
Governance Subcommittee

Date

2017/03/06

Time

Immediately Following Governance Committee Meeting

Location

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

Members

Councillor Jim Tovey, Ward 1
Councillor Karen Ras, Ward 2
Councillor Pat Saito, Ward 9
John Magill, Citizen Member (**Chair**)
Sandy Milakovic, Citizen Member (**Vice-Chair**)

Contact

Stephanie Smith, Legislative Coordinator
905-615-3200 ext. 3795
Email stephanie.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. Minutes of Previous Meeting
Governance Subcommittee Minutes – November 14, 2016
 5. Matters to be Considered
 - 5.1 Terms of Reference for the Governance Subcommittee - Good Governance
 - 5.2 Review of Chapter 2 and Chapter 3 of the book Guide to Good Municipal Governance, by C. Richard Tindal and Susan Nobes Tindal (previously distributed)
The concluding questions at the end of each chapter will be discussed
 6. Next Meeting Date – April 3, 2017
 7. Adjournment

Governance Subcommittee

Date

2016/11/14

Time

2:10 PM

Location

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

Members

Councillor Jim Tovey, Ward 1
Councillor Karen Ras, Ward 2 (**Vice-Chair**)
Councillor Pat Saito, Ward 9 (**Chair**)
John Magill, Citizen Member
Sandy Milakovic, Citizen Member

Staff Present

Janice Baker, City Manager and CAO
Mary Ellen Bench, City Solicitor
Crystal Greer, Director, Legislative Services
Diana Rusnov, Manager, Legislative Services and Deputy Clerk
Stephanie Smith, Legislative Coordinator

Contact

Stephanie Smith, Legislative Coordinator
905-615-3200 ext. 3795
Email stephanie.smith@mississauga.ca

Find it Online

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

1. Call to Order – 2:10 PM

2. Approval of Agenda

Councillor Ras moved the motion to add the appointment of the Chair and Vice-Chair to the agenda.

Approved (Councillor Ras)

3. Declaration of Conflict of Interest - Nil

4. Matters to be Considered

Councillor Ras nominated John Magill, Citizen Member, as Chair for the Governance Subcommittee. Mr. Magill accepted the nomination.

Recommendation

That John Magill be appointed as Chair of the Governance Subcommittee.

Approved (Councillor Ras)

Recommendation (GS-0001-2016)

Councillor Ras nominated Sandy Milakovic, Citizen Member, as Vice-Chair for the Governance Subcommittee. Ms. Milakovic accepted the nomination.

Recommendation

That Sandy Milakovic be appointed as Vice-Chair of the Governance Subcommittee.

Approved (Councillor Ras)

Recommendation (GS-0002-2016)

4.1 Development of a Terms of Reference for the Governance Subcommittee - Good Governance

Members of the subcommittee engaged in discussion regarding the purpose of the subcommittee, creation of a Terms of Reference, frequency of meetings, achieving gold standard in governance and previous issues raised at the strategic planning session.

Councillor Tovey noted that the Terms of Reference is to prioritise and research the vision and actions of the implementation plan as laid out in the May 24, 2016 strategical plan off site session.

Members of the subcommittee reviewed and discussed the outcomes of the Governance Committee Good Governance Strategic Session.

5. Information Items

5.1 Governance Committee Good Governance Strategic Session

5.2 Governance Challenge Part 2 "From Retreats to Action"

6. Next Meeting Date – To be Determined

7. Adjournment – 3:00PM (Councillor Saito)

DRAFT

Terms of Reference for Governance Subcommittee

Mandate:

The Governance Subcommittee will examine issues related to, but not limited to:

- The review of principles and criteria towards establishment of a model of good governance for the City of Mississauga.
- The priorities and the vision and actions of the implementation plan as outlined in the May 24, 2016 and June 20, 2016 Governance Committee strategic off-site sessions. (Appendix 1)

Procedures and Frequency of Meetings:

The Governance Subcommittee will be a subcommittee to the Governance Advisory Committee and will:

- be scheduled monthly through the year with the exception of July and August, or as determined by the Committee at the call of the Chair;
- will report back to the Governance Committee;
- have City staff from key divisions provide support to the Governance Subcommittee including, but not limited to:
 - Legislative Services
 - Legal Services
 - Communications
- have Legislative Services staff attend all meetings of the Governance Subcommittee to:
 - record and report its recommendations to Governance Committee
 - provide administrative support with the proceedings
 - complete the minutes of the meeting which will be presented for adoption at the next meeting of the Governance Committee

The book entitled Guide to Good Municipal Governance by Richard and Susan Tindal will be used as a guide to the discussions for the subcommittee. Copies are available through Municipal World.

Term of Office:

The term of office of the Governance Subcommittee shall run concurrent with the current term of Council, or until the work of the subcommittee is accomplished.

- at the first meeting of the Subcommittee, the members of the Governance Subcommittee will appoint from among their number, a Chair and Vice-Chair

- at the earlier of the end of the term of Council or the work of the Governance Subcommittee its work will be reviewed to determine if the Subcommittee should remain for the next term of Council, or be dissolved

Membership:

The membership of the Governance Subcommittee will be comprised of five (3) Councillors and two (2) Citizen Members appointed by a resolution of Council. All members of Council may attend and participate in discussions at Governance Subcommittee, however, only the three members of Council and two Citizen Members appointed to the Committee are permitted to vote on matters.

Role of Chair

The role of the Chair is to:

- preside at the meetings using City of Mississauga's Procedure By-law, and keep discussion on topic and focussed on the mandate of the Governance Subcommittee
- call additional meetings when necessary
- cancel meetings, due to lack of substantive agenda items, when necessary

Quorum:

- quorum of the Governance Subcommittee shall be reached with the presence of a majority of the appointed members (3 members), at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting

Attachments: Appendix 1- Strategic off-site planning session action list

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

Bolded text are areas of focus for the Governance Subcommittee

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	Scope of projects is included in all project	Ongoing.

and establish goal posts for projects early	charters.	
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.

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 September 19, 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	As noted above following review and update of Procedure By-law.	See above.

policies		
----------	--	--

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 	Ongoing.

	<ul style="list-style-type: none"> • Sign-up for the City of Mississauga e-Newsletter: www.mississauga.ca/portal/cityhall/city-email-updates • 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/eventscalendar <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	Mayor's office to be requested to schedule meetings.	Ongoing.

Councillors		
LT (direction to staff) communicate issues as relevant to Ward Councillor.	See above re: Council Communication protocol.	For discussion at Governance Committee.

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 6th 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	Recommend that a Governance Committee subcommittee be established to further investigate and make recommendations related to "good governance".	For discussion at Governance Committee.

expectation		
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.