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## Governance Committee

**Date:** January 28, 2020  
**Time:** 1:00 PM  
**Location:** Civic Centre, Council Chamber  
300 City Centre Drive, Mississauga, Ontario, L5B 3C1

### Members

Mayor Bonnie Crombie	
Councillor Karen Ras	Ward 2
Pat Saito	Ward 9 (Chair)
George Carlson	Ward 11
Carolyn Parrish	Ward 5
John Magill	Citizen Member
Sandy Milakovic	Citizen Member (Vice-Chair)

### Contact

Angie Melo Legislative Coordinator, Legislative Services  
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1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DECLARATION OF CONFLICT OF INTEREST
4. MINUTES OF PREVIOUS MEETING
5. PRESENTATIONS
6. DEPUTATIONS
7. PUBLIC QUESTION PERIOD - 15 MINUTE LIMIT

Pursuant to Section 42 of the Council Procedure By-law 0139-2013, as amended:

Governance Committee may grant permission to a member of the public to ask a question of Governance Committee, with the following provisions:

1. The question must pertain to a specific item on the current agenda and the speaker will state which item the question is related to.
2. A person asking a question shall limit any background explanation to two (2) statements, followed by the question.
3. The total speaking time shall be five (5) minutes maximum, per speaker.

8. MATTERS TO BE CONSIDERED

- 8.1 Ranked Ballot Elections - Review of the City of London's Experience
- 8.2 2018 City of Mississauga Municipal Election Information Overview
- 8.3 City of Mississauga's 2022 Election Campaign Contribution Rebate Program
- 8.4 Proposed Amendments to the Council Procedure By-law 139-13 -(Matter deferred from the November 4, 2019 Governance meeting as per Recommendation GOV-0011-2019)
- 8.5 Electronic Participation at Accessibility Advisory Committee meetings
- 8.6 Status of Governance Committee Work Plan Items

9. INFORMATION ITEMS

10. OTHER BUSINESS

11. DATE OF NEXT MEETING - March 10, 2020

12. ADJOURNMENT

City of Mississauga  
**Minutes**



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## **Governance Committee**

**Date**

2019/11/04

**Time**

1:04 PM

**Location**

Civic Centre, Committee Room D – Second Floor  
300 City Centre Drive, Mississauga, Ontario, L5B 3C1

**Members Present**

Pat Saito, Councillor - Ward 9 (Chair)  
Karen Ras, Councillor - Ward 2  
Carolyn Parrish, Councillor - Ward 5  
George Carlson, Councillor – Ward 11  
Bonnie Crombie, Mayor (Ex-Officio)  
Sandy Milakovic, Citizen Member (Vice-Chair)  
John Magill, Citizen Member

**Members Absent**

Karen Ras, Councillor - Ward 2 (Other Municipal Business)

**Staff Present**

Janice Baker, City Manager and Chief Administrative Officer  
Gary Kent, Commissioner, Corporate Services and Chief Financial Officer  
Andra Maxwell, City Solicitor, Legal Services  
Diana Rusnov, Director, Legislative Services and City Clerk  
Sacha Smith, Manager, Legislative Services and Deputy Clerk  
Krystal Christopher, Legislative Coordinator, Legislative Services

1. **CALL TO ORDER**

Concillor Saito called the meeting to order at 1:04 PM.

2. **APPROVAL OF THE AGENDA**

Approved (J. Magill)

3. **DECLARATIONS OF CONFLICT OF INTEREST** – Nil.

4. **DEPUTATIONS** – Nil.

5. **PUBLIC QUESTION PERIOD - 15 MINUTE LIMIT (5 MINUTES PER SPEAKER)**

Chris Mackie, MIRANET, expressed his concerns regarding the proposed amendments to the Council Procedure By-Law (Item 6.5.) and when the report became available to the public. Mr. Mackie spoke to the proposed amendments to the Public Question Period, the Consent Agenda and the streamlining of committee processes.

In response, Councillor Saito spoke to Mr. Mackie's comments noting that she will be seeking a deferral of the report so it can be further reviewed.

Mayor Crombie raised a question regarding the proposed order of Agenda items and why the Public Question Period is proposed before the Consent Agenda.

Diana Rusnov, Director of Legislative Services and City Clerk, spoke to the intent of the proposed changes to the Council Procedure By-law noting that having the Public Question Period before the Consent Agenda will alleviate staff waiting for their matter to be addressed if there are no concerns.

Councillor Carlson spoke to readdressing matters after it has been voted on so members of the public could speak to the matter.

6. **MATTERS TO BE CONSIDERED**

6.1. **Approval of the Previous Minutes – June 25, 2019**

Approved (Councillor Carlson)

## 6.2. Council Strategic Direction Setting

Sandy Milakovic, Citizen Member (Vice-Chair), spoke to the Council Strategic Direction Setting Report and whether there was any feedback or suggestions received by Members of Council.

Janice Baker, City Manager and Chief Administrative Officer, spoke to the immediate feedback received from Members of Council following the Strategic Direction Setting and that a formal evaluation can be done if requested.

Councill Saito requested that the report be forwarded to all Members of Council asking for feedback to be provided to the Clerk.

### RECOMMENDATION

GOV-0008-2019

That the report dated September 4, 2019, from the City Manager and Chief Administrative Officer: Council Strategic Direction Setting Workshop Debrief, be received and referred to staff to obtain feedback from Members of Council and report back to Governance Committee.

Approved (S. Milakovic)

## 6.3. Council Code of Conduct Review

Members of Council engaged in a discussion regarding the changes to the Council Code of Conduct and raised questions regarding the handling of cash, accepting gifts and the provisions in the definition of Family.

Mayor Crombie spoke to her staff attending events on her behalf and whether it is a breach of City Policy.

Councillor Parrish raised questions regarding the investigation of complaints under the Council Code of Conduct, missing information when complaints are filed and Mississauga City Council's participation at the Region of Peel Council.

Jeffrey Abrams, Co-Principal/Integrity Commissioner, Principles Integrity, and Janice Baker, City Manager and Chief Administrative Officer, provided clarification on the provisions of City Staff and Councillors accepting gifts. Ms. Baker spoke to Councillor's office staff following the City Policy, reporting gifts received and attending events in a Professional capacity. Mr. Abrams and Janice Atwood-Petkovski, Co-Principal/Integrity Commissioner, Principles of Integrity, spoke to the admissibility of evidence when investigating complaints, the Council Code of

Conduct as it relates to Members of Council in upper-tier and lower-tier government and the participation of City Council at the Region of Peel.

Members of Council spoke to the following changes to address: the receipt of gifts; investigation of complaints; two-tier government as it relates to the participation of Members of Council at the Region of Peel Council; and publishing of newsletters on a Municipal Election Year.

#### RECOMMENDATION

GOV-0009-2019

That the Council Code of Conduct Discussion Draft be received and referred back to the Integrity Commissioner to implement the changes and report back to General Committee on December 4, 2019.

Approved (Councillor Parrish)

#### 6.4. Status of Governance Committee Workplan Items

Sandy Milakovic, Citizen Member (Vice-Chair), spoke to the Workplan Item list and requested that milestones be set for item #25 as there are many item listed in that section. Ms. Milakovic and John Magill volunteered to work with staff to set milestones for this item.

John Magill, Citizen Member, spoke to the ranked ballot option listed in Item #7 on the Workplan Item list and when the City was going to implement it.

Mayor Crombie spoke to electronic voting, rank ballot options and feedback received from the Municipal Election.

Councillor Saito spoke to the location of the polling stations at the Federal Election, the candidate municipal election survey results and discussing these items at the next Governance Committee meeting in January.

#### RECOMMENDATION

GOV-0010-2019

That Governance Work Plan Items be received and that item #25 entitled, "Governance Subcommittee – Municipal Governance Leadership Challenge", be amended to establish milestones.

6.5. Proposed Amendments to the Procedure By-law 139-13

Committee members agreed to defer this matter to a later date so the report can be reviewed further.

RECOMMENDATION

GOV-0011-2019

That the report dated October 28, 2019 from the Commissioner of Corporate Services and Chief Financial Officer: Proposed Amendments to the Council Procedure By-law (By-law193-13), be deferred.

