
Governance Committee

Date

2016/11/14

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>

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **DEPUTATIONS**

4.1. Item 6.2 Sacha Smith, Team Lead-Legislative Coordinator

4.2. Item 6.3 Diana Rusnov, Manager, Legislative Services and Deputy Clerk

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 - September 19, 2016

6.2. Consent agenda: Proposal to Streamline the Council and General Committee Meetings

6.3. Proposed Amendments to the Council Procedural By-law (By-law 0139-2013)

6.4. Status of Governance Committee Work Plan Items

7. **OTHER BUSINESS**

8. **ADJOURNMENT**

City of Mississauga

Minutes



Governance Committee

Date

2016/09/19

Time

1:01 PM

Location

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

Members Present

Councillor Jim Tovey	Ward 1
Councillor Karen Ras	Ward 2
Councillor Ron Starr	Ward 6
Councillor Pat Saito	Ward 9
Sandy Milakovic	Citizen member
Mayor Bonnie Crombie	(Ex-officio) (Arrived at 1:11 pm)

Members Absent

Councillor Carolyn Parrish	Ward 5
John Magill	Citizen member

Staff Present

Janice Baker, City Manager and Chief Administrative Officer
Gary Kent, Commissioner of Corporate Services and Chief Financial Officer
Wendy Law, Deputy City Solicitor
Crystal Greer, Director of Legislative Services and City Clerk
Diana Rusnov, Manager of Legislative Services and Deputy Clerk
Sacha Smith, Legislative Coordinator

Find it online

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

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

Approved (Councillor Ras)

3. DECLARATION OF CONFLICT OF INTEREST – Nil4. DEPUTATIONS – Nil5. PUBLIC QUESTION PERIOD - 15 Minute Limit

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

Chris Mackie, resident enquired about the change that was requested for the Committee of Adjustment Procedure By-law with respect to providing a notice for application withdrawals. Crystal Greer, Director, Legislative Services and City Clerk advised that as a result of a staff report, Council adopted a Resolution to amend the Committee of Adjustment Procedure By-law to allow for a notice of withdrawal.

6. MATTERS CONSIDERED6.1. Approval of the Minutes - June 20, 2016

Sandy Milakovic suggested clarification on the wording with respect to internet voting in Item 6.2. Councillor Saito suggested that the first bullet point in Item 6.2 be changed to: "Concerns that internet voting does not increase the youth vote. That internet voting could increase the convenience for voters."

Amended/Approved (S. Milakovic)

6.2. Video Streaming and On-demand Videos for Additional Committee meetings

Councillor Tovey spoke in support of video streaming and on-demand videos for Audit and Governance Committees.

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 staff be directed to implement video streaming and on-demand videos for the Audit and Governance Committees as a one year pilot project.

Approved (Councillor Tovey)
Recommendation GOV-0014-2016

Councillor Saito referred to a request to the Province to review the *Municipal Act* to permit members of the Accessibility Advisory Committee to use the telephone or skype if they couldn't attend a meeting. Direction was given to staff to look into the request to the Province to see if there was a response from the Minister.

6.3. Municipal Election Campaign Contribution Rebate Program for the 2018 Election

Members of Committee spoke to the matter and raised the following concerns:

- The cost of the program would come from the tax base.
- Suggestion that the contribution limits be increased.
- An election campaign contribution rebate program may allow people to have more participation in the democratic process.
- The program in other municipalities has not seen an increase in voter turnout.
- Suggestion that Council approach the Province and Federal governments and engage AMO because municipalities have reduced opportunities to fundraise for campaigns.
- Surrounding municipalities offer an election campaign rebate program and there may be an expectation that Mississauga also offer a similar program.

In response to a question from Councillor Starr, Crystal Greer, Director, Legislative Services and City Clerk highlighted some of the amendments to the *Municipal Elections Act* such as the nomination period, restriction on campaign donations from corporations and unions, ability for ranked choice ballots. Janice Baker, City Manager and CAO advised that staff would prepare a report back on the amendments to the *Municipal Elections Act*.

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 staff be directed to prepare a motion for Council's consideration for the Mayor to forward a letter to the Federal government to request an amendment to the Federal Income Tax Act for election campaign donations.

