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## Governance Committee

### Date

2017/09/25

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

### Find it Online

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

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**INDEX – GOVERNANCE COMMITTEE – SEPTEMBER 25, 2017**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DECLARATION OF CONFLICT OF INTEREST**
4. **DEPUTATIONS** - Nil
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 5, 2017
  - 6.2. Civic Protocol
  - 6.3. Use of City Resources During an Election Campaign
  - 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**

2017/06/05

**Time**

9:14AM

**Location**

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

**Members Present**

Councillor Karen Ras	Ward 2
Councillor Pat Saito	Ward 9
Mayor Bonnie Crombie	(Ex-officio)
Sandy Milakovic	Citizen member

**Members Absent**

Councillor Jim Tovey	Ward 1 (Other Municipal Business)
John Magill	Citizen member
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6

**Staff Present**

Janice Baker, City Manager and Chief Administrative Officer  
Gary Kent, Commissioner of Corporate Services and Chief Financial Officer  
Geoff Wright, Commissioner, Transportation and Works  
Mary Ellen Bench, City Solicitor  
Ivana Di Millo, Director, Communications  
Rob Trewartha, Chief of Staff  
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 – 9:14 AM2. APPROVAL OF AGENDA

Approved (Councillor Ras)

3. DECLARATION OF CONFLICT OF INTEREST – Nil4. DEPUTATIONS4.1. Item 6.2 Janice Baker, City Manager and CAO and Rob Trewartha, Chief of Staff

Ms. Baker spoke to the industry benchmarking results with respect to government relations staff. She explained that the conclusion of the results were that there isn't a lot of consistency within the sector with respect to government relations.

Mr. Trewartha explained the current practice with the use of staff and the Members of Council with respect to government relations. He further spoke to recommendations to enhance government relations moving forward. Ms. Baker spoke further to the matter and noted that government relations work better when it is closer to the political side of the organization. She suggested that the approach be utilized and revisited for changes in 2019.

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

- The importance of a coordinated voice and approach when representing Members of Council and it should come from the political side.
- It was suggested that there be a repository of all government relations information i.e. legislation changes, upcoming meetings and it would be contingent on the Members of Council to keep themselves updated.
- It was suggested that all Members of Council be copied on MP and MPP briefings.
- Concern was expressed regarding the timing with announcements from upper levels of government and it was noted that announcements should be shared with Members of Council as soon as possible.
- There should be some guidelines for Members of Council that meet with other levels of government regarding matters that are not considered as a priority by Council. It was requested that staff create some wording to address this matter.

RECOMMENDATION

GOV-0007-2017

That the deputation by Janice Baker, City Manager and CAO and Rob Trewartha, Chief of Staff with respect to government relations, be received.

Received (Councillor Ras)

## 6.2. Government Relations with the Province and Federal Governments

### RECOMMENDATION

GOV-0008-2017

That staff prepare a protocol and report back to General Committee and that the Chair and Vice-Chair of the Governance Committee review a draft of the protocol prior to the report to General Committee.

Approved (Councillor Ras)

## 5. PUBLIC QUESTION PERIOD - 15 Minute Limit – Nil

## 6. MATTERS CONSIDERED

### 6.1. Approval of the Minutes - March 6, 2017

Approved (S. Milakovic)

### 6.3. Re-establishment of the Road Safety Committee

Councillor Saito noted corrections to the draft Road Safety Committee Terms of Reference. Councillor Ras noted that she agreed with the draft terms of reference as amended.

In response to a question regarding a budget for the Transportation handbook Geoff Wright, Commissioner, Transportation and Works advised that there was \$26,000 transferred to Transportation and Works operating budget for promotion of road safety initiatives and it could be used to publish the handbook in 2018.

In response to a question regarding marketing staff for the Road Safety Committee, Gary Kent, Commissioner, Corporate Services and Chief Financial Officer noted that MiWay Marketing staff would provide assistance; if the need builds for Communications staff then staff would be responsive to that. Councillor Ras noted the importance of having the publication available in other languages and further noted translation services.

### RECOMMENDATION

GOV-0009-2017

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 amendments to 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.

Approved (Councillor Ras)

6.4. Status of Governance Committee Work Plan Items

Received (Mayor Crombie)

7. OTHER BUSINESS – Nil

8. ADJOURNMENT – 9:59AM

# City of Mississauga

## Corporate Report



Date: 2017/09/08

To: Chair and Members of Governance Committee

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

Originator's files:

Meeting date:  
2017/09/25

## Subject

Civic Protocol

## Recommendation

1. That Governance Committee provide feedback on the draft revision to the "Civic Protocol" policy 06-02-01, attached to the Corporate Report from the Commissioner of Corporate Services and Chief Financial Officer, dated September 1, 2017, and that following receipt of feedback, the policy be presented to General Committee for approval.

## Report Highlights

- Staff has updated the existing Corporate Policy – Protocol 06-02-01 to address feedback provided by Governance Committee surrounding consultations and visits by other levels of government.
- The policy applies to City-hosted events involving the Mayor or Members of Council.
- For non-City-hosted events, the City will request compliance with this policy by the organizing group. Ultimately, protocol for events that are not City-hosted will be at the discretion of the event organizer.
- A new "Security Protocol" section has also been added to recognize that the security protocol of senior levels of government who are in attendance at City-hosted events will take precedence over that of the City's Security Services.
- The issue of who will meet with the visiting delegation is a conversation between the Mayor's Office and the delegation's representative and is prescribed in policy.