Approved (Councillor Parrish)

7. INFORMATION ITEMS – Nil.

8. OTHER BUSINESS

Councillor Saito spoke to Mississauga City Council receiving a proxy vote at Region of Peel Council and providing a motion at the next City Council and Regional Council meetings in support.

Andra Maxwell, City Solicitor, spoke to the enhanced voting module which will not come into effect until the next municipal election and the Province's ability to make the change sooner.

Members of the Committee engaged in a discussion regarding electronic participation at Committee Meetings and spoke to accessibility for members which will allow those to participate

Direction was given to staff to draft a motion to adopt at the next City Council meeting to bring to the Region of Peel Council regarding proxy voting.

9. ADJOURNMENT - 2:28 PM (Councillor Parrish)

# City of Mississauga Corporate Report



Date: 1/13/2020

To: Chair and Members of Governance Committee

From: Diana Rusnov, Director, Legislative Services and City Clerk

Originator's files:

Meeting date:  
1/28/2020

## Subject

**Ranked Ballot Elections - Review of the City of London's Experience**

## Recommendation

That the Corporate Report dated January 13, 2020, from the Director of Legislative Services and City Clerk, entitled Ranked Ballot Elections - Review of the City of London's Experience be received.

## Report Highlights

- This report looks at the City of London's experience with implementing Ranked Choice Voting (RCV) in the 2018 municipal election.
- In the City of London's experience, voter turnout did not increase with the use of RCV.
- The use of RCV did not change the outcome of the election; the winning candidate in all 15 races in the City of London would have been the same winning candidate had the first past the post system of voting been used.

## Background

At the November 4, 2019 Governance Committee meeting it was requested that staff report back to the committee regarding RCV. This report looks at the City of London's experience and the outcomes related to implementing RCV.



## Comments

### Overview

Prior to the 2018 Municipal Election, Bill 181, the *Municipal Elections Modernization Act, 2016*, amended the *Municipal Elections Act, 1996*, to allow municipal Councils to implement Ranked Choice Voting (RCV) for municipal elections. In accordance with Ontario Regulation 310/16, RCV, if implemented, would apply to races for municipal council only.

In the City of Mississauga's current first-past-the-post method of voting, voters are allowed to pick one candidate from each race and the candidate with the most votes wins. There is no requirement for the percentage of votes a candidate must get in order to win a race.

Alternatively, in a RCV election, voters are given the option to rank candidates in order of preference for each race. A candidate must obtain 50% + 1 of the vote to win. Initial results are tabulated based on the first choices of voters. If no candidate obtains 50% + 1 of the vote, a runoff occurs.

In a runoff:

- the candidate with the lowest number of votes is eliminated from the contest
- the first choice votes that originally went to the eliminated candidate are set aside
- the second choices on those ballots are counted

Runoffs continue until a candidate receives 50% + 1 of the vote. There is no legislated requirement regarding how many choices a voter can be given.

The intention of RCV is to:

- Provide more choice for voters
- Discourage negative campaigning
- Eliminate vote splitting
- Reduce strategic voting
- Ensure the candidate with the most support wins

### Implementation Summary of Outcomes

During the 2018 Municipal Election the only municipality in Ontario to implement RCV was the City of London. The City of London produced a report entitled "*2018 Municipal Election*" which summarises their experience with implementing RCV.

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=59976>

In their report, the City of London notes the following:

- Ranked Choice Voting (RCV) did not increase voter turnout. The historical voter turnout in the City of London is as follows:
  - 2010 turnout = 42.93%
  - 2014 turnout = 43.2%
  - 2018 turnout = 39.46%
- The winning candidate in all 15 races would have been the winning candidate had the election been a first-past-the-post election; RCV did not change the outcome
- For the Mayoral race:
  - 47% of voters made three choices
  - 22% marked their first and second choice
  - 30% ranked one candidate

#### Challenges Related to RCV Implementation

A summary of the challenges related to the implementation of RCV as reported by the City of London and the City of Kingston, which also produced a report on the City of London's experience with RCV, include:

##### Vote Counting Technology

- As the City of London was the first municipality to implement RCV, they requested that the Province consider certifying the vote-counting equipment, the Province declined
- The City of London requested funding from the Province to pay for an auditor to monitor a review the RCV process, this request was also declined
- As it was the first year that RCV was permitted, the City of London hired their own independent auditor to review the City's RCV procedures

##### Results Reporting

- On election night, only the first choice votes were tabulated
- For races requiring a runoff, additional rounds of ballot counting began at 10am the next day and unofficial results were announced by 3pm.
- Generally, it is anticipated that in an RCV election results will take longer to post. On election night, poll by poll results are irrelevant until all results are added since all results must be counted to determine the 50%+1

##### Voter Education

- The City of London felt that education and communication were vital to ensure that voters were aware of the change in how to vote and how the votes would be calculated
- The City of London spent \$141,000 on community outreach related to RCV to communicate to their 248,000 voters
- In their *"2018 Municipal Election"* report the City of London notes:

*The enhanced communication protocols... was very labour intensive, with all the Elections staff and Managers in the City Clerk's Office working evenings and weekends attending events, including festivals, community meetings and meetings of organizations.*

- To communicate to voters, City of London staff:
  - held two candidate information sessions
  - attended 160 community events
  - increased communication over social media platforms
  - conducted voting demonstrations for the media
- The City of London's website, billboards and bus shelters were used to help with communication

#### Expenses

- The additional cost of implementing Ranked Choice Voting (RCV) for the City of London was \$515,446
- A comprehensive breakdown of the expenses related to the City of London's implementation of RCV is included on page 8 of their Report, but highlights include:
  - \$147,752 spent on an independent auditor
  - \$41,000 spent on additional election workers
  - \$82,686 spent on staff resources, including a full time communications staff

#### City of Kingston

As previously noted the City of Kingston produced a report entitled "*City of London Experiences with Ranked Choice Voting*" which also explores the City of London's experience with implementing RCV.

[https://www.cityofkingston.ca/documents/10180/35286121/City-Council\\_Meeting-17-2019\\_Report-19-165\\_City-of-London-Experiences-with-Ranked-Choice-Voting\\_UPDATED.pdf/a754749e-cb6d-4dcb-95f6-e0bd2bcecacb](https://www.cityofkingston.ca/documents/10180/35286121/City-Council_Meeting-17-2019_Report-19-165_City-of-London-Experiences-with-Ranked-Choice-Voting_UPDATED.pdf/a754749e-cb6d-4dcb-95f6-e0bd2bcecacb)

The City of Kingston's City Council have directed staff to implement RCV for the 2022 Municipal Election.

## Financial Impact

The financial impact of implementing RCV is dependent on:

- If the City of Mississauga determines it necessary to hire an independent auditor
- Communications initiatives employed
- Additional staffing costs required to provide I.T. and administrative support
- Additional election workers required at the voting locations to assist and explain the process

Governance Committee

2020/01/13

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Other possible dependencies include potentially having to upgrade the vote counting equipment and software.

## Conclusion

Staff will continue to research and review new technology with the intention of making voting easier and more convenient for voters while upholding the principles of the *Municipal Elections Act, 1996*.



Diana Rusnov, Director, Legislative Services and City Clerk

Prepared by: Laura Wilson, Elections Officer

# City of Mississauga

## Corporate Report



Date: 1/13/2020

To: Chair and Members of Governance Committee

From: Diana Rusnov, Director, Legislative Services and City Clerk

Originator's files:

Meeting date:  
1/28/2020

## Subject

**2018 City of Mississauga Municipal Election Information Overview**

## Recommendation

That the Corporate Report dated January 13, 2019, from the Director of Legislative Services and City Clerk, titled *2018 City of Mississauga Municipal Election Information Overview* be received.

## Report Highlights

- At the January 30, 2019 General Committee meeting, committee members made comments in relation to the 2018 and upcoming 2022 municipal elections. This report is provides information in response to those comments.
- Results of the 2018 candidate survey are included as an attachment.
- With the introduction of Vote Anywhere 26% of voters voted outside their ward on advanced polling days and 30% of voters voted at a different location other than the one they would have voted at during the 2014 Municipal Election.

## Background

The Corporate Report dated January 15, 2019 from the Commissioner of Corporate Services and Chief Financial Officer titled *"The 2018 City of Mississauga Election – New Initiatives and Election Summary"* was included on the January 30, 2019 General Committee Agenda (Appendix 1). Committee members provided comments in relation to the report and the 2018 and upcoming 2022 Municipal Elections. This report is in response to those comments. At the January 30, 2019 meeting, staff were requested to develop a survey for candidates who ran in the 2018 election. The survey was intended to gather information on possible improvements to election administrative processes. The results are included as Appendix 2.