Approved (Councillor Tovey)
Recommendation GOV-0015-2016

6.4. Governance Committee Good Governance Strategic Sessions

Councillors Saito and Ras spoke to the success of the Committee's Good Governance Strategic Sessions.

Councillor Saito noted that she would be organizing a cooking session with Councillor Mahoney for all Members of Council at the Eden Food for Change. This would be a Part 3 of the strategic sessions and as a team building opportunity to prepare food and package it for clients.

Received (Councillor Ras)
Recommendation GOV-0016-2016

6.5. Governance Challenge Part 2 "From Retreats to Action"

Sandy Milakovic spoke to her presentation on the Governance Challenge Part 2 and suggested that a working group be created with staff's support. The working group could review: Terms of Reference for Governance Committee, suggest additions to the work plan, define what good governance principles are, develop an action/implementation plan for all June 20th governance action items.

Councillor Starr noted that all members of Council should be invited to the meetings. Councillor Saito noted that the meetings will be posted on the Council and Committee Calendar as well all members of Council are invited to participate.

RECOMMENDATION

1. That a working group of the Governance Committee be created to work on the items outlined in the presentation by Sandy Milakovic, citizen member to the Governance Committee at the September 19, 2016 meeting.
2. That Sandy Milakovic, John Magill, Councillors Saito, Ras and Tovey be appointed to the working group.

Approved (Councillor Tovey)
Recommendation GOV-0017-2016

6.6. Status of Governance Committee Work Plan Items

In response to a question from Councillor Tovey, Crystal Greer, Director, Legislative Services advised that the Community Services Department staff would be reviewing affiliated status for resident associations.

RECOMMENDATION

That the status of Governance Committee Work Plan Items presented at the September 19, 2016 meeting be received.

Received (Councillor Starr)

Recommendation GOV-0018-2016

RECOMMENDATION

That Community Services staff be directed to report back to the Governance Committee on Community Group Support.

Approved (Councillor Tovey)

Recommendation GOV-0019-2016

7. OTHER BUSINESS

Councillor Tovey noted that the comments from Planning staff are not included with Committee of Adjustment applications. Crystal Greer, Director, Legislative Services and City Clerk advised that staff could review the process to include posting the comments. Direction was given to staff to review the best way to post comments from Planning staff with respect to Committee of Adjustment applications.

8. ADJOURNMENT – 1:44 PM

City of Mississauga

Corporate Report



Date: 2016/10/03

To: Chair and Members of Governance Committee

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

Originator's files:

Meeting date:
2016/11/14

Subject

Consent Agenda: Proposal to Streamline the Council and General Committee Meeting Process

Recommendation

1. That the report titled "Consent Agenda: Proposal to Streamline the Council and Committee Meeting Process", from the Commissioner of Corporate Services and Chief Financial Officer, dated October 3, 2016, be received.
2. That Governance Committee provide direction regarding the use of Consent Agendas for Council and General Committee meetings and that if approved, a by-law be enacted to incorporate the necessary amendments to the Council Procedural By-law (By-law 0139-2013), as amended.

Background

The current structure of Council and Committee meetings requires that every item on the agenda be dealt with individually and that Members of Council and Committees indicate their desire to speak on an item as they progress through the agenda. Consent agendas are a valuable tool that can be implemented to expedite non-contentious and routine items thereby allowing more time to focus and discuss strategic or substantive issues at a meeting. Consent agendas are used by many municipalities.

Comments

The use of a consent agenda streamlines meeting procedures by allowing Council and/or Committees to consolidate those items that are routine, non-controversial, and/or self-explanatory and approve them with one motion and vote. Consent items are those which usually do not require discussion or explanation prior to Council/Committee taking any action or are items which have already been discussed and/or explained and do not require further

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discussion or explanation. Using the consent agenda can help move through the routine items quickly so that time can be spent on strategic and/or substantive matters.

Streamlining the process is also considered a customer service improvement. Due to presentations, deputations and lengthy discussions, members of the public and City staff may wait a considerable amount of time for an item that is listed later in the agenda when that item may be considered routine and non-contentious and does not result in any discussion. By having a consent agenda, those members of the public and staff would know early on how their item will be dealt with and whether their attendance is required.