Enter Committee Name	YYYY/MM/DD	2
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Originators files: File names

## Background

As per direction given at the March 6, 2017 meeting of Governance Committee staff has reviewed the City's Protocol Policy and made updates to the sections around official visits by other levels of government, as well as the security protocol around them.

Approved/Direction (Councillor Parrish) Recommendation GOV-0004-2017		
Issue	Timeline	Details
20. Review of Protocol Corporate Policy 06-02-01	To be scheduled for a future meeting date.	Direction given to staff to review the Protocol Policy at the March 6, 2017 Governance Committee.

## Present Status

The existing Corporate Policy and Procedure 06-02-01 "Protocol" was last reviewed in 2009, and outlines the rules of protocol pertaining to corporate or community events. Corporate Communications, in consultation with the Corporate Policy Analyst and Mayor's Office, have reviewed the policy, renamed as "Civic Protocol."

This report introduces proposed changes to the policy that provide additional information on protocol surrounding consultations and visits by other levels of government, as well as related security measures.

The Civic Protocol Policy is also undergoing a review to address updates impacted by the City's new policy "Official City Openings/Events." These revisions are outside of the scope of Governance Committee's request and will be approved separately through the City's regular policy review process.

## Comments

A copy of the draft Corporate Policy is attached to this report as Appendix 1.

## Financial Impact

The service levels outlined in the draft policy reflect the current maintenance practises delivered by Communications/staff. Therefore, there is no financial impact associated with this policy.

## Conclusion

The Civic Protocol policy will be enforced by staff at all City-hosted events. For non-City-hosted events, the City will request compliance with this policy by the visiting delegation. Ultimately, protocol for events that are not City-hosted will be at the discretion of the event organizer.



Enter Committee Name

YYYY/MM/DD

3

Originators files: File names

## Attachments

Appendix 1: Civic Protocol

Appendix 2: Civic Protocol – Clean Copy

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

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Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Lindsay Francini, Supervisor, Public Relations, Communications

City of Mississauga

# Corporate Policy & Procedure



## Appendix 1

**Policy Title: Civic Protocol****Policy Number: 06-02-01****Draft Only – September 19, 2017**

Section:	<b>Public Relations</b>	Subsection:	<b>Events</b>
Effective Date:	<b>June 3, 2009</b>	Last Review Date:	<b>October 2012</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Communications Division Corporate Services Department</b>		

### Policy Statement

City staff who are organizers of City-hosted corporate events involving the Mayor or Members of Council shall observe the rules of protocol as outlined in this policy.

### Scope

This policy applies to City-hosted events. For non-City-hosted events this policy is offered only as a guideline on acceptable protocol. The City may request the planned protocol for an event from the organizer.

### Mayor's Attendance

All requests for the Mayor's attendance at, or participation in, functions associated with the Mayor's office must be submitted in writing to the Mayor's office. If the Mayor is not able to attend a function, the Mayor may appoint a designate to attend.

When the Mayor attends a function that is of concern to the ward councillor, the councillor is also asked to attend.

### Visitors to Council

The Mayor or Chair of the Committee in session may officially welcome persons or groups to Council. In addition, in the event that a group visits Council, the councillor representing the ward in which the group resides may also welcome them.

## **Consultations/Visits by Other Levels of Canadian Government**

Should the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario request a visit or consultation with the Mayor, the Mayor's Office may advise the Members of Council and other City staff, as required (e.g. Security Services, senior management). The visiting delegation will be provided with this policy and requested to consult with the Mayor's Office if any modifications to the City's protocol are required.

Should the Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or Premier of Ontario attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify any special requirements.

## **Order of Precedence for Processions**

Elected officials appear in processions in the following order:

- Mayor or Acting Mayor
- Members of Council (appearing in order of the wards they represent)
- Federal government representative
- Provincial government representative, and
- Regional Chair

## **Speaking Order at Official City Openings/Events**

The Councillor for the ward in which the property is located chairs the opening. Elected officials or their approved alternate speak before other speakers, in the following order:

- Mayor or Acting Mayor
- Area MP
- Area MPP, and
- Regional Chair

## **Traditional Events**

Traditional events include the Mayor's Levee, Civic Recognition, Canada Day, Remembrance Day and Light-Up the Square. For City-hosted, City-wide events, the role of Master of Ceremonies (MC) is not fulfilled by the ward councillor.

## **Seating at City-Sponsored Banquets**

The Mayor, Acting Mayor or designated councillor is located at the head table and is called upon to bring greetings from the City of Mississauga.

When the Mayor, Acting Mayor or designated councillor is also the main speaker at the banquet, he/she is located in the centre of the head table adjacent to the podium location.

Policy Number: 06-02-01

Effective Date: June 3, 2009

Policy Title: Civic Protocol

Last Review Date: October 2012

3 of 3

## Flags

Flags of Canada, Ontario and Mississauga are flown at all official functions. Viewers of the ceremonies will see the flag of Canada in the centre, Ontario on the left and Mississauga on the right.

## Chain of Office

The Mayor's Chain of Office is worn during Council meetings, official openings, parades, etc., at the discretion of the Mayor.

## Security Protocol

Security for senior levels of government, including the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario, attending an event at the City or whose visit will include a public-facing element (photo opportunity, brief address to the public) will be the primary responsibility of the visiting party. Security Services, Corporate Services Department, will consult with the party's security detail to coordinate operational plans and ensure that all needs are met. Security Services will continue to perform their normal duties unless requested to do otherwise. Any significant impacts to stakeholder operations will be communicated by Security Services to the affected parties on an "as required" basis. Operational and informational security considerations will take precedence over informing stakeholders of potential impacts.