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Although General Committee members discussed election signs at the January 30, 2019 meeting, information with respect to the Sign By-law is not included in this report. Sign By-law information will be provided by the Planning and Building Department. In addition, staff were requested to report to Governance Committee regarding internet voting. However, due to the complexity of implementation, staff will report back at a later date.

## Comments

### Voters List

General Committee raised concerns about the accuracy of the Voters' List. Staff recognize that the inaccuracies are frustrating for candidates and voters. In addition, staff is aware that when voters have to correct Voters' List information, completing an Application for Revision to the Voters' List can slow down the voting process.

In 2018 there were approximately 20,000 revisions made to the Voters' List. As the Municipal Property Assessment Corporation (MPAC) manages the Voters' List for all municipalities across Ontario, individual municipalities have little control over the quality of the data. The Provincial Government has proposed that Elections Ontario manage municipal Voters' Lists instead of MPAC. In a News Release dated October 25, 2019 from the Ministry of Municipal Affairs and Housing the Province states:

*Our government is proposing to eliminate duplication by combining the provincial and municipal voters lists, giving Elections Ontario the responsibility of managing the updated list and taking the burden off of municipalities.*

Due to the passing of Bill 5 which reduced the City of Toronto's Wards from 47 to 25, Toronto's City Clerk entered into a data sharing agreement with Elections Ontario's Chief Electoral Officer. This allowed the City of Toronto to use the Province of Ontario's Voters' List information. In their 2018 Municipal Election Report, Toronto notes:

*Access to the Provincial voters' list added 150,000 additional eligible electors and reduced the number of revisions by 45% compared to 2014 (219,897 in 2014 to 119,611 in 2018).*

With these statistics in mind, staff are hopeful that if the municipal Voters' List is managed by Elections Ontario, the quality of the list will improve.

### Voter Turnout

General Committee raised concerns with respect to voter turnout for the 2018 Municipal Election. The information provided below shows the voter turnout in Mississauga dating back to 1997:

Historical City of Mississauga Voter Turnout			
Year	Eligible Voters	Ballots Cast	Voter Turnout Percentage
1997	347,271	72,996	20.9%
2000	384,350	98,397	25.6%
2003	416,456	83,241	19.99%
2006	445,964	110,248	24.72%
2010	417,919	143,501	34.34%
2011*	42,704	11,536	27.01%
2014	444,755	162,655	36.57%
2015**	42,786	8,995	21.02%
2018	451,333	119,567	26.49%

*\*2011 Ward 5 By-election*

*\*\*2015 Ward 4 By-election*

The average Voter Turnout is 26.29%. Spikes in voter turnout could have a variety of reasons, for example, the higher turnout in 2014 may be due in part to the long standing Mayor retiring and a new Mayor being voted in.

The information below shows a comparison of voter turnout in municipalities throughout the GTA and beyond. The average voter turnout amongst these municipalities over the last three general elections is 37.95%.

<b>Voter Turnout Comparison</b>			
<b>Municipality</b>	<b>2010 Voter Turnout</b>	<b>2014 Voter Turnout</b>	<b>2018 Voter Turnout</b>
Brampton	33.13%	36.2%	34.5%
Burlington	37.6%	25.3%	39.79%
Caledon	43.26%	34.9%	32.29%
Hamilton	40.45%	34.02%	38.36%
London	42.93%	43.2%	39.46%
Milton	32.62%	33.35%	37%
Mississauga	34.34%	36.57%	26.49%
Oakville	40%	33%	37%
Ottawa	44%	39.92%	42.55%
Toronto	50.55%	54.7%	40.9%

The City of Mississauga falls under the average voter turnout amongst the above municipalities, and with this in mind a communications plan is developed before every election.

Communications completed a comprehensive, multi-channel, year-long campaign to ensure all audiences received timely, consistent and relevant information. The approach to communicating with voters and candidates align with the approach of other municipalities.

Paid advertising for the 2018 election was included in/on:

- MiWay Buses
- MiWay Bus Shelters
- Mobile street signs
- City of Mississauga owned assets
- The Mississauga News
- InSauga
- The Peel Weekly News
- Active+
- Modern Mississauga

In addition, advertising was translated and placed in 10 multicultural outlets through the Diverse Communities Promotions Program. The City of Mississauga also issued 11 media releases/advisories and Communications staff attended five community events throughout the



summer of 2018. Community groups were also provided with an elections toolkit that included printable posters, key information, a Frequently Asked Questions document and digital assets to engage voters.

Social media was also utilized to help promote the election. The following chart shows how social media platforms were used:

Platform	Posts	Impressions*	Engagements**
Twitter	36	178,040	6,295
Facebook	22	63,224	39,593
LinkedIn	4	14,729	361

*\*Impression refers to the number of times the post was displayed*

*\*\*Engagements refers to the number of times the post was clicked on*

For context, analytics show that the 2018 municipal election received significant media coverage. This included 312 articles that had a potential circulation/reach of 38,000,000.

Elections and Communications staff will continue to partner to communicate to voters. Elections staff will also continue to review ways to make the voting process easy for voters while protecting the security and integrity of the vote.

### Vote Anywhere

From a customer service perspective the Vote Anywhere (VA) model is positive in that it provides voters with more options for where they vote. Below is a comparison chart showing the increase in voting location options for voters between the 2014 and 2018 Municipal Elections:

	2014 Voting Location Options for Voters	2018 Voting Location Options for Voters
<b>Advance Poll Days</b>	1	22 throughout the municipality
<b>Election Day</b>	1	10 on average

Analysis conducted by the City of Mississauga's Geospatial Analysis and Visualization team shows that approximately 26% of voters voted outside of their Ward on Advance Poll Days. On Election Day, approximately 30% of voters voted at a location that was different from where they would have been required to vote if VA was not implemented and voters were restricted to a polling subdivision. These statistics demonstrate that voters are taking advantage of the flexibility provided through VA.

In addition to providing more voting location options, VA allows any voter to be served by any Deputy Returning Officer (DRO) which can help reduce wait times. This is because voters are not restricted to one polling subdivision and can be served by the next available DRO, similar to a lineup at a bank.

As an example, during the last Federal Election, City of Mississauga staff observed that because VA was not implemented and voters were restricted to one DRO, a lineup would occur in front of one DRO, while other DROs did not have any voters to serve. The Vote Anywhere (VA) model helps address this problem because any DRO can serve any voter.

In addition to the above, VA helps keep the City of Mississauga up to date with current trends. The table below shows the municipalities in the surrounding area that used a VA model in 2018.

Municipality	Advance Poll Days		Election Day	
	Vote Anywhere in the City	Vote Anywhere in your Ward	Vote Anywhere in the City	Vote Anywhere in your Ward
Ajax	Yes		Yes	
Brampton	Yes			Yes
Burlington	Yes			Yes
London	Yes		Not offered	
Markham	Yes		Yes	
Milton	Yes		Not offered	
Mississauga	Yes			Yes
Oakville	Yes			Yes
Ottawa	Yes		Not offered	
Toronto* see note	Yes		Not Offered	
Vaughan	Yes		Not offered	
Whitby	Yes		Yes	

*\*On Advance Poll Days Toronto had a voting location at City Hall at which any voter could vote. In addition, on Advance Poll Days, 2 locations in each Ward were available.*

As voting technology evolves, Elections staff are committed to researching and identifying the technology that will be most beneficial for voters while ensuring the security and integrity of the vote.