There are a number of different approaches that can be used to implement a consent agenda. Council or Committee can determine what items they would like to speak to and the balance would form part of the consent agenda. Alternatively staff could create the consent agenda for ratification by Members of Council or Committee. In either case it is recommended that the consent agenda be confirmed after public question period thereby allowing any member of the public the opportunity to speak to any item on the agenda. The consent agenda should not include matters where there are deputations scheduled related to the item or where amendments are required to the recommendation. Once the consent agenda is finalized it is approved by one motion and the Mayor or Chair proceeds with the remainder of the agenda.

Brampton, Oakville, Burlington, Richmond Hill, Whitby, Toronto, Ottawa and many other Ontario municipalities use consent agendas. All of them include consent agendas at Council and some for standing committees. The items included in the consent agenda varies across municipalities. Toronto's Council Procedures determine the matters that can be adopted on consent. Ottawa relies on the Clerk's Office to identify items for consent for Council meetings and at the Committee level, while Calgary requires the Chair of the Committee and appropriate administrative staff to determine what should be included for consent. Richmond Hill and Whitby include all agenda items for consent, unless a member of Council requests to remove an item for discussion.

In Mississauga, Council and General Committee would benefit the most by streamlining the agenda process through the use of a consent agenda. Standing Committees such as Audit, Budget, Planning and Development typically include reports that require information and presentations by staff, and greater discussion and deliberation by Members of Council and the public. In many instances, the items on the Council agenda have been discussed and explained previously; therefore further discussion or deliberation may be repetitive and unnecessary. Council and General Committee agendas often include reports and matters that are considered routine and non-contentious such as: traffic related issues, road establishing, assumption of municipal services and information reports which may be appropriate for inclusion on a consent agenda.

The recording of all votes at Council and Standing Committees will commence in January 2017. A consent agenda would help to reduce some of the extra time that may be involved in the recording of votes for each agenda item through the use of one consent agenda motion.

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Amendments to the Procedure By-law would be required to implement a consent agenda for Council and General Committee. The By-law would address the order of business for meetings, the criteria for consent agenda items, the process to remove or add items to the consent agenda prior to voting on the consent agenda, how to deal with a member declaring a conflict of interest on the consent agenda and how each item will be assigned an individual resolution/recommendation number for tracking purposes.

Financial Impact

There are no financial impacts to implementing a consent agenda at Council and General Committee.

Conclusion

Consent agendas are a best practice approach to streamline meetings. It allows matters that do not require further discussion to be dealt with in one vote and provides more time to focus and discuss more strategic and substantive matters. Consent agendas also provide greater predictability for Council, staff and the public by reducing the wait times for some members of the public and City staff attending the meeting and it provides clarity on the items that will be debated at a meeting. An amendment to the Council Procedure By-law is required to implement consent agendas.



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

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

City of Mississauga

Corporate Report



Date: 2016/10/05

To: Chair and Members of Governance Committee

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

Meeting date:
2016/11/14

Subject

Proposed Amendments to the Council Procedural By-law 0139-2013

Recommendation

1. That a by-law be enacted to amend By-law 0139-2013, being the Corporation of the City of Mississauga Council Procedure By-law as amended, in accordance with the Corporate Report dated October 5, 2016, from the Commissioner of Corporate Services and Chief Financial Officer titled "Proposed Amendments to the Council Procedure By-law 0139-2016.
2. That Governance Committee provide direction on the establishment of an ad-hoc committee consisting of three (3) Council Members and staff to undertake a full review of the Council Procedural By-law 0139-2013.

Report Highlights

- Amendments are proposed to the Council Procedural By-law 0139-2013 to implement the recommendations of Governance Committee, Planning and Development Committee General Committee and Council and related housekeeping amendments.
- The City Clerk's Office has prepared a draft amending by-law attached as Appendix 1.
- Staff is seeking direction from the Governance Committee related to the need for a more fulsome review of the Procedural By-law to be undertaken by an ad-hoc committee of Council consisting of three (3) Council Members and staff.

Background

The Council Procedure By-law establishes the procedures for the calling, place and procedures of meetings of Council and the Committees of Council. Over the past year, Council has considered a number of reports and have passed a number of Resolutions and Recommendations that require amendments to the Council Procedure By-law 0139-2013. It is

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recommended that the amendments be embodied in a by-law to amend the Council Procedure By-law as outlined in the Comments Section of this report.