## Revision History

Reference	Description
1974 12 09; Resolution 43 1976 01 26	
2009 06 03	Housekeeping change to clarify last sentence

City of Mississauga

# Corporate Policy & Procedure



## Appendix 2

Policy Title: Civic Protocol

Policy Number: 06-02-01

Draft Only – September 19, 2017

Section:	<b>Public Relations</b>	Subsection:	<b>Events</b>
Effective Date:	<b>June 3, 2009</b>	Last Review Date:	<b>October 2012</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Communications Division Corporate Services Department</b>		

### Policy Statement

City staff who are organizers of City-hosted corporate or community events involving the Mayor or Members of Council shall observe the rules of protocol as outlined in this policy.

**Comment [PS1]: RATIONALE:**  
The policy statement is now more specific to City staff who are organizing City-hosted events.

### Scope

This policy applies to City-hosted events. For non-City-hosted events this policy is offered only as a guideline on acceptable protocol. The City may request the planned protocol for an event from the organizer.

**Comment [PS2]: RATIONALE:**  
The Scope section clarifies that protocol for events that are not City-hosted will be at the discretion of the event organizer.

### Mayor's Attendance

All requests for the Mayor's attendance at, or participation in, functions associated with the Mayor's office, must be submitted in writing to the Mayor's office or Communications Division, Corporate Services Department. If the Mayor is not able to attend a function, the Acting Mayor may be asked to appoint a designate to attend.

**Comment [PS3]: RATIONALE:**  
Revised to reflect current practice.

When the Mayor attends a function that is of concern to the ward councillor, the councillor is also asked to attend.

### Visitors to Council

The Mayor or Chair of the Committee in session may officially welcome persons or groups to Council. In addition, in the event that a group visits Council, the councillor representing the ward in which the group resides may also welcome them.

Policy Number: 06-02-01

Effective Date: June 3, 2009

Policy Title: Civic Protocol

Last Review Date: October 2012

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### Consultations/Visits by Other Levels of Canadian Government

Should the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario request a visit or consultation with the Mayor, the Mayor's Office may advise the Members of Council and other City staff, as required (e.g. Security Services, senior management). The visiting delegation will be provided with this policy and requested to consult with the Mayor's Office if any modifications to the City's protocol are required.

**Comment [PS4]: RATIONALE:**

The addition of this section will address the concern expressed by Members of Council that they were unaware of a visit by a senior level of Canadian/provincial government (in this case, the Prime Minister of Canada). The City will request compliance with this policy by the visiting delegation. The issue of who will meet with the visiting delegation is a conversation between the Mayor's Office and the delegation's representative and would not be prescribed in policy.

Should the Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or Premier of Ontario attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify any special requirements.

**Comment [PS5]: RATIONALE:**

This section now appears at the end of the policy as an "Exception", however, aligns better with the Consultations section. Premier has been added and "Queen" has been removed, as the Consultations section applies to Canadian levels of government.

### Order of Precedence for Parades/Processions

Elected officials appear in ~~parades or~~ processions in the following order:

- Mayor or Acting Mayor
- Members of Council (~~riding in or on a common vehicle, or~~ appearing in order of the wards they represent)
- Federal government representative
- Provincial government representative, and
- Regional Chair

### Speaking Order at Official City Openings/Events, Sod Turnings, Cornerstone Laying

The Councillor for the ward in which the property is located chairs the opening. Elected officials or their approved alternate speak before other speakers, in the following order:

- Mayor or Acting Mayor
- Area MP
- Area MPP, and
- Regional Chair

### Traditional Events

Traditional events include the Mayor's Levee, Civic Recognition, Canada Day, Remembrance Day and Light-Up the Square. For City-hosted, City-wide events, the role of Master of Ceremonies (MC) is not fulfilled by the ward councillor.

**Comment [PS6]: RATIONALE:**

This section has been added for clarity, as the ward councillor for the area in which the event is held is not automatically the Master of Ceremonies.

### Municipally Seating at City-Sponsored Banquets

The Mayor, Acting Mayor or designated councillor is located at the head table and is called upon to bring greetings from the City of Mississauga.

Policy Number: [06-02-01](#)

Effective Date: June 3, 2009

Policy Title: Civic Protocol

Last Review Date: October 2012

3 of 3

When the Mayor, Acting Mayor or designated councillor is also the main speaker at the banquet, he/she is located in the centre of the head table adjacent to the podium location.

## Flags

Flags of Canada, Ontario and Mississauga are flown at all official functions. Viewers of the ceremonies will see the flag of Canada in the centre, Ontario on the left and Mississauga on the right.

## Chain of Office

The Mayor's Chain of Office is worn during Council meetings, official openings, parades, etc., ~~as often as possible~~ at the discretion of the Mayor.

## Security Protocol

Security for senior levels of government, including the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario, attending an event at the City or whose visit will include a public-facing element (photo opportunity, brief address to the public) will be the primary responsibility of the visiting party. Security Services, Corporate Services Department, will consult with the party's security detail to coordinate operational plans and ensure that all needs are met. Security Services will continue to perform their normal duties unless requested to do otherwise. Any significant impacts to stakeholder operations will be communicated by Security Services to the affected parties on an "as required" basis. Operational and informational security considerations will take precedence over informing stakeholders of potential impacts.

