individual who is a resident of the Province of Ontario is eligible for a rebate.• The following are ineligible:<ul style="list-style-type: none">-Contribution of goods and services.-A Candidate's contribution of inventory from a prior election.-Contributions made by corporations and trade unions.
Vaughan	<ul style="list-style-type: none">• Any resident of the City of Vaughan is eligible for a rebate• The following are ineligible:<ul style="list-style-type: none">-Contributions of goods and services.-A Candidate's contribution of inventory from a prior election.-Contribution made by corporations and trade unions.-Contributions made by the Candidate and Candidate's spouse, siblings, grandparents, parents, children and grandchildren.

*Formula's and criteria will vary across all municipalities that have implemented the program.

*These statistics are based on information from the City of Ottawa

59

Rebate Program Statistics

Municipality	Oakville	Ajax	Toronto	Whitby	Markham	Vaughan
Electoral Population	121,330	69,624	1,637,310	81,713	185,469	175,470
Voter Turnout	40%	25.4%	50.55%	31.05%	35.5%	40.55%
# of rebates paid	465	116	14,051	12	2,300	434
% of electors contributing (based on the # of rebates paid)	0.38%	0.16%	Unavailable	.015%	1.24%	0.25%
# of Candidates that participated	28 total (63%)	12 total (57%)	176 total (55%)	4 total (16%)	42 total (95%)	42 total (93%)
# of Candidates eligible	44	21	319	24	44	45
Amount paid in rebates	\$78,105	\$10,605	\$3,680,820 (to date)	\$775	\$375,000	\$61,717
Cost of administering Program	\$27,551	\$6000	Unavailable (Approx. 46 mths of staff time)	Unavailable	\$11,541	\$28,279
Total cost of Rebate Program	\$105,656	\$16,605	\$3,680,820	\$775	\$386,541	\$89,997

*These statistics are based on information from the Town of Richmond Hill

5h

Rebate Program Formulas

Municipality	Formula
Oakville	<ul style="list-style-type: none"> • Contributions less than \$100 = INELIGIBLE • Contributions over \$100: rebate = 50% of total contribution
Ajax	<ul style="list-style-type: none"> • Contributions less than \$25 = INELIGIBLE • Contributions \$25 - \$100: rebate = 75% of the total contribution • Contributions over \$100: rebate = \$75.00 + 50% of the difference between the total contribution and \$100 • Maximum rebate regardless of contribution = \$150
Toronto	<ul style="list-style-type: none"> • Contributions less than \$25 = INELIGIBLE • \$25 - \$300: rebate = 75% of the total contribution • \$301 - \$1000: rebate = \$225.00 + 50% of the difference between the contribution and \$300 • Contributions over \$1000: rebate = the lesser of \$575 + 33.3% of the difference between the total contribution and \$1000 • Maximum rebate = \$1000
Whitby	<ul style="list-style-type: none"> • Same as formula for Ajax
Markham	<ul style="list-style-type: none"> • Contributions less than \$50 = INELIGIBLE • Contributions \$50 - \$300 = 75% of total contribution • Contributions over \$300 = 75% of \$300 + 50% of the difference between the total contribution and \$300 (maximum rebate = \$350)
Vaughan	<ul style="list-style-type: none"> • Contributions less than \$50 = INELIGIBLE • Maximum rebate regardless of contribution = \$150 • Contributions over \$50 = 75% of total contribution

*Information regarding the above formulas is from the City of Ottawa



Corporate Report

Clerk's Files

Originator's
Files

Governance Committee

FEB 27 2013

DATE: February 21, 2013

TO: Chair and Members of Governance Committee
Meeting Date: February 27, 2013

FROM: Brenda R. Breault, CMA, MBA
Commissioner, Corporate Services and Treasurer

SUBJECT: **Municipal Election Campaign Contribution Rebate Program**

RECOMMENDATION: That the report dated February 21, 2013 from the Commissioner of Corporate Services and Treasurer, entitled Municipal Election Campaign Contribution Rebate Program be received, and that direction be provided to staff with respect to the establishment of a rebate program for the 2014 Municipal Election.

**REPORT
HIGHLIGHTS:**

- Governance Committee requested staff to report back on a Municipal Election Campaign Contribution Rebate Program for Mississauga residents.
- Two options are provided for which costs have been estimated based on the 2010 Municipal Election campaign contributions.
- Direction is requested with respect to the establishment of an Election Campaign Contribution Program for the City of Mississauga. If a rebate program is supported, a by-law will be prepared to outline the conditions under which an individual is entitled to receive a rebate and the rebate amount and the rebate amounts.

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BACKGROUND:

On January 14, 2013, the Governance Committee approved Recommendation GOV-0006-2013 which stated:

That the report entitled Municipal Election Campaign Contribution Rebate Program from the Commissioner of Corporate Services and Treasurer, dated January 8, 2013 be received for information and that staff be directed to report back on a rebate program for the City that includes the following:

- a) Mississauga residents only; and*
- b) Rebate for individual contributions; and*
- c) Rebate of 50% up to a maximum of \$375 for contributions over \$100.*

Recommendation GOV-006-2013 was adopted by Council on February 6, 2013. Discussion at Council clarified that the Committee also wished to consider rebates for smaller donations. This report provides information regarding the scope, structure and costs associated with a proposed Municipal Election Campaign Contribution Rebate Program. The previous report on the Rebate Program to the Governance Committee, dated January 8, 2013, which contained details of programs implemented in other municipalities, is attached as Appendix 1.