### **Voter Notification Letters**

Concerns were raised by General Committee regarding the use of letters to notify electors about their voting options rather than more traditional Voter Notification Cards. The challenge to using the more traditional card is fitting the many voting location options (in some cases up to 37 locations were available over Advance Poll and Election Days), the multiple voting dates and differing voting times etc. into a limited space and in a design that meets accessibility

requirements. The information below shows what other municipalities used to communicate election information:

<b>Municipality</b>	<b>Communication Type</b>
Ajax	Voter Notification Letters – provides security required for information related to internet voting
Brampton	Voter Notification Cards & a cover letter - sent to each household; cards were two to a page and attached by a perforation that could be detached when voters went to vote
Burlington	Voter Notification Letters – allowed room for information related to internet voting
Caledon*	Voter Notification Cards – cards were sent to each elector
Hamilton*	Voter Notification Cards with up to five voters listed on each card – cards were sent per household
London	Voter Notification Cards – cards were bundled and sent per household attached by a perforation that could be detached when voters went to vote
Markham	Voter Notification Letters – letters were sent to each individual voter which kept each voter's PIN used for online voting, private
Milton*	Voter Notification Cards – cards were bundled and sent per household
Mississauga	Voter Notification Letters to each household
Oakville	Voter Notification Cards & a cover letter sent to each household
Ottawa	Voter Notification Letters sent to each voter
Toronto**	Voter Notification Cards
Vaughan	Voter notifications are bundled and sent per household with two Voter Notification Cards per sheet; cards can be separated along a perforated edge
Whitby	Voter Notification Cards sent to each voter

*\*These municipalities did not offer Vote Anywhere*

*\*\*Offered Vote Anywhere on Advance Poll days only*

Staff are committed to working with the Communications Divisions and Print and Mail Services to find a solution that will be easily identifiable to voters. Options include designing an envelope that closely resembles a traditional Voter Notification Card (VNC), or designing a VNC that folds out.

### **Mandatory Location Process**

General Committee raised questions about communication to long term care facilities and hospitals. Under section 45(7) of the *Municipal Elections Act, 1996*, the Clerk is required to provide voting locations at various institutions. Staff communicate with these locations about voting and voting times. However, the Elections Office will work with the Communications Division to increase awareness within these facilities.

### **Using Schools as Polling Locations**

Having a Professional Activity Day (PA) so that students are not in school on Election Day would eliminate security concerns related to the safety of students. In addition, a PA day would address issues related to traffic in the school area and parking on school grounds potentially making it easier, in some instances, for voters to access the voting location. Elections staff have requested that the School Boards consider scheduling a PA day on Election Day, but so far, this request has not been fulfilled. Following the January 30, 2019 General Committee meeting, a letter was sent by the Mayor on behalf of Council making a similar request that a PA day be scheduled for Election Day. So far no response has been received with respect to this request.

### **Candidate Survey**

General Committee requested that staff create a Candidate Survey for those that ran in the 2018 municipal election, requesting feedback about key election administration processes. The survey included questions related to:

- effective ways to communicate information
- additional information candidates require
- the candidate information session
- common questions candidates received from voters
- the Voters' List
- Vote Anywhere
- when voters are saying they are most likely to vote
- the Campaign Contribution Rebate Program
- election Sign rules
- the Financial Filing System

The survey results are attached as Appendix 2 of this Corporate Report. Staff will consider the information provided through the survey when planning for the 2022 Municipal Election.

### **Financial Impact**

As staff plan for the 2022 municipal election, Business Cases and Budget Requests will be submitted if funding is required.

## Conclusion

This report is intended to provide information in response to questions and concerns raised at the January 30, 2018 General Committee regarding the 2018 Municipal Election. It is very early in the planning process for the 2022 Municipal Election, but elections staff will continue to work closely with stakeholders and partners such as the Information Technology and Communication Divisions to ensure a fair election that upholds the principles in the *Municipal Elections Act, 1996*.

## Attachments

Appendix 1: The 2018 City of Mississauga Election – New Initiatives and Election Summary

Appendix 2: Report – 2018 Municipal Election Candidate Survey



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Diana Rusnov, Director, Legislative Services and City Clerk

Prepared by: Laura Wilson, Elections Officer

# City of Mississauga Corporate Report



Date: 2019/01/15

To: Chair and Members of General Committee

From: Gary Kent, CPA, CGA, ICD.D, Commissioner of  
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:  
2019/01/30

## Subject

**2018 City of Mississauga Municipal Election – New Initiatives and Election Summary**

## Recommendation

1. That the Corporate Report from the Commissioner of Corporate Services and Chief Financial Officer, entitled “2018 City of Mississauga Municipal Election – New Initiatives and Election Summary” be received for information.
2. That the Mayor send a letter to the Ontario Ministry of Education requesting that election day be deemed a Professional Activity (P.A.) Day to ensure that schools are available for use as voting locations during the 2022 Municipal Election.
3. That the City Clerk report to Leadership Team at a later date to recommend a proposal to encourage greater participation by City staff as election workers for the municipal election in 2022.

## Report Highlights

- The implementation of Vote Anywhere permitted voters to vote at any of the voting locations on Advanced Polls and at any voting location within their ward on Election Day.
- The electronic voters' list, online training for election workers and electronic financial filing helped streamline the administration of this year's election.
- Some residents were frustrated with the accuracy of the voters' list provided by MPAC. The City Clerk will work with MPAC and Elections Ontario in the future to determine how to improve the quality of the voter information for the 2022 election.
- The City Clerk recommends taking greater steps to encourage the participation of City staff for the 2022 election to ensure there are enough workers with the requisite skills, leadership and experience.

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- 104 schools were used as voting location on Election Day. Unencumbered access to these locations is important to the administration of the election.

## Background

In accordance with Section 11 of the *Municipal Elections Act*, the City Clerk is responsible for conducting the municipal election. Following each election, the City Clerk conducts a review of the most recent election to identify both its successes and areas of improvement. The purpose of this report is to review the 2018 Municipal Election including the new initiatives that were undertaken for 2018.

## Comments

### 1. New Initiatives for the 2018 Municipal Election

#### Vote Anywhere

On June 29, 2016, General Committee passed Resolution 0494-2016, directing staff to implement Vote Anywhere for the 2018 Municipal Election. Vote Anywhere permitted voters to vote at any of the voting locations on Advanced Polls and at any voting location within their ward on Election Day. In the past, voters could vote at a designated location only.

For the 2018 election, the turnout out for Advanced Polls increased 28% compared to 2014. It is possible that Vote Anywhere contributed to this increased turnout. Since Advanced Polls took place during the weekends, voters were able to take advantage of the flexibility of Vote Anywhere. On Election Day, it does not appear that Vote Anywhere affected voter turnout given that there was an overall decrease in voter turnout.

#### Campaign Contribution Rebate Program

On May 24, 2017, Council passed By-law 0067-2017 which introduced the Campaign Contribution Rebate Program for the 2018 municipal election (the "Rebate Program"). The Rebate Program enables the City Clerk to reimburse monetary contributions made to Council candidates by residents of Mississauga. An individual who made campaign contributions of \$25 or more can receive 25% of their total contribution up to a maximum of \$150.

The interest in the Rebate Program was very high for the 2018 Election. Out of the 78 eligible candidates, 75 candidates are currently enrolled in the Rebate Program. The Rebate Program is meant to increase political engagement while at the same time alleviating some of the financial burden for candidates. The rebates will be processed after July 2019 when the compliance audit period for candidates has ended.

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### Electronic Voters' Lists

For the 2018 Election, election workers used an electronic voters' list to assist with the administration of the election. In the past, election workers used printed voters' lists to help identify voters. As a result of this change, candidates were able to easily access the voters' list in advance of voting days, processing revisions to the voters' list was simplified and printing costs were reduced by approximately \$7,000.

### Online Training

An online training module was developed for the 2018 election to supplement the in person training administered to all election workers. With over 1,500 persons hired for the 2018 election, the online training module introduced workers to the electronic system they would be using from their laptops on Election Day. This additional training resource ensured that workers were adequately prepared for their duties on Election Day.

### Campaign Financial Statements

Candidates are required to file a financial statement with the Elections Office by 2pm on March 29, 2019 in accordance with the *Municipal Elections Act*. New for 2018, candidates are able to complete their financial statement electronically using a system developed by the City's Information Technology Division. This system helps streamline the filing process for candidates by allowing for electronic submissions.

## **2. Summary of the 2018 Municipal Election**

### Voter Turn Out

The voter turnout for the 2018 Election was 27%. This marked a 10% decrease in voter turnout from 2014. Although lower than the 2014 election, the 27% represents the average voter turnout in Mississauga when looking at the voter turnout for each election cycle since 2003.

The City's Strategic Communications Division made a number of initiatives leading up to the election to encourage residents to get out and vote on par with previous election cycles. The objective was to generate awareness about the election and to target audiences that have demonstrated a lower turnout in the past. The Communications Plan consisted of a mix of media relations (i.e. Mississauga News, Insauga), social media (i.e. Facebook, Twitter), paid advertising and community engagement tactics.