### Comment [PS7]: RATIONALE:

The addition of this section recognizes that the security protocol of senior levels of government who are in attendance at the City will take precedence over that of Security Services.

## Exceptions

~~Should the Prime Minister and/or the Queen attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify any special requirements.~~

## Revision History

Reference	Description
1974 12 09; Resolution 43 1976 01 26	
2009 06 03	Housekeeping change to clarify last sentence

# City of Mississauga

## Corporate Report



Date: 2017/09/05

To: Chair and Members of Governance Committee

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

Originator's files:

Meeting date:  
2017/09/25

## Subject

**Use of City Resources During an Election Campaign**

## Recommendation

That Governance Committee provide feedback on the draft policy titled "Use of Corporate Resources in an Election Year" attached to the Corporate Report from the Commissioner of Corporate Services and Chief Financial Officer, dated September 5, 2017, and that following receipt of feedback, the policy be presented to General Committee for approval.

## Background

A number of amendments to the *Municipal Elections Act* enacted by Bill 181, have implications on the administration of the 2018 Municipal Election. A clause has been added to the legislation requiring, that before May 1<sup>st</sup> in the year of the election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, during the election campaign period.

In previous elections, a Frequently Asked Questions (FAQ) document was prepared to aid staff and candidates in understanding what restrictions existed during the campaign period. The FAQ document distributed during the 2014 Municipal Election and the 2015 Ward 4 By-election is attached for reference as Appendix 1.

## Comments

To ensure compliance with Section 88.18 of the *Municipal Elections Act*, staff have reviewed existing documentation, benchmarked other municipalities and met with affected staff. The draft policy has also been sent to the Integrity Commissioner for review and comment.

A draft policy, attached as Appendix 2, has been prepared based on this research and consultation. The draft policy addresses the following elements:



1. In addition to municipal election campaigns, the policy applies to provincial and federal elections.
2. In accordance with previous Council direction, the policy contains a prohibition on candidates directly or indirectly booking City Facilities for election purposes.
  - Rule 6 of the Council Code of Conduct currently prohibits booking City Facilities for election purposes and Recommendation GOV-0016-2014 states “in a municipal election year, commencing on the date of registration by any candidate for municipal elected office, until the date of the election, no such candidate including Members of Council, may directly or indirectly, book any municipal facility for any purpose that might be perceived as an election campaign purpose”.
3. Campaign material cannot be produced using City resources, and cannot contain photographic or video materials that are the copyright of the City of Mississauga.
4. Campaign Ads are considered commercial advertising and only permitted in accordance with the Corporate Policy and Procedure – Placing Advertisement With the City.
5. City employees may only campaign for a candidate if it does not interfere with the employees normal duties, takes place outside of City work hours and is done without reference to the fact that the individual is a City employee.
6. If an elected official uses any Social Media account for campaigning, the account must not be created or supported by City resources, and must contain a clear statement indicating that the account is being used for election campaign purposes and is not related to the duties of the Elected Official.
7. The use of the City Logo/Brand or any variation of it cannot be used on any campaign material, signs, social media or campaign website.
8. Elected Officials may not publish Councillor newsletters or distribute them after June 30<sup>th</sup> of the election year.
9. For clarity, the policy establishes Labour Day as a predetermined cut-off date for official City openings/events.
  - Ward specific event are permitted, and include community park openings, ward barbeques/celebrations and other community milestones. Campaigning is not permitted at any ward event which is funded through the elected official's budget.
10. Election signs cannot be posted on City property, including road allowances.

## Financial Impact

There is no financial impact.

## Conclusion

To ensure compliance with the *Municipal Elections Act*, as amended, a draft Corporate Policy has been prepared to establish rules for the use of City resources during an Election Campaign. Once Governance Committee feedback has been received the Corporate Policy will be presented to General Committee for approval.

## Attachments

Appendix 1: Frequently Asked Questions During an Election Year – 2015

Appendix 2: Draft Policy – Use of City Resources During an Election Campaign



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Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Diana Rusnov, City Clerk and Director, Legislative Services

## Frequently Asked Questions During an Election - 2015

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During the course of the Municipal Election, the City of Mississauga's Elections team responds to a number of questions from candidates. The following questions and answers have been prepared to assist candidates with understanding the restrictions in place during the Municipal Election.

- Can an employee campaign for a candidate running for Council?

An employee is permitted to campaign, on his/her own time, provided that they do not identify themselves as a City employee, or wear a City uniform. The employee must also ensure that campaigning does not interfere with normal duties, and that no City resources (computers, cell phones etc.) are used.

- Can candidates book City facilities for campaign purposes?

No. Recommendation GOV-0016-2014 prohibits any candidate for the Municipal Election from booking City of Mississauga facilities for election purposes.

A candidate is permitted to accept an invitation to address a group who have booked a room in a facility, such as clubs who meet on a regular basis, or ratepayers groups who have organized an all candidates meeting.

- Are candidates permitted to campaign and distribute literature at City facilities and on City property?

The City of Mississauga does not permit solicitation/campaigning within City facilities or on City property.

A candidate is permitted to accept an invitation to address a group who have booked a room in a facility, such as clubs who meet on a regular basis, or ratepayers groups who have organized an all candidates meeting, provided that literature is not distributed.

## Frequently Asked Questions During an Election - 2015

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- Can campaign material be placed on bulletin boards at Libraries and Community Centres?

Campaign material is considered commercial advertising, and is permitted to be placed on Library bulletin boards that contain commercial advertising, provided that the regular commercial posting service fee is paid (\$250).