COMMENTS:

Based on the direction provided by the Governance Committee, two options are being presented as possible frameworks for a rebate program that would provide Mississauga residents with a rebate for making a campaign contribution to candidates in the Municipal Election. Under both options, it is proposed that campaign contributors must be residents of the City of Mississauga in order to be eligible for rebate. Further, contributions from candidates, their spouses, businesses, corporations and trade unions would be ineligible for rebate.

There was considerable discussion at the previous Governance Committee meeting regarding the structure of a rebate program to support and encourage donations from Mississauga residents at the lower range of the total permissible donation amount of \$750 per candidate. The options presented provide opportunity for a rebate of 50% of the total amount contributed once the contribution reaches a

certain minimum threshold. Estimates of the cost of the options presented have been determined based on campaign contributions made during the 2010 Municipal Election.

The first option proposes a 50% rebate on total contributions of \$50 or more. The maximum rebate would be \$375 based on a \$750 contribution.

OPTION 1

Estimated cost \$115,000**

Contribution Amount	Applicable Rebate
Less than \$50	Ineligible
\$50 up to \$750	50% of total contribution

The second option is also designed to provide the same rebate for all eligible contributors but requires a higher minimum threshold contribution before the rebate applies. The maximum rebate would continue to be \$375.

OPTION 2

Estimated cost \$85,000**

Contribution Amount	Applicable Rebate
Less than \$100	Ineligible
\$100 up to \$750	50% of total contribution

**** estimated costs based on 2010 candidate financial statements**

The rebate program would require candidates to issue receipts to contributors. Contributors would be required to file a request for rebate with the City and Election staff would prepare rebates only after a Candidate's Financial Statement had been submitted in compliance with the *Municipal Elections Act*, 1996, as amended (MEA).

The rebate program would only apply to candidates for Council. The school boards would be responsible for determining if any rebate would be provided to those who made contributions to candidates for

office on the school board. This rebate would be paid and administered by the school board.

Administration of the program will require an additional staff resource for 18 months at a cost of \$90,000. Implementation of the program will also require upgrades to the existing election module and/or new software. A further assessment of the technical requirements will be undertaken is if a decision is made to proceed with a rebate program.

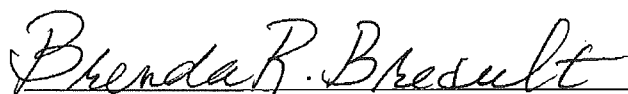
Should it be the desire of Council to proceed with the establishment of a rebate program, a by-law must be prepared which shall establish the conditions under which an individual is entitled to a rebate and the rebate amounts.

FINANCIAL IMPACT: Although estimates of the cost of implementing the program have been provided, it is important to note that the financial impact associated with the program is difficult to predict because it is dependent upon the amount of campaign contributions collected by candidates. Funding for a rebate program is not currently included in the 2014 Municipal Election budget. Should direction be provided to proceed with the establishment of a rebate program, the 2014 Municipal Election budget must be increased to cover the anticipated cost of the rebate and an additional staff resource be provided at a cost of \$90,000 for 18 months.. In addition, the annual funding of the Election Reserve will be required to increase to reflect the additional cost of the election program.

CONCLUSION: Municipal Election Contribution Rebate Programs have been established by other municipalities with the expectation that the program may encourage more residents to contribute to candidates and thereby somewhat ease the financial burden associated with election campaigns as well as encourage more residents to get engaged in Municipal Elections and thereby increase voter turnout. Assessing the overall success of a rebate program in achieving these goals is difficult. Direction is sought with respect to the implementation of a rebate program for the 2014 Municipal Election.

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ATTACHMENTS: Appendix 1 – Report dated January 8, 2013

A handwritten signature in cursive script, reading "Brenda R. Breault", is written over a horizontal line.

Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

Prepared By: Pina Mancuso, Manager, Elections



Corporate Report

Clerk's Files

Originator's
Files

2

DATE: May 28, 2013

TO: Chair and Members of Governance Committee
Meeting Date: June 12, 2013

FROM: Brenda R. Breault, CMA, MBA
Commissioner, Corporate Services and Treasurer

SUBJECT: **Municipal Election Campaign Contribution Rebate Program
Procedure and By-law**

Governance Committee

JUN 12 2013

- RECOMMENDATION:**
1. That a pilot Municipal Election Campaign Contribution Rebate Program be approved for the 2014 Municipal Election, as outlined in Appendix 3 of the Corporate Report dated May 28, 2013 from the Commissioner of Corporate Services.
 2. That the implementing By-law, substantially in the form outlined in Appendix 4, be enacted in accordance with Section 82 (1) of the *Municipal Elections Act 1996*.

**REPORT
HIGHLIGHTS:**

- At the Council meeting on March 6, 2013, Council passed resolution 0032-2013 directing staff to pursue the implementation of a Municipal Election Campaign Contribution Rebate Program (the Rebate Program) and report back.
- Procedures for the Rebate Program and a draft by-law are attached to this report.

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BACKGROUND:

On March 6, 2013 Council approved resolution 0032-2013 which stated:

Recommendation GOV-0016-2013 to GOV-0018-2013 inclusive contained in the Governance Committee Report 3-2013 dated February 27, 2013 be approved save and except GOV-0017-2013 regarding the Election Rebate Program which was amended to direct staff to pursue option two and report back.

This report provides information regarding the detailed procedure, scope, structure and costs associated with the Rebate Program. The previous two reports presented to the Governance Committee regarding the Rebate Program are included as Appendices 1 and 2.