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### Accessibility

In advance of the 2018 Election, the Elections Office put together the 2018 Municipal Election Accessibility Plan. The Accessibility Plan outlines the steps to be taken by the Elections Office to ensure persons with disabilities or limited mobility have the opportunity to participate fully in the 2018 Municipal Election. This Plan ensured that all voting locations were accessible including having accessible voting equipment on advanced voting days. A comprehensive outline of actions taken to ensure that accessibility standards were met can be found in Appendix 1 of this Report.

### Voters' List

In accordance with the *Municipal Elections Act*, the Ontario Municipal Property Assessment Corporation (MPAC) is required to provide municipalities with a voters' list to assist with administering the election. During the 2018 Election, concerns with the accuracy of the information provided by MPAC were identified. Some residents complained about not being on the voters' list while other persons were frustrated that they were on the voters' list but no longer living in Mississauga. Despite these challenges, all persons who were legally permitted to vote had an opportunity to vote on Election Day.

Many municipalities in Ontario were also frustrated with the accuracy of the voters' list. Some efforts were made by these municipalities to correct these errors by cross referencing the municipal voters' list with the voters' list from the recent provincial election. The next Provincial Election is scheduled for June 2, 2022 and will once again coincide with the municipal elections in Ontario.

The City Clerk will work with MPAC and Elections Ontario to determine whether the provincial voters' list can be used by the City Clerk in 2022 to improve the quality of the voters' information provided by MPAC.

### Uploading of Election Results

After the close of polls on Election Night, there was a delay with uploading the unofficial results onto the City's election website. Despite this delay, the integrity of the data was never in question. Glenn Foote, Senior Managing Director with ES&S, has taken full responsibility for these technical difficulties (see Appendix 2) and has ensured the City that there will be no delays with uploading the results in the future.

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### Election Workers

The Elections Office hired a total of 1,554 persons to work the election including 441 City of Mississauga employees and 1113 external workers. Overall the feedback from election workers was positive; however some external workers faced challenges in their role on Election Day.

Many election worker positions require leadership and experience that is inevitably difficult to find in persons who are being hired to work a single day. If the number of election workers consisted of a higher number of City staff on Election Day, it would eliminate some of these worker challenges.

This will assist with the administration of the election but more importantly it is a great opportunity for City staff to work in a leadership role. The Elections Office will review options regarding hiring election workers for the 2022 election and will report to the Leadership Team with a proposal.

### Voting Locations – Schools

On Election Day, 166 locations were used as voting locations in Mississauga. Of those 166 locations, 104 were schools. The main challenge with using schools as voting locations is that many school boards are concerned with the public being in their schools while students are in the building.

The Elections Office suggests that efforts be made to designate Election Day a Professional Activity (P.A.) Day to eliminate any safety concerns. The City Clerk recommends that the Mayor send a letter to the Ministry of Education requesting that election day be deemed a Professional Activity (P.A. Day) to ensure that all School Board facilities are available for use as voting locations during the 2022 Municipal Election.

## **Financial Impact**

The Municipal Election is funded from the Municipal Election Reserve. \$3 million dollars was allocated for the 2018 Election.

## **Conclusion**

The new initiatives implemented in 2018 including Vote Anywhere contributed to the successful administration of the 2018 Municipal Election. Some challenges with the election were identified by the Elections Office (including the voters' list and staffing of election workers) and steps are being taken to improve upon these processes for the 2022 Election.

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## Attachments

Appendix 1: 2018 Municipal Election Accessibility Plan

Appendix 2: Letter from Election System and Software dated November 22, 2018



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Diana Rusnov, Director of Legislative Services and City Clerk

Prepared by: Robert Genoway, Manager, Elections



## 2018 Municipal Election Accessibility Plan



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## Definitions

Term	Definition
Accessibility Advisory Committee (AAC)	The Mississauga Accessibility Advisory Committee is an advisory committee to Council through reports to General Committee. The Mississauga Accessibility Advisory Committee advises, recommends and assists the City in promoting and facilitating a barrier-free Mississauga for citizens of all abilities (universal accessibility) including persons with disabilities.
Accessible Formats	These may include but are not limited to, large print, recorded audio and electronic formats, Braille and other formats used by persons with disabilities.
Assistive Devices	Means technical aids, communication devices, or medical aids modified or customized for use in increasing, maintaining or improving the functional ability of a person with a disability and may include but are not limited to, wheelchairs, walkers, white canes used by people who are blind or who have low vision, note taking devices, portable magnifiers, recording machines, assistive devices for grasping. Assistive devices may accompany the customer or already be on the premises, and are used to assist persons with disabilities in carrying out activities or in accessing the services provided by the City of Mississauga's Elections Office.
Accessibility for Ontarians with Disabilities Act, 2005 (AODA)	This act requires organizations to establish policies, practices and procedures governing how the organization will achieve accessibility through meeting its requirements under the Regulations.
Disability	Disability is defined by the Ontario Human Rights Code and AODA as:  Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain

	<p>injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,</p> <p>A condition of mental impairment or a developmental disability,</p> <p>A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,</p> <p>A mental disorder, or</p> <p>An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.</p>
Municipal Elections Act, 1996 (MEA)	This act sets rules, regulations, procedures and guidelines for how municipalities must conduct municipal elections.
Regulation 191/11	<b>The Integrated Accessibility Standards Regulation (IASR)</b> establishes the accessibility standards pertaining to information and communications, employment, transportation, built environment, and customer service.
Service Animal	Any animal that provides essential assistance to a person with a visible or invisible disability. An animal is a “Service Animal” if it is used by a person with a disability for reasons relating to his or her disability, for example a guide dog wearing a harness. If you cannot easily identify that the animal is a service animal, you can ask the person to provide documentation from a regulated health professional.
AutoMARK Voter Assist Terminal (VAT)	Is a device used to assist electors who have low vision, have a physical or learning disability, or who are more comfortable using an alternate language (English or French) to mark their ballot.

Institution	As per MEA, voting opportunities will be provided on the premises of an “Institution”, in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed.
Retirement Home	As per MEA, voting opportunities will be provided on the premises of a “Retirement Home” in which 50 or more beds are occupied.

## 1. Introduction

This Accessibility Plan outlines the steps to be taken by the City of Mississauga’s Elections Office to mitigate concerns related to the accessibility of municipal elections and voting. It is a living document which will be updated as best practices are identified and new opportunities for improvement arise.

The Municipal Elections Act, 1996, as amended states the following:

### Section 12.1 (1)

A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. 2009, c. 33, Sched. 21, s. 8 (8).

### Section 12.1 (2)

The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s. 11.

### Section 12.1 (3)

Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. 2016, c. 15, s. 11.

### Section 45 (2)

In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities. 2009, c. 33, Sched. 21, s. 8 (23).

In addition, the City of Mississauga’s corporate policy regarding accessibility states:



“The City of Mississauga is committed to implementing, maintaining and enhancing accessibility with respect to employment and the use of all City goods, services, programs and facilities in a timely manner for all persons with disabilities in a manner that:

Respects dignity

Ensures reasonable efforts are made to provide an opportunity equal to that given to others; and

Allows persons with disabilities to benefit from the same services, in the same place, and in a similar way to others, to the greatest extent possible.”

The measures outlined in this document are intended to ensure that the 2018 Mississauga Municipal Election is in compliance with the applicable legislation and the City of Mississauga’s corporate policies and procedures.

## **2. Mandate**

It is the goal of the City of Mississauga’s Elections Office to ensure that persons with disabilities or limited mobility have the opportunity to participate fully in the 2018 Municipal Election.

For the 2018 Municipal Election the following actions are proposed to address barriers that affect electors and candidates with disabilities.

### **Actions**

Assess past election administration practices, identify possible barriers to accessibility for candidates and electors and consider measures to mitigate or minimize barriers.

Gather comments and recommendations from the municipality’s Accessibility Planning staff on methods to meet accessibility needs.

Meet with the Accessibility Advisory Committee (AAC) to review initiatives and consider options based on the committee’s feedback.

Review voting location site inspection checklist and include feedback from Accessibility Planning staff to ensure all standards are met.

Assess accessible voting options.