Campaign material is not permitted to be placed on community bulletin boards in Libraries and Community Centres.

- Can Councillors provide Councillor newsletters for distribution at Libraries and Community Centres?

Councillors cannot distribute newsletters after June 30<sup>th</sup> in an election year. After June 30<sup>th</sup>, all Councillor newsletters will be removed from all Libraries and City facilities where they have been left for distribution.

- Can a candidate use City logos on campaign material?

No. The City of Mississauga's logos are a registered trade-mark, owned by the Corporation of the City of Mississauga. The use of the logo is reserved exclusively by the City, for its own use.

Candidates taking part in elections for public office at the City must not, under any circumstance, use a City logo or any variation of it on flyers, brochures, signs, websites or any other election campaign-related materials.

- Can a candidate link to a City document or City webpage from their campaign website?

Yes. A candidate is permitted to link to any City document available to the public or City webpage. However, a candidate is not permitted to incorporate a video or other material with which the City has proprietary rights on their own webpage.

- Can a candidate attend an official opening of a City facility or official event?

A candidate, like any member of the public, is welcome to attend an official opening of a City facility or other official event. Only those individuals identified in the City of Mississauga's Protocol for Official Events are invited to speak.

## Frequently Asked Questions During an Election - 2015

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- Can a candidate set-up a booth to campaign at a community event?

A candidate must comply with the rules of the organizers of the event. For example, if the event is organized by an external group, it is subject to the approval of the organizers.

A campaign booth would not be permitted at an event organized by the City of Mississauga.

- Are people permitted to wear campaign buttons or campaign t-shirts on City property or in City facilities?

The City cannot restrict the freedom of expression of someone wearing a t-shirt or button on City property, except in the following circumstance:

- No election buttons, t-shirts etc. are permitted at a polling location (both inside and outside of the poll).
- City staff, during working hours, are not permitted to wear anything endorsing a candidate.

- Can a candidate ride a Mississauga Transit Bus to campaign and talk to voters?

*The Transit By-Law 425-2003 Section 12 reads:*

*(1) No person shall do any of the following in, on or about property owned, leased, occupied or used by the Corporation that constitutes any part of the public transportation system including a Mississauga Transit Vehicle, bus shelter or other vehicle:*

*(e) sell or attempt to sell any newspaper, magazine, merchandise or any other article or thing, distribute any pamphlet or literature, or solicit members of the public for any purpose whatsoever, except with the prior written permission of Mississauga Transit.*

Mississauga Transit does not provide permission to candidates.

- Can a candidate take photos at a polling location?

Election procedures prohibit the use of cameras inside a polling location.

A candidate wanting to have their photo taken is only permitted to be photographed entering the polling location.

## Frequently Asked Questions During an Election - 2015

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- Are election signs permitted on City property?

Election signs cannot be posted on public property (including road allowances and other land or fences owned by any government or agency).

Election signs are only permitted on private property, with the permission of the landowner.

- Can a candidate place a campaign advertisement in a City program or facility?

Election campaign advertising is considered commercial advertising, and is permitted according to the established processes contained in the City of Mississauga's Corporate Policy – Placing Advertisement with the City. Specifically, provided that the placement of any election advertisement is reviewed by the business section that manages the particular City property, the City's established advertisement criteria are met and all applicable fees are paid.

However, campaign advertising is not permitted on a property used for a polling location, at the same time the site is used for voting. Any advertising approved will be removed, once the facility is used for Advance Polling.

- Can a candidate place a campaign advertisement on the Digital Program Screens in Celebration Square?

No. Commercial advertising is not permitted on the Digital Program Screens.

- Can a candidate place campaign advertisement on a City electronic message board?

No. Electronic message boards are to be used to promote programs, meetings, special events, and public service announcements. Commercial advertising is not permitted.

- Can a candidate park a vehicle that is “wrapped” with a candidate's name, or contains campaign signs in a City parking lot?

Election signs or other references to a candidate are not permitted at a polling location, including the parking lot. A car “wrapped” to reference a candidate or containing campaign signs will be removed from the parking lot, regardless of whether it was a City facility.

**For more Municipal Election information please contact 905-615-VOTE  
or visit [mississaugavotes.ca](http://mississaugavotes.ca)**

City of Mississauga

# Corporate Policy & Procedure

**Policy Title: Use of City Resources During an Election Campaign****Policy Number: [Policy No.]**

Section:	<b>Municipal Government</b>	Subsection:	<b>Elections</b>
Effective Date:	[Effective Date]	Last Review Date:	[Last Review]
Approved by: <b>Click here to enter text.</b>		Owner Division/Contact: Legislative Services, Corporate Services Department	

## Policy Statement

This policy provides a consistent approach to the use of City of Mississauga resources during an Election Campaign Period and expressly prohibits the use of City Resources for campaign purposes.

## Purpose

The purpose of this policy is to provide clear direction to all Candidates and City employees to ensure a fair and transparent electoral process while also ensuring compliance with all applicable legislation, including the *Municipal Elections Act, 1996* (the "MEA").

The City recognizes that Elected Officials are responsible to serve their constituents and fulfill their responsibilities until the end of their term but that clear separation must exist between the Elected Official's role as a Candidate and their role as a Member of Council (or local board).