COMMENTS:

At Council's direction, rebates would be issued as follows:

Contribution Amount	Applicable Rebate
Less than \$100	Ineligible
\$100 up to \$750	50% of total contribution

The scope of the Rebate Program is outlined in Appendix 3. The draft By-law is attached as Appendix 4.

Through detailing the procedures and writing the draft implementing the By-law, the Elections Office has identified the following concerns that relate to the Rebate Program:

- The cost of administering the program cannot be accurately estimated as cost will depend on the number of Candidates and contributors that participate and the amount of contributions that are made.
- The City of Mississauga does not have the legislated right to conduct audits to determine if requests for rebates are legitimate. Rebates will be issued based on the information provided by Candidates and Contributors and the program in accordance with the requirements of the Rebate Program.
- If a rebate is found to be illegitimate, the City of Mississauga has no legislated disciplinary course of action.
- Based on information provided by other municipalities who have a Rebate Program it has been identified that it may not meet the

goals of Council to encourage more residents to contribute to Candidates and thereby somewhat relieve the financial burden on Candidates, and generate more resident interest in Municipal Elections and thereby increase voter turnout.

Given the uncertainty of the outcomes which will be achieved from the implementation of a Rebate Program, it is recommended that the Program be undertaken as a pilot program for the 2014 Municipal Election, and that Election staff review and report back to Governance Committee following the conclusion of the 2014 Rebate Program.

**FINANCIAL
IMPACT:**

The anticipated costs associated with the Rebate Program are as follows:

- \$400,000 in rebate payouts are estimated based on the following estimates: approximately 175 candidates participate in the program, each candidate having 15 contributors requesting a rebate for contributions made on an average of \$300 (initiating a payout of \$150 per contributor).
- Program administration cost estimated to be \$100,000 which includes one staff person for 18 months and postage and other material costs.

The estimated number of contributions and average contribution is based on an analysis of the 2010 Municipal Election. The number of candidates is predicted to be higher as this is the first Election in quite some time where there is no incumbent for Mayor. Funding for the Rebate Program will be included in the Election Budget.

This program will be funded from the Election Reserve Fund. Since this program requires an additional \$500,000 be drawn from the Reserve Fund, the annual election reserve contribution must be increased by \$125,000 starting from 2014. As a result of this change the annual election contribution level funded through the operating budget will be increased to \$625,000 from \$500,000.

Should the amount of the rebates paid out following the 2014 Municipal Election exceed the estimate, the annual contribution to the Election Reserve will have to be increased for future years.

CONCLUSION:

It is recommended that the Rebate Program be implemented as a pilot

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2014 Municipal Election and payout of all rebates, staff will evaluate the effectiveness and financial impact of the pilot program and report back to Governance Committee.

- ATTACHMENTS:**
- Appendix 1: Corporate Report dated January 8, 2013 from the Commissioner of Corporate Services entitled Municipal Election Campaign Contribution Rebate Program.
 - Appendix 2: Corporate Report dated February 21, 2013 from the Commissioner of Corporate Services entitled Municipal Election Campaign Contribution Rebate Program.
 - Appendix 3: Municipal Election Campaign Contribution Rebate Program Detailed Procedures.
 - Appendix 4: Draft Municipal Election Campaign Contribution Rebate Program Implementing By-law.



Brenda R. Breault, CMA, MBA
Commissioner, Corporate Services and Treasurer

Prepared By: Pina Mancuso, Manager, Elections

Rebate Program Formulas

Municipality	Formula
Oakville	<ul style="list-style-type: none"> • Contributions less than \$100 = INELIGIBLE • Contributions over \$100: rebate = 50% of total contribution
Ajax	<ul style="list-style-type: none"> • Contributions less than \$25 = INELIGIBLE • Contributions \$25 - \$100: rebate = 75% of the total contribution • Contributions over \$100: rebate = \$75.00 + 50% of the difference between the total contribution and \$100 • Maximum rebate regardless of contribution = \$150
Toronto	<ul style="list-style-type: none"> • Contributions less than \$25 = INELIGIBLE • \$25 - \$300: rebate = 75% of the total contribution • \$301 - \$1000: rebate = \$225.00 + 50% of the difference between the contribution and \$300 • Contributions over \$1000: rebate = the lesser of \$575 + 33.3% of the difference between the total contribution and \$1000 • Maximum rebate = \$1000
Whitby	<ul style="list-style-type: none"> • Same as formula for Ajax
Markham	<ul style="list-style-type: none"> • Contributions less than \$50 = INELIGIBLE • Contributions \$50 - \$300 = 75% of total contribution • Contributions over \$300 = 75% of \$300 + 50% of the difference between the total contribution and \$300 (maximum rebate = \$350)
Vaughan	<ul style="list-style-type: none"> • Contributions less than \$50 = INELIGIBLE • Maximum rebate regardless of contribution = \$150 • Contributions over \$50 = 75% of total contribution

*Information regarding the above formulas is from the City of Ottawa

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Eligibility Criteria

Eligible	Ineligible
Must be a City of Mississauga resident.	Contributions made by non-residents and contributions made by the candidate, candidate's spouse, siblings, grandparents, parents, children or grandchildren are ineligible to receive a rebate.
Contributions must be over \$100.00 but no more than \$750.00.	Contributions under \$100.00.
Candidates nominated for Council.	Candidates nominated for Trustee.
Candidates must sign their Nomination Form (EL01) indicating that they are enrolling in the Rebate Program.	Candidates who have opted out of the Rebate Program.
Monetary contributions given to an eligible Candidate during their campaign period.	Contributions of goods and services; contributions made by a corporation or trade union; proceeds of fundraisers.
Rebates will only be issued once the candidate files their financial statement (EL04) by the legislated deadline as stated in the MEA under section 77.	Contributions given to a Candidate who is in default.