Comments

The following changes are proposed to the Council Procedure By-law, a draft of which is attached as Appendix 1, to implement Council resolutions and address additional housekeeping amendments.

1. Recorded Voting

Governance Committee recommended through Recommendation GOV-0002-2016 that all votes at Council and Standing Committee meetings be recorded votes and that staff report back on the wording for the by-law.

The Council Chambers' voting system is being upgraded to allow for electronic voting. These upgrades are anticipated to be completed in late December therefore the section of the by-law regarding recorded votes will come into effect as of January 1, 2017.

It is recommended that a recorded vote be taken on all motions for Council and Standing Committee meetings, with the exception of:

- Approval of the agenda
- Adoption of Minutes of Previous Meeting
- Declaration of conflict of interest
- Presentations
- Deputations
- Public question period
- Correspondence
- Introduction and consideration of by-laws
- Enquiries and other business/announcements
- Moving in and out of Closed Session;
- Calling a question;
- Adjournment.

The following procedures are recommended to be included in the amendments to the Procedure By-law related to recorded votes for Council and Standing Committees:

- In the case of electronic voting, the Chair shall ask all members to vote simultaneously whether they are in favour or opposed to its adoption except for those Members who have declared a personal conflict.

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- Should there be no electronic system available, the Chair shall first ask for those in favour of the question to signal their vote and then ask for those opposed to signal their vote
- The Clerk shall announce or display the result of every recorded vote.
- Every member present shall vote on every motion unless a member indicates a conflict of interest, in which case the member shall recuse themselves.
- The result of the vote may be publicly displayed and will be included in the record of the meetings, including the recusals. If a member fails to vote and has not declared a personal conflict, the member's vote will be recorded in the negative.
- If there is an equality of votes on any question, the vote shall be deemed to be lost.
- The number of members constituting the Council shall be determined by excluding:
 - (i) the number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50 and
 - (ii) the number of seats that are vacant on the Council by reason of section 259(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended.

The existing voting procedures which deal with non-recorded votes will remain applicable to Advisory and Ad-Hoc Committees.

2. Additional changes to the procedure by-law as per previously approved recommendations:

a) Planning and Development Committee – Chair

The Planning and Development Committee recommended through Recommendation PDC-0038-2016 that one member be appointed chair of the Committee to ensure for greater consistency and leadership for each term of Council. Councillor Carlson was appointed Chair of the Planning and Development Committee for the current term of Council (2014-2108) or until a successor is appointed.

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b) Public Question Period for all Committees

Governance Committee recommended through Recommendation GOV-0493-2016 that Public Question Period be added to all Standing and Advisory Committees of Council to allow members of the public to ask a question on an agenda item. This practice will follow the same practice currently in place during Council's public question period, where 15 minutes is provided on each agenda for the public to ask questions on an agenda item and each person is limited to speak for a maximum of five (5) minutes. The Planning and Development Committee will not include a public question period as most items are public meetings specifically intended to provide an opportunity for members of the public to speak to the applications on the agenda.

c) Regional Council

Council passed Resolution 0147-2016 which directed that all General Committee and Council agendas include "Matters related to Region of Peel Council" to be added as a standing item.

3. Housekeeping amendments proposed to the procedure by-law:
 - Section 3 change the term "in-camera" to "closed session";
 - Section 5 change "three" week interval to "two" week interval for Council meetings;
 - Subsection 26(1) and (3) provide clarification that when a Member speaks the five minute time limit includes the question(s) and response(s) with staff;
 - Subsection 63(1) change the word "refuses" to vote to "fails to" vote;
 - Subsection 77(1) change "Committee of Council" to "Committee";
 - Subsection 78(1) clarify the chair appointment for General Committee and Planning and Development Committee;
 - Clause 79(1)(c) change "three" week interval to "two" week interval for General Committee;
 - Subsection 84(2) remove the words "Transportation Committee";
 - Add a new Section which clarifies that there is any discrepancy between the City's procedure by-law, the Municipal Act takes precedence.

Full review of the Council Procedure By-law (By-law 0139-2013)

As noted above there have been a number of recommended changes to the procedures for Council, Standing and Advisory Committees of Council. Staff are seeking direction whether it may be beneficial to have a more fulsome review of the Council Procedure By-law 0139-2013 as there may be opportunities for further enhanced clarity and process efficiencies in the procedures of council and committee proceedings. To best undertake such a review it is

recommended that an ad-hoc committee of three (3) Council members and staff be established to undertake the review.

