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## Governance Committee

### Date

2017/06/05

### Time

9:00 AM

### 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](mailto:sacha.smith@mississauga.ca)

### Find it Online

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

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**INDEX -GOVERNANCE COMMITTEE – JUNE 5, 2017**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DECLARATION OF CONFLICT OF INTEREST**
4. **DEPUTATIONS**
- 4.1. Item 6.2 Janice Baker, City Manager and CAO and Rob Trewartha, Chief of Staff
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 - March 6, 2017
- 6.2. Government Relations with the Province and Federal Governments
- 6.3. Re-establishment of the Road Safety Committee
- 6.4. Status of Governance Committee Work Plan Items
7. **OTHER BUSINESS**
8. **ADJOURNMENT**

# City of Mississauga

## Minutes



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### Governance Committee

**Date**

2017/03/06

**Time**

1:01 PM

**Location**

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

**Members Present**

Councillor Karen Ras	Ward 2
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
Councillor Pat Saito	Ward 9
Mayor Bonnie Crombie	(Ex-officio)
Sandy Milakovic	Citizen member
John Magill	Citizen member

**Members Absent**

Councillor Jim Tovey	Ward 1
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**Staff Present**

Janice Baker, City Manager and Chief Administrative Officer  
Gary Kent, Commissioner of Corporate Services and Chief Financial Officer  
Mary Ellen Bench, City Solicitor  
Ivana Di Millo, Director, Communications  
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

Councillor Parrish requested to add discussion on the corporate policy regarding the visitation of senior government officials to the City of Mississauga.

Amended/Approved (Councillor Parrish)

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, Cranberry Cove Resident Association spoke to Item 6.2. and expressed concern that under the new policy resident associations would need to file financial statements within 90 days of the annual general meeting (AGM). He suggested that the requirement be changed to within 90 days of the fiscal year end instead of the AGM.

Heather Coupey, Community Development Coordinator noted that staff are working with groups to have the AGM date line up with the fiscal year end date. She further explained that usually most groups have their fiscal year end close to the AGM. Mr. Mackie further expressed concern with changing the fiscal year end to the AGM date as it would involve changing the Association's constitution and it may be onerous for the Association's volunteers.

Councillor Starr noted that the City should do the best thing for the groups and try to make it simple for them. Ms. Coupey noted that staff can work with the groups to have the best date for them. John Magill commented on complying with federal law and noted that associations not approving financial statements at their AGM should look into the matter.

Ms. Coupey clarified that it's the previous year's financials that need to be filed within 90 days of the AGM.

## 6. MATTERS CONSIDERED

### 6.1. Approval of the Minutes - November 14, 2016

Approved (J. Magill)

### 6.2. Community Group Support Program Policy 08-01-01

Members of Committee spoke to the subject report and raised the following concerns:

- Should outline the legal requirements so the Policy is clear to the community groups.
- It is important that the City set community groups up for success and not failure with respect to the accounting standards as the City is trying to encourage public engagement and community involvement.
- Provide groups with basic templates and staff support to help keep the groups organized.
- Templates and materials are available by the Ontario Corporations Act (OCA) and the Canadian Network on Corporate Accountability (CNCA).
- It is important that groups have an understanding of what it means to be incorporated and what is legally required.

Heather Coupey explained the two new categories that are proposed in the Policy: developing new groups and status with conditions to help support groups. She confirmed that staff would provide groups with basic templates to help keep the community groups organized. In addition, staff will be providing education to the groups including topics such as incorporation and by-laws.

Direction was given to staff to provide additional templates and materials provided by the OCA and CNCA.

### RECOMMENDATION

That the report entitled Community Group Support Program Policy 08-01-01 dated February 28, 2017 from the Commissioner of Community Services be received for information.

Received (Councillor Starr)

Recommendation GOV-0001-2017

### 6.3. Integrity Commissioner Request for Proposals

In response to a question from Councillor Parrish, Mary Ellen Bench, City Solicitor explained that if Bill 68 is enacted in its current form, the Integrity Commissioner's role would be expanded to provide advice to members of Council in writing and would have some authority to launch their own investigations.

Discussion ensued with respect to the Integrity Commissioner interviews and it was decided that Governance committee members, any remaining members of Council, the City Clerk and City Solicitor be invited to attend the interviews.