Responsibilities**Candidate**

1. Must enroll in the program by signing their Nomination Form (EL01) indicating they wish to participate and will adhere to the set out guidelines.
2. Candidates must initial contribution receipts (EL08) confirming that the Candidate has communicated to the contributor whether or not they are participating in the Rebate Program.
3. All monetary contributions over \$100.00 must be recorded under Schedule 1 on the Candidate's Financial Statement (EL04) and information must include the Contributors name, qualifying address and mailing address.
4. All monetary contributions over \$100.00 must be also documented on the electronic template provided by the Clerk's Office with the Contributors name, qualifying address and mailing address and submitted at the time of filing the Candidate's Financial Statement (EL04).
5. At the time the Candidate files their Financial Statement (EL04), they must include the pink copies of the Receipt for Campaign Contributions (EL08), as well as the electronic template provided by the Clerk's Office for all contributions exceeding \$100.00.
6. A Financial Statement (EL04) must be submitted by the legislated date to the Office of the City Clerk as stated in Section 78 (1) of the MEA in order for their contributions to be eligible for rebates.
7. Candidates who are participating in the Rebate Program are required to use the prescribed Form (EL08, Receipt for Campaign Contributions) in order for their contributors to be eligible for rebates.

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Contributor

1. The request for rebate must be brought in person or submitted by mail to the Clerk's Office, or by email accompanied with a scanned copy of the receipt (EL08) by September 30, 2015 4:30pm.
2. Rebates will only be issued for those contributions made during the Candidate's campaign period.
3. Must provide qualifying address and mailing address to the Candidate and notify the Clerk's Office by mail, in person, or by email if any changes take place prior to receiving the rebate.

Election Office Administration

Elections Office Administration process:

1. Elections staff will prepare rebates only after a Candidate's Financial Statement (EL04) has been submitted in compliance with the Municipal Elections Act, 1996 (MEA) and only if the Clerk is satisfied that the rebate request was received during the Candidate's campaign period.
2. Election staff must confirm upon the filing of the Candidate's Nomination Form (EL04) whether or not they are participating in the program.
3. Elections staff will provide numbered receipts (batch of 25 will be provided upon filing and additional copies can be purchased for a sum); explain the importance of obtaining the required contributor information and filling out the electronic spreadsheet for all contributions over \$100.00.
4. Requests for rebate will be accepted in person at the Clerk's Office, by mail or by email accompanied with a scanned copy of the receipt (EL08).
5. Request for rebates will not be processed after September 30, 2015. All inquiries must be submitted before this deadline.



A BY- LAW TO ESTABLISH A MUNICIPAL ELECTION CAMPAIGN CONTRIBUTION REBATE PROGRAM

WHEREAS section 82 (1) of the *Municipal Elections Act, 1996*, as amended, (*MEA*), permits a municipality to enact a By-law, to provide for the payment of rebates to individuals, corporations, or trade unions who made contributions to candidates running for office on the municipal council;

AND WHEREAS section 82 (3) of the *MEA* states that the By- law or resolution shall establish the conditions under which an individual, corporation or trade union is entitled to a rebate;

AND WHEREAS section 82 (4) of the *MEA* states that the By- law or resolution may provide for the payment of different amounts to different individuals, corporations or trade unions, on any basis;

AND WHEREAS, on _____, the Council of the Corporation of the City of Mississauga (the "Council") approved the establishment of a City of Mississauga Municipal Election Campaign Contribution Rebate Program (the "Rebate Program") that would pay rebates to individuals that made contributions to candidates running for office on the Municipal Council;

AND WHEREAS procedures and requirements must be established for the administration of the Rebate Program;

NOW THEREFORE the Council of The Corporation of the City of Mississauga ENACTS as follows:

- (1) In this By- law,
 - (a) "City" means the Corporation of the City of Mississauga in the Regional Municipality of Peel;
 - (b) "The Rebate Program" means the Mississauga Municipal Election Campaign Contribution Rebate Program;
 - (c) "The Elections Office" means the section of the Office of the City Clerk that administers the Rebate Program.
 - (d) "The Clerk" means the City Clerk.
 - (e) "The Candidate" means a candidate running for office on Council.
 - (f) "The Contributor" means an individual who has contributed to a candidate's campaign in the 2014 Municipal Election and is eligible for a rebate as prescribed in this By- law.

By- Law _____

APPENDIX 4

- (2) A Rebate Program providing for the payment of rebates to individuals residing in the City, who make contributions to candidates running on Council, for the 2014 municipal election is hereby authorized.
- (3) The Council hereby establishes the qualifications and requirements for participation in the Rebate Program as described in Schedule "A" to this By- law.
- (4) The Council hereby establishes the administrative procedures as described in Scheduled "A" to this By- law as they relate to the Rebate Program.
- (5) The Council hereby establishes the responsibilities of the City, the Candidate and the Contributor insofar as they relate to the administration of, and participation in the Rebate Program.

ENACTED AND PASSED this day of 2013.