Financial Impact

Not Applicable

Conclusion

The changes proposed to the Council Procedure By-law 0139-2013 are intended to implement Council's resolutions and to streamline, clarify and/or improve the procedures for Council, Standing and Advisory Committees of Council.

Attachments

Appendix 1: Draft By-law to amend the Council Procedure By-law



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

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

**A by-law to amend By-law No. 139-13, as amended, being
The Corporation of the City of Mississauga
Council Procedure By-law, as amended**

WHEREAS section 238 of the *Municipal Act, 2001*, S.O. 2001, C. 25, as amended (the “Municipal Act”), provides that every municipality shall pass a procedure by-law governing the calling, place and proceedings of meetings;

WHEREAS through Resolution No. _____, Council of The Corporation of the City of Mississauga adopted the City’s Governance Committee’s recommendation that a by-law be enacted to amend By-law 139-2013, as amended, being The Corporation of the City of Mississauga Council Procedure By-law, to incorporate the changes proposed in the Corporate Report dated October 5, 2016 to the Governance Committee from the Commissioner of Corporate Services and Chief Financial Officer;

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

THAT By-law 139-2013, as amended, be further amended as follows:

1. That in Section 3 the term “In-Camera” be deleted and replaced with “Closed Session”;
2. That in Section 5 the word “three” be deleted and replaced with “two”;
3. That Subsections 26 (1) and (3), include the words “inclusive of questions and responses” after the term ‘for five minutes’;
4. That in Section 32 a new clause be added prior to Enquires as follows and that all subsequent headings be renumbered: “Matters pertaining to the Region of Peel Council”;
5. That Section 63 be deleted in its entirety and replaced with the following:
 63. (1) (a) A recorded vote shall be taken on all motions for Council meetings,
with the exception of:
 - Approval of the agenda
 - Adoption of Minutes of Previous Meeting
 - Declaration of conflict of interest
 - Presentations
 - Deputations
 - Public question period
 - Correspondence
 - Introduction and consideration of by-laws
 - Enquiries and other business/announcements
 - Moving in and out of Closed Session;

- Calling a question;
- Adjournment;

(b) Notwithstanding clause 63(1)(a) a member of Council may request that a vote be recorded, if the request is made prior to the vote being taken,

- (2) If a motion contains distinct parts, a Member may require separate votes on any or all parts.
- (3) In the case of electronic voting, the Chair shall ask all members to vote on the question simultaneously whether they are in favour or opposed to its adoption except for those Members who have declared a personal conflict.
 - (a) Should there be no electronic system available, when putting the question to vote, the Chair shall first ask for those in favour of its adoption to signal their vote and then ask for those opposed to the its adoption to signal their vote
 - (b) Every member present shall vote on every motion unless a member indicates a conflict of interest, in which case the member shall recuse themselves.
 - (c) The Clerk shall announce or display the result of every vote that is a recorded vote.
 - (d) The result of the vote may be publicly displayed and will be included in the record of the meetings, including the recusals.
 - (e) If a member fails to vote and has not declared a personal conflict, the member's vote will be recorded in the negative.
 - (f) If there is an equality of votes on any question, the vote shall be deemed to be lost.
 - (g) The number of members constituting the Council shall be determined by excluding:
 - (i) the number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, and;
 - (ii) the number of seats that are vacant on the Council by reason of section 259(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.

6. That Subsection 77(1) be deleted in its entirety and replaced with the following:

77(1) For Meetings of a Committee, the following exceptions to the rules or order and debate apply:

- a. A motion shall not be required to be seconded.
- b. Voting for Standing Committees shall be undertaken in accordance with Section 63 of this by-law.
- c. The vote on any particular item shall not be a recorded vote.
- d. Every Member present at a Meeting must vote on all matters unless he or she declares a personal conflict on the matter. If a Member fails to vote and has not declared a personal conflict, the Member is deemed to have voted in the negative.
- e. If a motion contains distinct parts, a Member may require separate votes on any or all parts.
- f. The Chair shall first ask for those in a favour of adoption of the question to signal their vote and then ask for those opposed to its adoption to signal their vote.
- g. The Chair shall declare the results of the vote.
- h. If a Member disagrees with the announced results of any vote, the Member must object immediately to require that the vote be retaken.
- i. If there is an equality of votes on any question, the vote shall be deemed to be lost.
- j. Notwithstanding clause (c) of this subsection, any Member may require that his/her vote be recorded in the minutes of the meeting, as being opposed to a motion.
- k. Notwithstanding Section 60 of this By-law, at the request of any Member of a Committee, any item on the Agenda of a Committee Meeting may be reconsidered prior to the adjournment of such Meeting, subject to the concurrence of a majority of the Members present.
- l. A Notice of Motion, as contemplated in Section 44 of this By-law, shall not be presented at a meeting of a Committee.