#### RECOMMENDATION

1. That the mandate of the Integrity Commissioner shall be to act as an advisor to Members of Council on matters relating to ethics and the Council Code of Conduct, to act as an educational resource to Members of Council in this respect, and to independently receive and investigate complaints regarding a possible breach of the Council Code of Conduct by a Member of Council or a local board be affirmed;
2. That the qualifications of an Integrity Commissioner, beyond being independent and impartial, as set out in this report be affirmed;
3. That staff be authorized to issue a request for proposal (RFP) seeking applicants for the position of Integrity Commissioner for a four-year non-renewable term, to carry out this mandate and any additional duties that may be placed upon the Integrity Commissioner by legislation;
4. That members of Governance Committee, City Clerk, City Solicitor and other members of Council will be responsible for evaluating proposals and making a recommendation to City Council on a new Integrity Commissioner; and
5. That the term of the Integrity Commissioner to be appointed for the period commence July 2017 and end in June 2021, and that a four year non-renewable term be recommended going forward.

Approved (Mayor Crombie)

Recommendation GOV-0002-2017

#### 6.4. Bill 68, the Modernizing Ontario's Municipal Legislation Act, 2016

Members of Committee spoke to the subject report and raised the following concerns:

- The proposal that an Integrity Commissioner can delegate their functions to another person.
- Suggested that the contract for the Integrity Commissioner include delegations of authority by the Integrity Commissioner be approved by Council.
- Concerns should be raised regarding the introduction of maximum contributions from a candidate or spouse could make to their campaign as the formula may put new candidates at a disadvantage.

Mary Ellen Bench, City Solicitor explained that it is not a mandatory requirement to allow the Integrity Commissioner to delegate. It could be noted in the contract for the Integrity Commissioner to renegotiate when Bill 68 is enacted to review delegations. Ms. Bench further spoke to the ability of the Integrity Commissioner to launch investigations as per Bill 68 and the only restriction is the time period and suggested that it should be raised as a concern.

Ms. Bench confirmed that the triple majority rule at the Region of Peel would remain. However, the requirement for a regulation would no longer be mandatory. Also Bill 68 introduces the requirement that following each municipal election, regional government have to review their composition and determine if it still appropriate.

Crystal Greer, City Clerk advised that a form will be provided to members of Council if a conflict of interest is declared to complete and it would become a part of the public record. In response to a question from Councillor Parrish, Ms. Greer noted that for donors to qualify for the rebate program, donors under \$100 would need to be listed.

Janice Baker, City Manager and CAO advised that Ms. Bench would summarize the concerns and bring it to Council for approval.

It was noted that there should be a contribution formula for the Regional Chair.

#### RECOMMENDATION

That staff prepare a summary of concerns raised with respect to "*Bill 68, the Modernizing Ontario's Municipal Legislation Act, 2016*" and report back to Council.

Approved (Councillor Parrish)

Recommendation GOV-0003-2017

#### 6.5. Status of Governance Committee Work Plan Items

Councillor Parrish suggested that a new section for senior government visits and consultations be included in the Protocol Corporate Policy. Staff could review the suggestion and how it could be addressed in a policy. Councillor Ras expressed concern with the feasibility of having control over the matter. Mayor Crombie spoke to the Protocol Policy and noted that often organizers are not aware of the Policy and don't follow it. Sandy Milakovic noted that sometimes the decisions are based on security measures and that should be reflected in the protocol. Councillor Saito suggested that there be a communication plan in the protocol.

Janice Baker, City Manager and CAO spoke to the matter and noted that staff can review the policy; however the City may have control up to a certain point.

Councillor Parrish expressed concern with the Acting Mayor being asked to replace the Mayor when the Ward Councillor is available. This should be reviewed where the Ward Councillor is asked before the Acting Mayor. Mayor Crombie noted that if she can't attend an event her staff suggests that the Ward Councillor or all members of Council be invited.

Approved/Direction (Councillor Parrish)  
Recommendation GOV-0004-2017

#### 6.6. Governance Subcommittee Report 1 - 2016 November 14, 2016

GS-0001-2016

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

GS-0002-2016

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

Approved (J. Magill)  
Recommendations GOV-0005-2017 to GOV-0006-2017



7. OTHER BUSINESS

Crystal Greer, Director, Legislative Services and City Clerk provided information with respect to a question in Item 6.4. She advised that the amendments in Bill 68 refer specifically to a maximum contribution from a candidate or spouse for Mayor or member of Council and does not refer to a Regional Chair. Councillor Saito noted that this matter should be included in the summary from the City Solicitor to Council.