MAYOR

CLERK

SCHEDULE "A" TO BY- LAW _____

**QUALIFICATIONS FOR ENROLMENT IN AND
ADMINISTRATIVE PROCEDURES FOR THE MUNICIPAL
ELECTION CAMPAIGN CONTRIBUTION REBATE PROGRAM**

1. Enrolment in the Rebate Program

A Candidate running for municipal office in the 2014 City of Mississauga Municipal Election may, if they so choose, enrol in the Rebate Program whereby residents of the City of Mississauga that contribute to the Candidate's campaign will receive a rebate from the City of Mississauga (see Section 3, *Rebate Calculation*). To enrol in the Rebate Program, Candidates must sign their Nomination Form (EL01) in accordance with s.33 of the *Municipal Elections Act*, indicating that they wish to participate. (see Section 4, *Candidate/ Contributor Responsibilities*).

2. Eligibility

Eligibility for participation in the Rebate Program is as follows:

Eligible	Ineligible
Must be a Mississauga resident.	Contributions made by non- residents and contributions made by the Candidate, Candidate's spouse, siblings, grandparents, parents, children or grandchildren are ineligible to receive a rebate.
Contributions must be over \$100.00 but no more than \$750.00.	Contributions under \$100.00.
Candidates nominated for Council.	Candidates nominated for Trustee.
Candidates must sign their Nomination Form (EL01) indicating that they are enrolling in the Rebate Program.	Candidates who have opted out of the Rebate Program.
Monetary contributions given to an eligible Candidate during their campaign period.	Contributions of goods and services; contributions made by a corporation or trade union; proceeds of fundraisers.
Rebates will only be issued once the Candidate files their financial statement (EL04) by the legislated deadline as stated in the <i>MEA</i> under section 77.	Contributions given to a Candidate who is in default.

3. Rebate Calculation

Rebates shall be calculated as follows:

Contribution Amount	Applicable Rebate
Less than \$100	Ineligible
\$100 up to \$750	50% of total contribution

4. Candidate/ Contributor Responsibilities

The administrative procedures herein only apply to candidates who opt in to the Rebate Program. Participation in the Rebate Program is discretionary and any Candidate or Contributor participating in the program shall comply with the provisions set out in this by-law.

The responsibilities of the Candidate and Contributors for participation in the Rebate Program are as follows:

Candidates:

- (a) Must enroll in the program by signing their Nomination Form (EL01) indicating they wish to participate and will adhere to the set out guidelines.
- (b) Candidates must initial contribution receipts (EL08) confirming that the Candidate has communicated to the contributor whether or not they are participating in the Rebate Program.
- (c) All monetary contributions over \$100.00 must be recorded under Schedule 1 on the Candidate's Financial Statement (EL04) and information must include the Contributors qualifying address and mailing address.
- (d) All monetary contributions over \$100.00 must be also documented on the electronic template provided by the Clerk's Office with the qualifying address and mailing address and submitted upon filing the Candidate's Financial Statement (EL04).
- (e) At the time the Candidate files their Financial Statement (EL04), they must include the pink copies of the Receipt for Campaign Contributions (EL08), as well as the electronic template provided by the Clerk's Office for all contributions exceeding \$100.00.
- (f) A Financial Statement (EL04) must be submitted by the legislated date to the Office of the City Clerk as stated in Section 78 (1) of the MEA.
- (g) Candidates who are participating in the Rebate Program are required to use the prescribed Form (EL08, Receipt for Campaign Contributions) in order for their contributors to be eligible for a rebate.

Contributors:

- (a) The request for rebate must be brought in person or submitted by mail to the Clerk's Office, or by email accompanied with a scanned copy of the receipt (EL08) by September 30, 2015 4:30pm.
- (b) Rebates will only be issued for those contributions made during the Candidate's campaign period.
- (c) Must provide qualifying address and mailing address to the Candidate and notify the Clerk's Office by mail, in person or by email if any changes take place prior to receiving the rebate.

5. Election Office Administrative Practices

The Election Office Administration process for the Rebate Program is as follows:

- (a) Elections staff will prepare rebates only after a Candidate's Financial Statement (EL04) has been submitted in compliance with the MEA and only if the Clerk is satisfied that the rebate request was received during the Candidate's campaign period.
- (b) Election staff must confirm upon the filing of the Candidate's Nomination Form (EL04) whether or not they are participating in the program.
- (c) Elections staff will provide numbered receipts (batch of 25 will be provided upon filing and additional copies can be purchased for a sum); explain the importance of obtaining the required contributor information and filling out the electronic spreadsheet for all contributions over \$100.00.
- (d) Rebates will be processed only in person at the Clerk's Office, by mail or by email accompanied with a scanned copy of the receipt (EL08).
- (e) Request for rebates will not be processed after September 30, 2015. All inquiries must be submitted before this deadline.

Municipal Election Candidate Contribution Rebate Programs in Ontario

The following table outlines the scope and financial impact of Municipal Election Candidate Contribution Rebate Programs across Ontario for the 2014 Municipal Election.