Continue to ensure that information is universally accessible through the use of appropriate fonts, text sizing, colours, spacing, and lighting.

Provide candidates and staff with information relating to accessible customer service.

### 3. Locations

The City of Mississauga has over 120 voting locations. Inspections are conducted for many older locations known to have accessibility issues and built before modern accessibility standards were in place. If an accessibility concern is identified, all reasonable measures will be considered to remove the barrier.

#### Actions

Conduct site visits of many older locations with potential accessibility issues to ensure accessibility. In the event that accessibility standards are not met, the following actions are considered:

- Hire hall monitors that can open doors and direct electors through the voting place.
- Consider installing ramps.
- Consider increasing the number of accessible parking spots.

Develop a template for voting location set-up to ensure accessibility which includes:

- Advance Poll and Election Day set ups to allow electors to easily maneuver through the polling location.
  - Have regard for the specific needs of election workers with disabilities
- Provide voting locations on advance voting days with accessible voting equipment.

Ensure Operators are trained to provide assistance for individuals using the Automark (accessible voting equipment).

Address accessibility concerns with school boards and consider steps that can be taken to address barriers such as erecting temporary ramps and providing staff to open doors with inaccessible door handles etc.

Provide appropriate signage at voting locations so that information is clearly visible to those with low vision.

Set up a process to facilitate notifications of any last minute disruptions in service or voting location changes, should an emergency occur including posting signage and having hall monitors relay information to electors upon entry to the voting location.

Ensure there are designated or reserved parking for persons with disabilities at each voting location.

## 4. Voting Methods

The City of Mississauga has undertaken various methods of voting to ensure that persons with disabilities or limited mobility have the opportunity to participate fully in the 2018 Municipal Election.

### Actions

Traditional paper ballot, markers provided are easy to grip and open and magnifiers to be provided at each voting location.

Demonstrate the accessible voting equipment to the Accessibility Advisory Committee (AAC).

Audio ballots available using the Automark.

Other assistive devices (sip and puff, rocker paddles, etc.) are used in conjunction with the Automark.

Staff able to assist all electors who desire assistance.

## 5. Training

To aid persons with disabilities or limited mobility, Election Officials will receive training that will include information on providing accessible customer service and the **Integrated Accessibility Standards Regulation (IASR)**.

### Actions

Provide reference materials such as the City of Mississauga's "May I Help You? - Understanding Accessible Customer Service" and "Breaking Down Barriers - Understanding the Integrated Accessibility Standards Regulation (IASR)" booklets.

Encourage election workers to approach an elector if it appears that the elector requires assistance maneuvering through the voting location and offer to assist.

Check the access doors frequently to offer assistance and watch for electors unable to easily enter the building.



November 22, 2018

Sent Via Email

Ms. Diana Rusnov  
City of Mississauga  
300 City Centre Drive  
Mississauga, ON  
L5B 3C1

Dear Ms. Rusnov,

It is ES&S' overarching goal to support our customers to help ensure they have successful elections. Though successful in result, we regrettably fell short of our responsibility to the City of Mississauga in providing timely results on October the 22<sup>nd</sup>, 2018.

We regret any issue this delay has caused the City of Mississauga and we hope to have the opportunity to refine our Election Night Reporting procedures with City staff to ensure this does not happen in future elections.

The City of Mississauga has been a very important client of ES&S' for many years and through many successful elections. We truly apologize for any inconvenience this may have caused the City and will stand firm with the City in response to any questions on the integrity of the City's October 22<sup>nd</sup> election results.

If I can be of any further assistance, please let me know.

Very truly yours,

Glenn Foote  
Senior Managing Director  
ES&S Canada

cc: Gene Seets



# MISSISSAUGA

## Report - 2018 Municipal Election Candidate Survey

### What office did you run for? (Optional)

		Response percent	Response total
Municipal Council		55.56%	20
School Board Trustee		44.44%	16

Statistics based on 36 respondents;

### What was your main source of receiving information regarding the opening of nominations?

		Response percent	Response total
City's website		67.57%	25
Newspaper		10.81%	4
Social media		2.7%	1
Word of mouth		13.51%	5
Other (please specify)	 <div> Responses  School board information and city web site  Knowledge of Election cycle </div>	5.41%	2

Statistics based on 37 respondents;

### How satisfied were you with the communication surrounding the opening of nominations and the nomination process?

		Response percent	Response total
Very satisfied		40.54%	15
Satisfied		37.84%	14
Neither satisfied or dissatisfied		16.22%	6
Dissatisfied		0%	0
Very dissatisfied		5.41%	2

Statistics based on 37 respondents;

### Did you find the information provided to you when you filed your nomination papers helpful?

		Response percent	Response total
Yes		91.89%	34
No		8.11%	3

Statistics based on 37 respondents;



**What additional information would you like the Elections Office to provide in your candidate package?**  
(Optional - Please type in your response)

8.2.

		Response total
	<div>Responses</div> <div>I think we are provided great info. I would like to see a great more info on illegal signage</div> <div>The campaign system should be centralized rather individual one. It will be a unique idea if you like to discuss. I can explain how a candidate get effective reach to the community. It may not be likeable for some of us due to their own interests.</div> <div>A List of voters that is up to date and readily available. The time lag was not favorable.</div> <div>the voters' list was wrong after extensive follow up and communication with the election department the list was 50% corrected, voters had to complain to the returning officer at the election site to be placed at the right list</div> <div>I think a more robust package with the nomination papers would be helpful.</div> <div>Basic Map of the Ward should be included.</div> <div>I can't think of anything at the moment. It was quite thorough</div> <div>Very complete package The only question I had was around paid advertising in a neighbourhood newsletter and I had the answer in one quick phone call.</div> <div>Not clear if the 'extension' period Financial Statement needs to be audited or not?</div>	9

Statistics based on 9 respondents;

**Did you use the candidate portal to access resources?**

		Response percent	Response total
Yes		81.08%	30
No		18.92%	7

Statistics based on 37 respondents;

**What additional information could we provide on the candidate portal that you would find helpful?**  
(Optional - Please type in your response)

		Response total
	<div>Responses</div> <div>Warnings about signage and reporting illegal signage</div> <div>No comments</div> <div>Better instructions on using the filing forms</div> <div>No</div> <div>Using the portal for Financial Reporting was not friendly. Should have a basic Excel upload to cut manual entry.</div>	5

Statistics based on 5 respondents;

**When you filed your nomination papers in the Office of the City Clerk, you receive detailed and valuable election information in a blue plastic candidate kit.**

**In the future, how would you prefer to receive this information?**

		Response percent	Response total
Blue Candidate Kit		70.27%	26
Electronic information posted on the candidate portal		29.73%	11

Statistics based on 37 respondents;

**Did you attend the Candidate information session?**

		Response percent	Response total
Yes		24.32%	9
No		75.68%	28

Statistics based on 37 respondents;



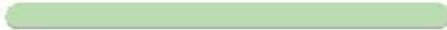

**What topics would you like the Ministry of Municipal Affairs and Housing to cover at the Candidate session?**  
(Optional - Please type in your response)

8.2.

		Response total
	<div>Responses</div> <div>Illegal signage. How to deal with stolen signage and illegal signage. It is becoming a terrible situation for honest candidates. Where we can campaign etc</div> <div>Where to attend?</div> <div>I was satisfied with the information Sessions I attended were well done.</div> <div>I didn't know about the Candidate information session</div>	4

Statistics based on 4 respondents;

**How did you receive the majority of your election information?**

		Response percent	Response total
City's website		37.84%	14
Social media		2.7%	1
Candidate package material		51.35%	19
Contact with the Ministry of Municipal Affairs and Housing		0%	0
Contacting 3-1-1		0%	0
Contacting election staff directly		8.11%	3
Other (please specify)		0%	0






Statistics based on 37 respondents;

**Please provide any additional forms of communication that you would find helpful?**  
(Optional - Please type in your response)

		Response total
	<div>Responses</div> <div>it wasn't well organized, lots of flow in the system, not many officers were able to help, or even knew what to do to rectify the issues.</div> <div>And the portal and the ministry, to be honest it was a fairly equal split.</div> <div>Question if vague. What kind of information?</div>	3

Statistics based on 3 respondents;

**What would you say is the most effective way for the City of Mississauga to communicate election information to voters related to the election and voting?**

		Response percent	Response total
Newspaper ads		10.81%	4
Social media		24.32%	9
Bus shelter ads		5.41%	2
City's website		45.95%	17
Other (please specify)	<div></div> <div>Responses</div> <div>Elections should be advertised everywhere possible. Only 27% voting clearly tells that things need to change drastically</div> <div>1 on 1. Do you realize how LOW voter turn-out is??? Look at info available at Stats Canada on voter opinion towards elected officials!</div> <div>Mailing voter cards correctly</div> <div>large mobile street signs</div> <div>Flyer</div>	13.51%	5

Statistics based on 37 respondents;

**What was the most common question you got from voters related to the election and voting?**

8.2.