8. ADJOURNMENT – 2:03PM

Draft

# City of Mississauga

## Corporate Report



Date: 2017/05/16

To: Chair and Members of Governance Committee

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

Originator's files:

Meeting date:  
2017/06/05

## Subject

**Re-establishment of the Road Safety Committee**

## Recommendation

1. That the report from the Commissioner of Corporate Services and Chief Financial Officer, dated May 16, 2017, titled Re-establishment of the Road Safety Committee be received and that the committee be established in accordance with the Terms of Reference attached as Appendix 1.
2. That Legislative Services staff initiate the process for appointment of citizen members to the Road Safety Committee.
3. That the Road Safety Committee develop a work plan in accordance with the mandate outlined in the Terms of Reference and that any budget requirements for the Committee be included in the 2019 Budget submission.
4. That should additional staff resources be needed to support the work of the Committee, a separate budget request be made as part of the 2019 Budget submission.

## Background

On March 8, 2017, Council passed Resolution 0031-2017, which directed that the Road Safety Committee be re-established and that Councillors Saito and Ras in consultation with staff prepare a Terms of Reference and further that staff report back to the Governance Committee. In addition, Councillors Saito and Ras were appointed to sit on the Committee.

The Road Safety Mississauga Committee was retired at the end of the term of the 2010-2014 Council as a result of the recommendations from the City Committees of Council Structure Review study.

## Comments

The Council Procedure by-law (Schedule A) outlines the following criteria for the creation of a new advisory committee, of which five criteria must be met:

- Aligns with the strategic plan (and other Master Plans or guiding documents)
- Requires a citizen voice(s) or external stakeholders expertise to develop public policy of fulfill corporate mandate
- Broad subject matter is handled by multiple internal divisions and /or external stakeholders
- Emerging issue of importance to the municipality
- Significantly helps stream line discussions and decision making at Standing Committees .
- Handles work that staff do not perform
- Needed for long term (minimum of five (5) years)
- Mandate and work plan can be clearly articulated

As directed by Council, staff worked with Councillors Saito and Ras to develop the terms of reference for the re-establishment of the Road Safety Committee. The draft terms of reference are attached as Appendix 1 and state that the objective of the committee is to promote road safety for all methods of transportation, including pedestrian, cyclist and vehicular traffic.

## Financial Impact

It is expected that the creation and distribution of the promotional safety information will require financial resources for both the staff resources needed to create the materials and the potential printing of materials for distribution.

In the past the Road Safety Committee was allocated a budget of \$38,800 annually. The monies were used primarily for promotional material and community outreach. Since the retirement of the Committee, these funds were removed from the Council and Committees budget.

## Conclusion

The Road Safety Committee is an avenue to provide a community perspective on road safety issues and promote public awareness and education for road safety initiatives and programs.

Governance Committee

2017/06/05

3

Originators files: File names

**Attachments**

Appendix 1: Road Safety Committee Terms of Reference

A handwritten signature in black ink that reads "G. Kent." The signature is written in a cursive, slightly slanted style.

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Gary Kent, Commissioner of Corporate Services and Chief Financial OfficerPrepared by: Diana Rusnov  
Manager, Legislative Service and Deputy Clerk

## Terms of Reference for Road Safety Committee **Appendix 1**

### **Mandate**

The Road Safety Committee provides a community perspective on road safety issues, promotes public awareness and education for road safety initiatives and programs, with an aim to enhance community participation and cooperation. Road Safety Mississauga will consult with and promote partnerships with other committees and agencies, while supporting ongoing City programs and projects in an effort to raise the profile of road safety in Mississauga.

Appointed members are expected to participate in promotional events on a regular basis to raise awareness related to road safety to residents and business.

### **Objectives/Goals**

The objective of the Road Safety Committee is to promote road safety for all methods of transportation, including pedestrian, cyclist and vehicular traffic.

Through the creation of a Road Safety Calendar, setting out road safety themes, the Committee will regularly disseminate information related to the appropriate theme.

### **Work Plan**

All Advisory Committees shall prepare annual Work Plans which will be sent to their parent standing committee, then to Council at the beginning of the New Year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff to devise these Work Plans to ensure that the workload is manageable and appropriately shared between the two parties.

Work plans will need to be carefully crafted in order to meet the Committee's mandate and objectives, as well as the City's Strategic Plan, Master Plans, and budgetary capacity.

The work plan shall speak directly to the specific goals the committee aims to accomplish. The work plan for each Advisory Committee attempts to use the City's Strategic Plan Pillars, action items, master plans, or legislation as sub-headings to organize the committee's focus and nature of work. The Committee shall present its accomplishments as they relate to the work plan, to Council annually.

## Definitions

Definitions are provided for the purpose of clarity and only where necessary. That definitions provided are referenced to the appropriate source/legislation.

## Procedures and Frequency of Meetings

All Committees are subject to Council Procedure By-law, which outlines the procedures for Council and Committee meetings.