	Ajax	Oakville	Ottawa	Markham	Toronto	Vaughan	Whitby
Electoral population in 2014	74,891	125,722	632,385	195,805	1,813,915	190,724	87,406
Criteria for contributor to qualify for contribution rebate	Ajax voter	Oakville voter & resident	Ontario resident	Ontario resident	Ontario resident	Vaughan voter & resident	Whitby voter
Corporation or trade union eligible	No	No	No	No	No	No	No
Contributor must apply for contribution rebate directly to the municipality	Yes	Yes	Yes	No	Yes	Yes	No
Cut off date to apply for contribution rebate	12 noon Dec. 1 the year following an election	90 days after financial filing deadline	4:30 pm on the 90th day after the last financial filing deadline	Not applicable	December 31 the year following an election	December 31 the year following an election	Not applicable
Timeframe for a contribution to be made & qualify for a contribution rebate	Between candidate's nomination filing and Voting Day	Between candidate's nomination filing and final financial filing	Between candidate's nomination filing and supplementary period, if applicable	No restriction	Between candidate's nomination filing and supplementary period, if applicable	Between candidate's nomination filing and supplementary period, if applicable	Between candidate's nomination filing and Voting Day
Program excludes candidate, spouse or children of candidate	Yes	Yes	Yes	No	No	Yes	Yes
Audited statement required	No	No	Yes	Yes	Yes	Yes	No
Formula used to calculate contribution rebate	75%	50%	See below	See below	See below	75%	25%
Minimum contribution eligible for a contribution rebate	\$50	\$100	\$25.01	\$50	\$25	\$50	\$25
Maximum allowable contribution rebate	\$200	\$375	\$75	\$350	\$1000	\$150	\$150
Number of contribution rebates issued*	89	263	2,166	2,781	16,543	341	43
Total contribution rebates issued*	\$12,266	\$40,402.65	\$105,185	\$546,363	\$4,005,376	\$48,615	\$3,750
CCRP cost per elector* (Total contribution rebates issued / Electoral population)	\$0.16	\$0.32	\$0.17	\$2.79	\$2.20	\$0.26	\$0.04
Number of candidates eligible to use Program	21	46	148	51	423	31	35
Number of candidates that used Program	10 (48%)	22 (48%)	117 (79%)	44 (86%)	181 (43%)	28 (90%)	12 (34%)
Number of candidates elected who used Program	4 of 7	11 of 13	24 of 24	12 of 13	45 of 45	9 of 9	5 of 8

* These numbers are as of April 2016.

Ottawa Formula:

- Contribution between \$25.01 and \$100, rebate is 50% of the contribution
- Contribution between \$100.01 and \$200, rebate is \$50 plus 25% of the amount by which the contribution exceeds \$100

Markham Formula:

- Contribution between \$50 and \$300, rebate is contribution x 75%
- Contribution between \$301 and \$550, rebate is \$225 + 50% of contribution between \$300 and \$550

Toronto Formula:

- Total contributions between \$25 and \$300, rebate is contribution x 75%
- Total contributions over \$300 but not more than \$1,000, rebate is contribution - \$300 x 50% + \$225
- Total contributions more than \$1,000, rebate is contribution - \$1,000 x 33 1/3% + \$575

City of Mississauga

Memorandum



Date: 2016/09/09

To: Chair and Members of Governance Committee

From: Diana Rusnov, Manager, Legislative Services/Deputy Clerk

Meeting Date: 2016/09/19

Subject: Governance Committee Good Governance Strategic Sessions

On December 9, 2015 Council passed the following resolution to hold an off-site strategic session for all Members of Council.

GC-0736-2015

1. That an off-site strategic session takes place in the first quarter of 2016 for members of Council to consider what it might take to become recognized as a leader in municipal governance and commit to taking the steps necessary to achieve that goal.
2. That a retreat planning subcommittee of Governance Committee be established and that Councillor Saito, Councillor Ras, Councillor Tovey, Sandy Milakovic and John Magill be appointed to the subcommittee.
(GOV-0021-2015)

Two facilitated sessions were held with Members of Council on May 24, 2016 and June 20, 2016. The first session focussed on the creation of vision and priorities related to good governance and the second session focussed on the actions required to achieve the vision and priorities.

Attached is a chart outlining all the actions noted at the sessions. For each action a response and status has been provided outlining what has already been done to address the action or what action that is required to achieve the vision statement. Many of the actions are already being undertaken by staff through the corporate report and budget processes. There are a number of items particularly under the heading of “be leaders in good governance” that require additional attention. It is recommended that the Governance Committee establish a subcommittee to further investigate and make recommendations related to “good governance” and other outstanding matters noted in the chart.

Attachments

Appendix 1: Governance Committee Off-site session action plan

Enter Committee Name		Enter memo date.	6.4 2
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Prepared by: Diana Rusnov, Manager, Legislative Services/Deputy Clerk

Governance Committee off-site sessions vision, action and implementation plan.

Be creative about communication with the public.

Action	Response	Status
Livestream and archive all committees	Report to Governance in Fall 2016 regarding the option of livestreaming more committees.	Legislative Services Division to prepare report to September 19, 2016 Governance Committee.
Improve public reporting of Strategic Plan progress	Yearly report is prepared by Strategic Initiatives highlighting achievements aligned with Strategic Plan. Prepare news release and presentation of information at Council or General Committee at time of report consideration.	Yearly report prepared – ongoing.
Good governance articles by staff (not Councillors)	Subject to the discussions related to “Good Governance” staff could prepare 3 ‘articles’/information on good governance which can be used by Members of Council on their websites/newsletters/Social media, etc.	Establish a Governance Subcommittee to further discuss the concept of good governance.

Review the business of Municipal Government

Action	Response	Status
Define and adhere to core business	All past staff reports and recommendations related to core services review have been provided to Council members.	Completed.
Institute a cost/benefit analysis of all city businesses	Given the recent report and recommendation to not initiate a service review as noted above, the City has initiated LEAN to projects. An annual report outlining LEAN initiatives will be prepared for Council's consideration. LEAN initiatives to be Include in the Budget service area presentations.	Corporate Services to prepare a report outlining the City's LEAN initiatives. Fall 2016.
Manage expectations and establish goal posts for projects early	Scope of projects is included in all project charters.	Ongoing.