## Scope

This policy applies to:

- All candidates for a municipal election or by-election
- Where applicable, all candidates for a provincial or federal election or by-election
- All Elected Officials of the City not seeking re-election
- All City employees, including employees in the offices of Elected Officials, and
- Members of local boards

For additional Municipal Election information visit [www.mississaugavotes.ca](http://www.mississaugavotes.ca)

## Legislative Requirements

This policy complies with the MEA. The MEA prohibits a municipality from making a contribution to a Candidate in a municipal election during an Election Campaign Period. Any use of City of Mississauga resources by or on behalf of a Candidate during an Election Campaign Period would be considered a contribution by the City. The *Election Finances Act* and the *Canada Elections Act* impose similar prohibitions for provincial and federal election campaigns.

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Elected Officials are also governed by the Council Code of Conduct, as amended. Elected Officials may seek confidential advice from the Integrity Commissioner with respect to interpretation of the Council Code of Conduct, the *Municipal Conflict of Interest Act* and any policy of the municipality governing the ethical behaviour of Elected Officials.

## Definitions

For the purposes of this policy:

“Campaign Material” means material in any media (i.e. print, radio, television, websites and Social Media) used to promote or oppose a Candidate, political party or ballot question. Campaign Material also includes but is not limited to banners, literature (pamphlets, brochures, cards), posters, placards/signs, buttons/pins, clothing and car wraps.

“Campaigning” means any activity by, on behalf of or in opposition to a Candidate, political party or ballot question during an Election Campaign Period that is meant to elicit support or opposition. Campaigning includes but is not limited to the display of Campaign Material.

“Candidate” means any individual, including an incumbent, who has filed a nomination to run for election or by-election for an office in a municipal, provincial or federal election.

“City” means the Corporation of the City of Mississauga.

“City Facility” means any property under the care and control of the City, including property owned, leased, occupied or used by the City, which can include but is not limited to, libraries, community centres, meeting rooms, lobbies, auditoriums, theatres, banquet spaces, gymnasiums, sports fields, parks, golf courses, pools, arenas, museums and marinas.

“City Resources” means real property, goods and/or services owned, controlled, acquired and/or operated by the City including, but not limited to, City staff (during hours where they receive compensation from the City), materials, equipment, City Facilities, technology, Information Technology Resources (defined below), intellectual property, display areas (e.g. cases, walls), logos/brands, supplies and Elected Officials’ or staff office budgets.

“Clerk” means the Clerk of the City of Mississauga.

“Elected Official” means any individual elected to City Council or board.

“Election Campaign Period” means:

- For a municipal election - the period that commences on the date a Candidate’s nomination paper is filed. The Election Campaign Period concludes on December 31 of the election year for a regular election and 45 days after voting in the case of a by-election
- Any restrictions for a provincial or federal election commence on the day the writ for the election is issued or a by-election is called and ends on Voting Day



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“Election Sign” means a sign advertising or promoting the election of a political party or a Candidate for public office in a municipal, provincial or federal election, according to the City’s Sign By-law 54-02, as amended. Election signs do not include Campaign Ads.

“Employee” means all union and non-union employees, contract employees, interns and volunteers acting on behalf of the City of Mississauga. Although volunteers are not employees of the City, they are expected to conduct themselves in accordance with this policy.

“Information Technology (IT) Resources” means City owned or issued IT Resources including, but not limited to:

- Hardware, such as computer desktops, laptops, tablets, portable and computing devices and related peripherals (e.g. printers, scanners, etc.) and wireless communication devices (e.g. smart phones, cell phones, etc.)
  - All internet and e-mail systems
  - Electronic data transmission equipment, devices and networks
  - Business systems and servers and all City managed data and software
  - All types of telephone, radio and other audio/voice or audio/visual communication equipment, devices and networks, including voicemail
  - Local and network storage media used in the operation of these resources including, but not limited to CDs, tape media, paper, USB, flash memory, flash drives, external hard drive, cloud storage, etc., and
  - Data, information and other work products, such as computer programs, databases (unless publicly available), spreadsheets, etc. created and/or maintained in using these resources
- In addition, any City data and information that is accessed, stored, created, processed, transmitted or filed in a personal electronic device is included in this definition.

“Official City Openings/Events” are held in Mississauga and have a City-wide impact; are identified in a project work plan/charter and/or are endorsed by the Leadership Team and/or Council. An Official City Opening/Event includes an opening ceremony component, followed by the main public program. The ceremony must include:

- An official invitation sent to the approved guest list on the City’s official invitation template, and
- All or some of the following elements: attendance of the Mayor and/or Members of Council, agenda, speakers, plaque unveiling, ribbon cutting

“Paid Campaign Ad” means any commercial advertising on City property, at City programs and in City media that is approved in accordance with the criteria outlined in Corporate Policy and Procedure – Placing Advertisement With the City. For greater clarity, Election Signs are not considered Campaign Ads.

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“Social Media” means publically available, third party hosted, interactive web technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network. Examples include internet forums, blogs, podcasts, Facebook, Twitter and Instagram.