7. That Section 77 be amended by added a new Clause (3) as follows:

The Agenda for all meetings of Standing Committees (with the exception of Planning and Development Committee) meetings, shall include a Public Question Period, subject to the following provisions:

- i. persons invited to address a Standing Committee during Public Question Period shall be restricted to questions pertaining to subjects that appear on the Agenda for that specific Council meeting.

- ii. persons invited to address a Standing Committee (with the exception of Planning and Development Committee) with a question shall be limited to a preamble to their question of a maximum of two statements sufficient to establish the context for the question. The chair shall direct more extensive comments or presentations to the Clerk for addition to a future agenda as a delegation.
- iii. Public Question Period shall be limited to a total of 15 minutes; and each individual addressing Council shall be limited to speaking not more than five minutes in total.
- iv. despite subsection (c) of this section, a motion passed by majority of the Council Members present may extend the length of time allotted to the Public Question Period at any meeting;
- v. where a response to a question posed to Council under the provisions of this section is not available at the meeting, a written response shall be provided by City staff before the matter under discussion is finalized at Council.

8. That Subsections 78(1) (c) and (d) be deleted and replaced with the following:

- (c) The Chair of General Committee shall be a Member of Council and assigned on a rotating basis;
- (d) The Chair of the Planning and Development Committee shall be appointed from its membership at the first meeting of the term.

9. That Clause 79(1)(c) the word “three” be deleted and replaced with “two”.

10. That in Subsection 84(2) the words “or Transportation Committee” be removed.

11. That a new Section 94 be added as follows: “If there is any discrepancy between The City’s Procedure By-law and the Municipal Act, the Municipal Act takes precedence”;

ENACTED and PASSED this day of 2016.

MAYOR

CLERK

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	<p>The following recommendation was approved by Governance on June 20, 2016:</p> <ol style="list-style-type: none"> 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.
5. Procedure By-law Review	November 14, 2016 meeting date	Report included on the November 14, 2016 Governance Committee agenda.
6. Report on Pilot Committee of Adjustment Streaming	Completed	<p>The following recommendation was approved by Governance Committee on September 19, 2016:</p> <p>GOV-0014-2016</p> <ol style="list-style-type: none"> 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 staff be directed to implement video streaming and on-demand videos for the Audit and Governance Committees as a one year pilot project.

Status of Governance Committee Workplan Items

7. Municipal Election Campaign Contribution Rebate Program for the 2018 Election	Further discussion at the Special Council meeting on November 16, 2016.	<p>The following recommendation was approved by the Governance Committee on September 19, 2016:</p> <p>GOV-0015-2016</p> <ol style="list-style-type: none"> 1. That the report from the Commissioner of Corporate Services and Chief Financial Officer dated August 30, 2016 be received for information. 2. That staff be directed to prepare a motion for Council's consideration for the Mayor to forward a letter to the Federal government to request an amendment to the Federal Income Tax Act for election campaign donations.
8. Review of Section 29 of the Committee of Adjustment Procedure By-law	Completed	Adopted by Council on September 14, 2016.
9. Election Lawn Signs	Discussion at Special Council on November 16, 2016.	Direction was given to staff to review what other municipalities are doing to regulate election lawn signs and report back.
10. Community Group Support	Update scheduled for February 13, 2017 Governance Committee meeting.	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.

Status of Governance Committee Workplan Items

12. Integrity Commissioner RFP and Recruitment	Update during the 4 th quarter of 2016.	
13. Posting of comments from Planning Staff with respect to Committee of Adjustment applications	Update during the 1st quarter of 2017.	
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.
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.	

Status of Governance Committee Workplan Items

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.