Make sure all priorities are aligned with the Strategic Plan	The Strategic Plan is a heading in all corporate reports to ensure alignment with the Plan.	Ongoing.
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Follow policies and procedures

Action	Response	Status
Follow policies and procedures	Provide education session for Council and Committee Chairs.	To be completed after Procedure By-law review and update. Subject to November 14, 2016, Governance Committee report regarding Procedure By-law.
Follow rules at Council and Committee meetings	Report and housekeeping by-law to Procedure By-law in Fall of 2016. Establish a steering committee including Members of Council for the full review of the Procedure By-law. Education session with Councillors/Mayor and staff regarding the procedure by-law and policies and procedures as noted above.	See above.
All Council members buy- in	For discussion with Governance Committee.	For discussion at Governance Committee.
Clerks – policies, procedural by-law, no walk-on motions	Members of Council may occasionally need to introduce walk-on motions due to the urgency of the item. Any additional motions must be approved by Council/Committee members at the approval of the agenda section of the meeting.	No action required.
Committee recommendations to be respected (do your homework and get info ahead of meetings)	Advisory Committees' role is to provide advice and recommendations to Standing Committees and Council where final decisions are made.	No action required.
Educational sessions on procedural by-laws and policies	As noted above following review and update of Procedure By-law.	See above.

Provide opportunities for Councillors to have informal discussions

Action	Response	Status
Councillors have informal opportunities to discuss issues as they arise	In accordance with the Municipal Act, discussions are to take place in public. As an example, to facilitate discussion “Regional Council” has been added as a standing item for discussion at every General Committee and Council meeting.	Completed.
Improved Council relations	Team building exercises such as the Eden Food Bank cooking class in the Fall of 2016.	Fall/Winter 2016/2017

Strengthen communications

Action	Response	Status
Communication – need creative ways of reaching Mississaugans. Explore other avenues.	<p>Communications Master Plan that drives the mandate around two-way communications. Focused on reaching out to, and engaging with, stakeholders in ways that make sense and are convenient to them. Mandate includes: corporate communications (media/PR), internal/external communications, crisis/issues management, traditional and digital marketing, creative services, citizen inquiry and customer service (3-1-1) and city brand and reputation.</p> <p>In order to reach out, we manage information across the City’s corporate channels as well as supporting the City’s staff, Leadership Team and Council.</p> <p>1. Residents encouraged to sign up for updates from the City of Mississauga:</p> <ul style="list-style-type: none"> • Like the City of Mississauga on Facebook: www.facebook.com/citymississauga • Follow the City of Mississauga on Twitter: twitter.com/citymississauga • Subscribe to the City of Mississauga YouTube Channel: www.youtube.com/user/cityofmississauga • Sign-up for the City of Mississauga e-Newsletter: 	Ongoing.

	<p>www.mississauga.ca/portal/cityhall/city-email-updates</p> <ul style="list-style-type: none"> Follow the City of Mississauga on LinkedIn: www.linkedin.com/company/city-of-mississauga <p>2. Look for information on the latest news and events by visiting:</p> <ul style="list-style-type: none"> City of Mississauga Website: www.mississauga.ca City of Mississauga Newsroom: www.mississauga.ca/portal/cityhall/pressreleases City of Mississauga Community Events Calendar: www.mississauga.ca/portal/residents/events/calendar <p>3. Contact us at: www.mississauga.ca/portal/helpfeedback/contactus</p>	
Streamline communications	See above.	Ongoing.
Improve protocol and communications between Mayor/Staff and Councillors	To be reviewed by Governance Committee.	For discussion at Governance Committee.
Establish communication protocol and follow it – information to go to Council immediately.	Update Council Communication protocol to address project updates to Councillors.	For discussion at Governance Committee.
Communication between SMT/Councillors	Identify the gap in communication.	For discussion at Governance Committee.
Quarterly or bi-annual one on one meetings with Mayor and Councillors	Mayor's office to be requested to schedule meetings.	Ongoing.

LT (direction to staff) communicate issues as relevant to Ward Councillor.	See above re: Council Communication protocol.	For discussion at Governance Committee.
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Create opportunities to drive City agenda with other levels of government

More positive proactive involvement with MP's and MPP's by Councillors individually

*these two vision/action statements have been combined after review and discussion with Governance Chair and Co-Chair

Action	Response	Status
Proposed sessions with other levels of government (MP, MPP and Trustees).	Potential establishment of a government relations sub-committee. Have a "Mississauga Day" advocacy day at Queen's Park open to the public and media. Any meetings must comply within the parameters of open and closed meetings. Propose education session for Council regarding open and closed meetings.	For discussion and direction at Governance Committee.
More proactive/positive involvement with MP's and MPP's by Councillor individually.	Partnership initiatives to be undertaken by Mayor and individual Councillor's.	No further action required.

Be Leaders in good governance

Action	Response	Status
Make good governance the 6 th pillar	Strategic Plan was a community consultation based document. Governance would be better built into existing pillars. Recommend that a Governance Committee subcommittee be established to further investigate and make recommendations related to "good governance".	For discussion at Governance Committee.
Acknowledge good governance as an on-going objective and expectation	Recommend that a Governance Committee subcommittee be established to further investigate and make recommendations related to "good governance".	For discussion at Governance Committee.

Define elements of good governance with the Governance Committee	See above.	See above.
Research how and where to include good governance in the pillars	See above.	See above.
Support enhancing the role of the Governance Committee	See above.	See above.
Define good governance principles	See above.	See above.
Further define the role and education of citizen members of governance	See above.	See above.