“Voting Day” means:

- For a municipal election - the day on which the final vote is taken (the fourth Monday in October in the year of the election) or a by-election (the 45<sup>th</sup> day after nomination day), as set out in the *Municipal Elections Act*, 1996.
- For a provincial or federal election or by-election – the day set out according to the *Elections Act* (provincial) and *Canada Elections Act* (federal)

## Accountability for City Staff

### Directors

All Directors are accountable for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions, and
- Ensuring compliance with this policy

### Managers/Supervisors

Managers/supervisors are accountable for:

- Ensuring applicable staff in their respective work units are aware of this policy and any subsequent revisions
- Ensuring applicable staff are trained on this policy and any subsequent revisions with respect to their specific job function
- Ensuring staff comply with this policy, and
- Seeking clarification of any aspect of this policy from the Elections Office, as required

### Employees

Employees are accountable for:

- Complying with this policy, and
- Seeking clarification from their manager/supervisor of any aspect of this policy that is not understood

### Clerk

The Clerk is accountable for:

- Ensuring all candidates for a municipal election are aware of this policy
- Ensuring review and update of this policy as required prior to a municipal election or by-election or as required by changes to legislation
- Ensuring all Candidates are treated equally, and

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- Forwarding any complaints or concerns received by the Clerk regarding municipal candidates and/or municipal candidate activities to the appropriate business unit for investigation

## Activities

### Use of City Facilities for Campaign Purposes

The following activities are not permitted at City Facilities during an Election Campaign Period:

- Directly or indirectly booking a City Facility for any election purpose
- Campaigning on City transit (i.e. MiWay): In accordance with Section 12 of the Transit By-Law 425-2003, as amended, distribution of any pamphlet or literature, or solicitation of members of the public for any purpose whatsoever is not permitted, except with the prior written permission of Mississauga Transit. Mississauga Transit does not provide permission to Candidates
- Campaigning or solicitation (including display or distribution of Campaign Material) within any City Facility, including Elected Officials' offices, with the exception of commercial advertising space, and
- In accordance with the Parks By-law 186-05, as amended, unless authorized by permit, solicitation is not permitted in City parks

Note: Candidates may accept an invitation to address a group who have booked a City Facility (e.g. clubs who meet on a regular basis or ratepayers groups who have organized an all-Candidates meeting)

### Campaign Material

The following restrictions apply to Campaign Material:

- At no time shall City Resources and/or Elected Officials' budgets be used to sponsor or produce any Campaign Material
- Photographic or video materials that are copyright of the City cannot be used in Campaign Material or when Campaigning
- Campaign Material is not permitted to be placed on community bulletin boards in City libraries and community centres
- Campaign Material is not permitted at any location marked as a voting location
- In accordance with Corporate Policy and Procedure – Elected Officials' Expenses, promotional items that carry an Elected Official's contact information and/or identify the Elected Official that are purchased through their expense account must not be distributed or used after June 30 of an election year or, for an Elected Official who is a candidate in a by-election, after the date that Council passes a by-law requiring a by-election
- Elected Officials may not display Campaign Material during Official City Openings/Events or when carrying out the duties of their office, and
- City staff are not permitted to wear or display any Campaign Material during working hours

### Paid Campaign Ads

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Paid Campaign Ads are considered commercial advertising and are permitted to be posted under the following circumstances:

- In accordance with Corporate Policy and Procedure – Placing Advertisement With the City, i.e. provided that the placement of any election advertisement is reviewed by the business section that manages the particular City Facility; the City’s established advertisement criteria are met; and all applicable fees are paid
- On Library bulletin boards that are available as commercial advertising space (i.e. not on library bulletin boards), providing all criteria is met and applicable fees are paid, and
- On and within City buses and bus shelters as commercial advertising space, providing all criteria are met and applicable fees are paid

Campaign Ads are not permitted:

- At polling stations, including non-City Facilities. Campaign Ads will be removed once advance polling or voting commences. A car “wrapped” to reference a Candidate or containing campaign signs may be covered or removed from the parking lot of the polling location
- On Mississauga Celebration Square digital screens. In accordance with Corporate Policy and Procedure – Digital Display Screens, commercial advertising is not permitted, and
- On the City’s electronic message boards, in accordance with the Electronic Reader Board Guidelines, as the electronic message boards are only used to promote programs, special events and public service announcements. Commercial advertising is not permitted.

### **City Employees – Campaigning and Use of City Resources**

City Employees are subject to the following:

- In accordance with Corporate Policy and Procedure – Conflict of Interest, an Employee may campaign for a Candidate provided that Campaigning:
  - Does not interfere with the Employee’s normal duties
  - Takes place outside of City work hours, and
  - Is done without reference to the fact that the individual is a City Employee
- City uniforms, badges, crests or any other item that would identify the individual as City staff must not be worn while Campaigning
- City Resources must not be used for any purpose related to an election campaign, and
- Any communication received by staff concerning a Candidate must be referred to the Candidate’s campaign office

Note: Elected Officials may not request that City Employees, including staff working in a ward councillor office, perform any duties related to the election campaign during hours in which the Employee receives any compensation from the City. The City acknowledges that there may be some incidental use of City Resources during the regular course of an Employee’s duties, such as coordinating the Elected Official’s campaign schedule or redirecting citizens to the campaign office.

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### **Use of Information Technology Resources and Social Media**

The following applies to the use of Information Technology (IT) Resources:

- Candidates are permitted to link to any City document available to the public or on a public City webpage from their campaign website
- Candidates are not permitted to incorporate a video or other material (e.g. photos) for which the City has proprietary rights on their own webpage. Official photographs of Elected Officials may not be used for campaign purposes.
- Elected Officials shall not use the City's IT Resources, including individual websites linked through the City's website and Social Media accounts used for ward communication, for any election campaign or campaign-related activities
- If an Elected Official uses any Social Media account for Campaigning, such account must not be created or supported by City Resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers
- Elected Officials who choose to create or use Social Media accounts for Campaigning must include, for the duration of the Election Campaign Period, a clear statement on each campaign website or Social Media account's home page indicating that the account is being used for election campaign purposes and is not related to their duties as an Elected Official, and
- Elected Officials are allowed to place campaign phone numbers, websites and e-mail addresses on the election pages of the City's external website, which is available and authorized for use by all municipal candidates

### **Use of City Logo/Brand**

The City's logos are registered trade-marks, owned by the City of Mississauga. The use of the City brand is reserved exclusively by the City for its own use or when permission has been granted in accordance with Corporate Policy and Procedure - Mississauga Brand Visual Identity Program. Candidates must not, under any circumstances, use a City logo or any variation of it on any Campaign Material, Election Sign, Social Media or campaign website.