		Response percent	Response total
Questions about where to vote	<div><div></div></div>	37.84%	14
Questions about getting on the Voters' List	<div><div></div></div>	10.81%	4
Questions about your platform	<div><div></div></div>	32.43%	12
Questions about the sign by-law	<div><div></div></div>	5.41%	2
Questions about Vote Anywhere	<div><div></div></div>	2.70%	1
Other (please specify)	<div><div></div></div>	10.81%	4
	Responses		
	How Toronto's wards adjustment impacting us. Do we actually elect a Councillor. What does a Councillor do?		
	Most voters not interested, have no question, can be seen from voting percentage		
	Voters at this level are extremely apathetic and distrustful		
	didn't get their voters card & weren't sure even where to vote		

Statistics based on 37 respondents;

**The City of Mississauga receives the Voters' List from the Municipal Property Assessment Corporation (MPAC). Please provide any comments you have regarding the list:**  
*(Optional - Please type in your response)*

		Response total																			
	<table><tr><td>Responses</td></tr><tr><td>Eligible tenants missing from the list. They also contribute to City's revenue directly or indirectly. Ineligible (Foreign nationals) names of voters were on the list. Federal, Provincial and City's voter list needs to be one or atleast in sync.</td></tr><tr><td>There were repeated names and many name were not delegated as Catholic voters which caused great concern and confusion at the polls</td></tr><tr><td>it was the wrong list</td></tr><tr><td>Nothing</td></tr><tr><td>Okay, my first time to use</td></tr><tr><td>Ask for it sooner</td></tr><tr><td>the city staff directed me to MPAC whom in return sent me back to the city staff cause the information is confidential and cannot be passed on to me, however, they acknowledged the issue and they assisted the city staff to rectify part of the problem.</td></tr><tr><td>The voters list was incomplete and not updated. Need more authenticity to this list.</td></tr><tr><td>The list was generally good but not completely up to date.</td></tr><tr><td>List not updated, should have contact number</td></tr><tr><td>The mpac sourcing excludes renters and the non owner residents it's less than ideal.</td></tr><tr><td>In the voters' list was much more candidate-friendly. I was unhappy with the 2018 package for three reasons: 1. there were no poll maps. These are very useful for candidates going door-to-door. Luckily, I had been able to save most of them, but some would be out of date. 2. there was no hard copy voters' list. The bound copies I received in were very useful. 3. the electronic version of the voters' list is helpful, but it included only those registered as public school supporters. , I found there were many who didn't even know that they registered as catholic board supporters. It was helpful to identify them and get them on the right list.</td></tr><tr><td>City should continue to lobby the Province and MPAC to improve data collection or the city should undertake to enrich the data with other sources available. Addresses where there is No person provided by MPAC should be mailed information on how to register to vote. This was particularly noticeable in apartment or townhouses where large number of units were absent. The city should also ask the Province for the option to open voting locations on Election Day at 8am instead of the current 10am. In a city where many commute long distances it likely depresses voter turnout.</td></tr><tr><td>some people said they moved out long time ago.</td></tr><tr><td>Very out of date as many residents have either moved or are even deceased. Should be much more up to date.</td></tr><tr><td>I would have really liked to see the final list of who voted in order to better assess the final outcome and see which areas came out stronger. Bc of the new system where you can vote anywhere (which I really like btw). It's harder to assess voter support strictly based on the results. Thank you</td></tr><tr><td>Revised Voters list updated very close to the election date.not enough time to contact the people.</td></tr><tr><td>Thank you</td></tr></table>	Responses	Eligible tenants missing from the list. They also contribute to City's revenue directly or indirectly. Ineligible (Foreign nationals) names of voters were on the list. Federal, Provincial and City's voter list needs to be one or atleast in sync.	There were repeated names and many name were not delegated as Catholic voters which caused great concern and confusion at the polls	it was the wrong list	Nothing	Okay, my first time to use	Ask for it sooner	the city staff directed me to MPAC whom in return sent me back to the city staff cause the information is confidential and cannot be passed on to me, however, they acknowledged the issue and they assisted the city staff to rectify part of the problem.	The voters list was incomplete and not updated. Need more authenticity to this list.	The list was generally good but not completely up to date.	List not updated, should have contact number	The mpac sourcing excludes renters and the non owner residents it's less than ideal.	In the voters' list was much more candidate-friendly. I was unhappy with the 2018 package for three reasons: 1. there were no poll maps. These are very useful for candidates going door-to-door. 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In a city where many commute long distances it likely depresses voter turnout.	some people said they moved out long time ago.	Very out of date as many residents have either moved or are even deceased. Should be much more up to date.	I would have really liked to see the final list of who voted in order to better assess the final outcome and see which areas came out stronger. Bc of the new system where you can vote anywhere (which I really like btw). It's harder to assess voter support strictly based on the results. Thank you	Revised Voters list updated very close to the election date.not enough time to contact the people.	Thank you	18
Responses																					
Eligible tenants missing from the list. They also contribute to City's revenue directly or indirectly. Ineligible (Foreign nationals) names of voters were on the list. Federal, Provincial and City's voter list needs to be one or atleast in sync.																					
There were repeated names and many name were not delegated as Catholic voters which caused great concern and confusion at the polls																					
it was the wrong list																					
Nothing																					
Okay, my first time to use																					
Ask for it sooner																					
the city staff directed me to MPAC whom in return sent me back to the city staff cause the information is confidential and cannot be passed on to me, however, they acknowledged the issue and they assisted the city staff to rectify part of the problem.																					
The voters list was incomplete and not updated. Need more authenticity to this list.																					
The list was generally good but not completely up to date.																					
List not updated, should have contact number																					
The mpac sourcing excludes renters and the non owner residents it's less than ideal.																					
In the voters' list was much more candidate-friendly. I was unhappy with the 2018 package for three reasons: 1. there were no poll maps. These are very useful for candidates going door-to-door. Luckily, I had been able to save most of them, but some would be out of date. 2. there was no hard copy voters' list. The bound copies I received in were very useful. 3. the electronic version of the voters' list is helpful, but it included only those registered as public school supporters. , I found there were many who didn't even know that they registered as catholic board supporters. It was helpful to identify them and get them on the right list.																					
City should continue to lobby the Province and MPAC to improve data collection or the city should undertake to enrich the data with other sources available. Addresses where there is No person provided by MPAC should be mailed information on how to register to vote. This was particularly noticeable in apartment or townhouses where large number of units were absent. The city should also ask the Province for the option to open voting locations on Election Day at 8am instead of the current 10am. In a city where many commute long distances it likely depresses voter turnout.																					
some people said they moved out long time ago.																					
Very out of date as many residents have either moved or are even deceased. Should be much more up to date.																					
I would have really liked to see the final list of who voted in order to better assess the final outcome and see which areas came out stronger. Bc of the new system where you can vote anywhere (which I really like btw). It's harder to assess voter support strictly based on the results. Thank you																					
Revised Voters list updated very close to the election date.not enough time to contact the people.																					
Thank you																					

Statistics based on 18 respondents;



New for 2018 was the ability for voters to "Vote Anywhere". This allowed voters to vote at any voting location in the City on 8.2. Advanced Poll Days and at any voting location in their Ward on Election Day.

Do you feel that the Vote Anywhere model offered voters more flexibility and improved customer service?