Mississauga City Council ^{6.5} Governance Committee

Governance Challenge Part 2 "From Retreats to Action"

A Proposal by:
John Magill
Sandy Milakovic



The Governance Challenge^{6.5}

Part 1

That the Governance Committee recommend to City Council that it:

- a) invest the time and effort necessary to consider what it might take to become recognized as the undisputed leader in municipal governance, and
- b) commit to taking all steps reasonably necessary to achieving that goal inside the current mandate

Our First Actions

- Recommended the Governance Challenge to City Council – passed
- Governance Retreat – May 24th, 2016 established “vision and priorities”
- Governance Retreat – June 20th, 2016 established the outline for “action and implementation plan”





Governance Challenge^{6.5}

Part 2

“From Retreats to Action”
Translating the “what” to “how”

Our view as citizen members:

1. One third of the June 20 retreat results chart is staff work – the rest falls under a broad view of governance. Examples:
 - Livestream and archive all committees
 - Cost/benefit analysis of all city businesses
 - Policies, procedural by-law, no walk-on motions



Governance Challenge^{6.5}

Part 2

“From Retreats to Action”

Translating the “what” to “how”

Our view as citizen members:

2.A small working group is required to work between meetings of the Governance Committee in order to bring forward governance implementation proposals for consideration based on the June 20th chart

Part 2

- The suggested “working group”:
 - Chair and Vice Chair of Governance
 - Citizen members John and Sandy
 - Plus ?
- The working group would access staff support as deemed appropriate for the subject under consideration
- The working group would meet once per month, or more frequently as required



Part 2

- Initial topics for consideration could include:
 - Review of the terms of reference for the Governance Committee
 - Suggest additions to work plan
 - Define the elements of good governance
 - good governance principles
 - Develop an action/implementation plan for all June 20th governance action items
 - Identify and list action items from June 20th chart for staff input and response



Suggested Next Steps

Should the Governance Committee agree, and should City Council accept the Committee's recommendation, the next steps could include:

1. Strike the working group,
2. Set a calendar of working group meetings for the balance of 2016

Thank You

John Magill and Sandy Milakovic



*Governing
& Leading
Together*

Status of Governance Committee Workplan Items

Issue	Timeline	Details
1. Tour de Mississauga Delivery Model for 2016 and beyond	Adopted by Council on February 10, 2016.	<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.
2. Review of Code of Conduct	Throughout the term of Council.	On-going updates to the Code of Conduct.
3. Review expanding the membership of the Towing Industry Advisory Committee (TIAC)	June 20, 2016 Governance Committee Agenda	<p>The following recommendation was approved by Governance on June 20, 2016:</p> <p>That the review of membership on the Towing Industry Advisory Committee be dealt with along with all of the committee membership reviews in the 1st quarter of 2018 by the Governance Committee.</p>

Status of Governance Committee Workplan Items

4. Feasibility Study for Internet Voting	Completed June 20, 2016 Governance Committee Agenda	<p>The following recommendation was approved by Governance on June 20, 2016:</p> <p>1. That the Corporate Report dated June 7, 2016 from the Director of Legislative Services and City Clerk, outlining the potential enhancements for the 2018 Municipal Election be received for information.</p> <p>2. That staff be directed to implement Vote Anywhere for the 2018 Municipal Election on Election Day and Advance Poll Days and that the City of Mississauga will wait for the Province to test the ranked ballot option before it is implemented for a municipal election.</p>
5. Procedure By-law Review	November 14, 2016 meeting date	Staff to provide an update to the Governance Committee.
6. Report on Pilot Committee of Adjustment Streaming	September 19, 2016 Governance Committee Agenda	Report included on the September 19, 2016 Governance Committee agenda.
7. Municipal Election Campaign Contribution Rebate Program for the 2018 Election	September 19, 2016 Governance Committee Agenda	Report included on the September 19, 2016 Governance Committee agenda.
8. Review of Section 29 of the Committee of Adjustment Procedure By-law	Completed	Adopted by Council on September 14, 2016.

Status of Governance Committee Workplan Items

9. Election Lawn Signs	Discussed at the June 20, 2016 Governance Committee meeting. To be scheduled for a future meeting date.	Direction was given to staff to review what other municipalities are doing to regulate election lawn signs and report back to the Governance Committee.
10. Community Group Support	To be scheduled for a future meeting date.	Community Services staff to report back to Governance Committee.
11. Budget Allocation Process for Advisory Committees	2017 Budget Process (November-December 2016)	Finance staff are requesting that this item be considered during the budget process.
12. Integrity Commissioner RFP and Recruitment	Update during the 4 th quarter of 2016.	
13. Bill 8 (Accountability Act) implementation	To be scheduled for a future meeting date.	
14. Procedure for establishing committees or task forces	To be scheduled for a future meeting date.	
15. Issues resulting from the Region of Peel representation discussions	Update during the 1 st quarter of 2017.	On-going consultation at the Region of Peel.

Status of Governance Committee Workplan Items

16. Corporate Policy Review pertaining to Municipal Elections	Update during the 3 rd quarter of 2017.	
17. Corporate Policy Review – Citizen Appointment Process (including a review to limit citizen member appointments to one committee)	Update during the 1 st quarter or 2018.	
18. Citizen appointments to committees (membership/ composition)	Update during the 1 st quarter or 2018.	Arising from discussion at General Committee on June 15, 2016.
19. Review of committees for 2018-2022 term of Council	Update during the 1 st quarter or 2018.	Arising from discussion at General Committee on June 15, 2016.