[http://www7.mississauga.ca/documents/bylaws/procedural\\_by-law\\_2013.pdf](http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf)

The Road Safety Committee will meet approximately 4 times per year or as determined by the Committee at the call of the Chair. In addition to attending Committee meetings, members of the Road Safety Mississauga Committee will be expected to attend community events to promote road safety messaging and community participation.

## Membership

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards.

[http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local\\_Boards\\_Code\\_of\\_Conduct.pdf](http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf).

and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

The Road Safety Mississauga Committee shall be comprised of:

- 2 Councillors;
- 8 Citizen Members.

In addition to the Council appointed members of the Committee, the following are non-voting members who serve as a resource to the Committee:

- Peel Regional Police;
- Ontario Provincial Police;
- Ministry of Transportation Ontario Road Safety Marketing Branch;
- Peel Region Traffic Safety;
- Region of Peel Health Unit.

As required, members of other City Committees, such as the Traffic Safety Council, Mississauga Cycling Advisory Committee will be invited to participate in meetings and discussions related to specific topics and/or events.

## Role of Chair

The Chair of the Committee will be appointed at the first meeting of the Committee.

The role of the Chair is to:

1. Preside at the meetings of Road Safety Committee using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to the Road Safety Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Committee Coordinator and Traffic Operations staff.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary.
6. Liaise with the Supervisor of Road Safety, Transportation and Works, on a regular basis.

### Role of Committee Members

The role of Committee Members is to:

1. Ensure that the mandate of the Road Safety Committee is being fulfilled.
2. Provide the Chair with solid, factual information regarding agenda items.
3. When required, advise Council on matters relating to road safety.
4. Actively participate in the promotion of road safety at the city or other events as determined by the Committee.
5. Notify the Committee Coordinator if they are unable to attend meetings to ensure that quorum will be available for all meetings.

### Quorum

1. Quorum of the Road Safety Committee shall be reached with the presence of a majority of the appointed and elected 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.
2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum.

### Subcommittees

That, as per the Procedure By-law 139-2013, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council.

- Sub-committees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with the subcommittee shall cease.
- All appointed members of the subcommittee have the right to vote.
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.



## 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"> <li>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.</li> <li>2. That the Members of the Mississauga Cycling Advisory Committee support the transfer of the management of the Tour de Mississauga to SustainMobility.</li> <li>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.</li> </ol>
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> <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	Completed	<p>The following recommendation was approved by Governance on November 14, 2016:</p> <p>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.</p>
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> <p>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.</p>

## Status of Governance Committee Workplan Items

		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.
7. Municipal Election Campaign Contribution Rebate Program for the 2018 Election	Completed	Adopted by Council on February 22, 2017.
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.	Resolution 0220-2016 adopted by Council on November 16, 2016 to establish the period of time that the signs can be up.  Resolution 0221-2016 adopted by Council on November 16, 2016 which gives direction to staff to provide further information on the Sign By-law as it relates to Municipal Elections.
10. Community Group Support	Completed	The following recommendation was approved by Governance Committee on March 6, 2017:  GOV-0001-2017 That the report entitled Community Group Support Program Policy 08-01-01 dated February 28, 2017 from the Commissioner of Community Services be received for information.

## Status of Governance Committee Workplan Items

11. Budget Allocation Process for Advisory Committees	Completed	Adopted by Council on December 14, 2017.
12. Integrity Commissioner RFP and Recruitment	<b>Completed</b>	<b>Integrity Commissioner recruitment in progress.</b>
13. Posting of comments from Planning Staff with respect to Committee of Adjustment applications	<b>Completed</b>	
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 <sup>st</sup> quarter of 2017.	On-going consultation at the Region of Peel.
16. Corporate Policy Review pertaining to Municipal Elections	Update during the 3 <sup>rd</sup> quarter of 2017.	

## Status of Governance Committee Workplan Items

17. Corporate Policy Review – Citizen Appointment Process (including a review to limit citizen member appointments to one committee)	Update during the 1 <sup>st</sup> quarter or 2018.	
18. Citizen appointments to committees (membership/ composition)	Update during the 1 <sup>st</sup> 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 <sup>st</sup> quarter or 2018.	Arising from discussion at General Committee on June 15, 2016.
20. <b>Review of Protocol Corporate Policy 06-02-01</b>	To be scheduled for a future meeting date.	<b>Direction given to staff to review the Protocol Policy at the March 6, 2017 Governance Committee.</b>
21. <b>Governance Relations with Federal and Provincial Governments</b>	<b>June 5, 2017 meeting date</b>	<b>Discussion included on June 5, 2017 Committee Agenda.</b>