### **Elected Officials' Newsletters and Media Releases**

In accordance with the Council Code of Conduct and Corporate Policy and Procedure - Elected Officials' Expenses, commencing on June 30<sup>th</sup> in a municipal election year until the date of the election or, for an Elected Official who is a candidate in a by-election, after the date that Council passes a by-law requiring a by-election, Elected Officials may not publish Councillor Newsletters, in print or electronically, or distribute them in City Facilities. After these dates applicable ward councillor newsletters will be removed from City Facilities where they have been left for distribution. All newsletters distributed through the mail must be post-marked by no later than June 30<sup>th</sup> in an election year or, for an Elected Official who is a candidate in a by-election, after the date that Council passes a by-law requiring a by-election.

Note: Elected Officials may, during this period, use IT Resources or Councillor letter head to communicate notifications to their ward residents that are not election related.

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### **Attendance at Official City Openings/Events**

There will be no Official City Openings/Events scheduled after Labour Day until after voting day during the year of a municipal election.

Otherwise, the following applies in relation to Official City Openings/Events that occur prior to Labour Day:

- Campaigning does not include the attendance of Candidates and/or Elected Officials or their supporters at Official City Openings/Events, such as a City-sponsored festival, in their capacity as a resident of the City but not as a Candidate.  
Note: Candidates are responsible for ensuring that their staff and supporters are aware of this distinction.
- Elected Officials may participate in Official City Openings/Events in their current role (e.g. as Mayor or Deputy Mayor). City events that are expected to occur annually, such as Canada Day, will take place in an election year
- Elected Officials identified in Corporate Policy and Procedure – Event Protocol and Corporate Policy and Procedure – Protocol may be invited to speak at Official City Openings/Events or external events but Campaigning for election is not permitted (e.g. campaign-related remarks)
- Campaign booths are not permitted at Official City Openings/Events, and
- Where campaign booths are permitted at events organized by an external group and taking place at a City Facility, Candidates and/or their supporters/staff are not permitted to actively solicit attendees (i.e. may not approach attendees or hand them Campaign Material)

### **Ward Events**

Ward-specific events apply to an individual ward and are not an Official City Opening/Event. Examples include, but are not limited to, community park openings; ward barbecues/celebrations; and other community milestones. Costs are covered through the Elected Official's budget. The ward councillor, as the host for a ward-specific event, will be the master of ceremonies and bring greetings from the City. The Mayor and Members of Council may also be invited as guests.

Ward events are permitted during an Election Campaign period but Campaigning is not permitted. Elected Officials are responsible for ensuring that their staff, supporters and volunteers are aware of this restriction.

### **Photography at Polling Stations**

Election procedures prohibit the use of cameras inside a polling location. However, a Candidate is permitted to be photographed entering the polling location.

### **Election Signs**

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Election Signs cannot be posted on City property, including road allowances and other land or fences owned by any government or agency. Election Signs are only permitted on private property, with the permission of the landowner and in accordance with the Sign By-law 54-02, as amended. A permit is not required for an Election Sign; however, all other requirements of the by-law apply. For more information on the Election Signs, refer to Section 21 of the [Sign By-law 54-02](#), as amended.

### Revision History

Reference	Description

## 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.	MCAC-0004-2016 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	The following recommendation was approved by Governance on June 20, 2016:  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.
4. Feasibility Study for Internet Voting	Completed	The following recommendation was approved by Governance on June 20, 2016:  1. That the Corporate Report dated June 7, 2016 from the Director



## Status of Governance Committee Workplan Items

		<p>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> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>

## Status of Governance Committee Workplan Items

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.	<p>Resolution 0220-2016 adopted by Council on November 16, 2016 to establish the period of time that the signs can be up.</p> <p>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.</p>
10. Community Group Support	Completed	<p>The following recommendation was approved by Governance Committee on March 6, 2017:</p> <p>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.</p>

## 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	Completed	Integrity Commissioner appointed by Council on June 21, 2017.
13. Posting of comments from Planning Staff with respect to Committee of Adjustment applications	Update during the 1 <sup>st</sup> 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 <sup>st</sup> quarter of 2017.	On-going consultation at the Region of Peel.
16. Corporate Policy Review pertaining to Municipal Elections	<b>September 25, 2017 meeting date</b>	<b>Discussion included on the September 25, 2017 Committee agenda.</b>

## 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>	<b>September 25, 2017 meeting date</b>	<b>Discussion included on the September 25, 2017 Committee agenda.</b>
21. <b>Governance Relations with Federal and Provincial Governments</b>	<b>Update for upcoming General Committee meeting.</b>	<p><b>The following recommendation was approved by Governance Committee on June 5, 2017:</b></p> <p><b>That staff prepare a protocol and report back to General Committee and that the Chair and Vice-Chair of the Governance Committee review a draft of the protocol prior to the report to General Committee.</b></p>