		Response percent	Response total
Yes		78.38%	29
No		21.62%	8

Statistics based on 37 respondents;

**Comments:**

*(Optional - Please type in your response)*

		Response total
	<p>Responses</p> <p>Online voting has been opted by 40% of Municipalities. We the sixth largest city in Canada is lagging. Gulf has seen 11% increase in voter turnout. Markham has opted full online voting. It's economical, environmental friendly and convenient for voters.</p> <p>How the City controls duplication if occurred?</p> <p>Caused MASSIVE confusion for some voters even young voters as this was NOT relayed to anyone and if it was it was not done in an effective manner.</p> <p>my advised with this to monitor for fraudulent votes.</p> <p>Educate citizens of their obligation, right and duty to vote.</p> <p>It was confusing and made it difficult to use scrutineers effectively.</p> <p>Vote Anywhere was confusing and only a very small % of people used it according to voting data shared by city. This could increase voter turnout IF it was deployed on more dates similar to the day where City Hall was an advanced polling location but extend that to other city facilities. Issues occurred with Vote Anywhere on first advanced polling day in the wards. Several residents reported being given the incorrect ward ballot when voting outside their home ward. Thankfully staff responded quickly but it cannot be known if small numbers of residents voted incorrectly.</p> <p>This was very confusing for most as many didn't receive their voters cards &amp; didn't know they could vote anywhere. Perhaps this should be advertised better or be permitted at any polling station throughout the City regardless of Ward.</p> <p>Great Idea!</p> <p>But it will make it hard for candidates to target specific areas based on that voting information. Many candidates specifically target either their high vote or low vote areas</p> <p>Several people received the incorrect ballots when voting outside their home ward. Few voters used the service. This is an excuse staff have given for the reduction in polling locations out of large condo buildings which I argue actually depresses turnout in the Wards with high density. The city already had far fewer polling locations then the Prov/Fed</p>	11

Statistics based on 11 respondents;

In 2018, four Advanced Poll Days were offered. What did most voters say is their preference for when they are most likely to vote?

		Response percent	Response total
Weekday mornings		8.11%	3
Weekday evenings		21.62%	8
Weekend mornings		16.22%	6
Weekend evenings		10.81%	4
Election day		43.24%	16

Statistics based on 37 respondents;

**Comments:**  
(Optional - please type in your response)

8.2.

		Response total
	Responses	8
	Need online voting. Anytime anywhere	
	And weekends	
	this is my thinking. NO one really mentioned about their preference. However, advanced polling is a great tool to draw more people to the polling station.	
	However seniors wanted mornings	
	I never asked. But evidence points to E-Day.	
	Adding more advanced polling dates would be one of the most beneficial changes to the city's elections. Mississauga has a very poor voter turnout compared to other Ontario municipalities. The AMO website states the average voter turnout from 1988 to 2014 was between 40-45% across municipalities. Mississauga is consistently and dramatically below those figures. <a href="https://elections.amo.on.ca/web/en/stats">https://elections.amo.on.ca/web/en/stats</a> Two of the four Advanced Polling dates were at City Hall only which does not work for most of the city. In Ward only of those who voted in Advanced polls did so in the two days at City hall. All four advanced polling dates should be held in the wards and City Hall should be a 5th day for city staff so they can work on election day. Residents want more advanced polling. In the 2015 Federal election voting in advanced polls voting rose by 71% over 4 days. That was an increase of 1 day versus 2011. Alberta Provincially has seen a ten fold increase in advanced voting 2008 vs 2019 as they moved to 5 advanced polling days versus 2. In the 2018 Ontario Provincial election voting in advance polls rose 18% and similar increases are found in most recent elections across a wide variety of jurisdictions. Voting studies in the United States have shown that voter turnout is only consistently increased by adding more voting dates and/or locations. Mail-in, internet voting and other methods do not meaningfully increase turnout and have other issues of identification and security. On an accessibility point both Federal and Provincial elections allow voters who have mobility issues to request in-home voting with mobile polls if they notify election officials before a given date.	
	More Advanced Polling days (2of4 were City Hall only & not easily accessible). This would accomodate those that are travelling out of town or busy work schedules.	
	More variety in advanced polls	

Statistics based on 8 respondents;

#### Did you participate in the Campaign Contribution Rebate Program?

		Response percent	Response total
Yes		32.43%	12
No		67.57%	25

Statistics based on 37 respondents;

**Comments:**  
(Optional - please type in your response)

		Response total
	Responses	7
	But didn't collect any contribution.	
	Not sure what this is	
	It was difficult to understand what forms went to contributor and city..no information on how to fill it in and process.	
	I had no contribution from other	
	???	
	But I haven't cashed the cheque yet! Thanks for the reminder.	
	It was much paperwork, unnecessarily complex and a paper-based system in 2019 is outdated. Let's simplify and make it electronic to go green.	

Statistics based on 7 respondents;

#### Do you think the Campaign Contribution Rebate Program improved your ability to raise campaign funds?

		Response percent	Response total
Yes		24.32%	9
No		16.22%	6
I did not participate		59.46%	22

Statistics based on 37 respondents;

**Comments:**  
(Optional - please type in your response)

8.2.

		Response total
	Responses	4
	It would have. But I didn't collect funds	
	???	
	Yes but the program was not well thought. Having both candidates and donors submit paper copies was unnecessary and seemed deliberate to discourage claims. Claims should be honoured if either copy is presented by candidate or donor if a signature appears. All donations with names and addresses are on candidate financial statements so why have the claim form at all?	
	Not enough of an incentive. Way too complex & a paper system in 2019 is ridiculous.	

Statistics based on 4 respondents;

**Would you like the City of Mississauga to continue offering the Campaign Contribution Rebate Program?**

		Response percent	Response total
Yes		70.27%	26
No		29.73%	11

Statistics based on 37 respondents;

**Comments:**  
(Optional - please type in your response)

		Response total
	Responses	4
	Make it little easier by making it integrated with tax returns as with Provincial and Federal	
	???	
	It is expected by donors given other levels of government support for political donations.	
	Eliminate the paper forms & get with technology; it's 2018-19!	

Statistics based on 4 respondents;






**Keeping in mind that the City of Mississauga must be fiscally responsible and must have checks and balances when issuing money to contributors -- what changes to the Campaign Contribution Rebate Program would you suggest?**  
(Optional - Please type in your response)

		Response total
	Responses	14
	Integrate with tax returns to save time at cityhall	
	I do not understand why we need such a program	
	No Comments.	
	First timer, did not understand nor used	
	it should be similar to the provincial and federal elections.	
	It is fine as is. Only open to residents of Mississauga.	
	n/a	
	I think it was cumbersome to explain. A straight forward amount may be easier	
	I have no idea about this program. First I heard of it.	
	The checks that have been created exceed the Federal and Provincial regulations and are much more onerous.	
	Eliminate the paper forms & get with technology; it's 2018-19!	
	It is good as it is!	
	Bigger rebate	
	It was much too complex. A paper-based system in 2019 is unnecessary. Make it easier and electronic.	

Statistics based on 14 respondents;



If you were to choose the amount of time a candidate could have election signs displayed, what would be your ideal amount of time?

8.2.

		Response percent	Response total
20 days		29.73%	11
30 days		24.32%	9
40 days		10.81%	4
45 days		21.62%	8
Other (please specify)		13.51%	5
	Responses		
	60		
	None. Get rid of them. It is a campaign nightmare		
	5 days are more than sufficient		
	None or 14 days		
	60		

Statistics based on 37 respondents;

Would you like to see any changes to the sign by-law related to election signs?

		Response percent	Response total
Yes		56.76%	21
No		43.24%	16



Statistics based on 37 respondents;



		Response total
<p>Responses</p> <p>One standard small size e.g. 36 x 24 to give equal opportunities for all to Candidate and have healthy compilation</p> <p>Get rid of signs. Candidates were placing signs illegally and my signs were stolen. The city could not keep up with my complaints. Some candidates blatantly ignored the rules</p> <p>Signs of an incumbent or influential candidate are retained by property owners of malls and gas stations and they systematically removed the signs of other candidates from their property in the last election. This is not fair. s Also, some candidates display their signs in public property that are not removed by the City and the offenders are not penalised by the City.</p> <p>Monitor the by law and get rid of the signs that are not within the policy for the signs.</p> <p>Shorter time and designate public locations</p> <p>Continue to only permit on private property.</p> <p>Candidate should allow to put sign on his/her property, privates property once he/she file nomination. Vehicle with sign should allow to park/drive prior to official start of election campaign</p> <p>We don't allow public space designating some would allow new candidates access and discourage illegal sign placement</p> <p>Whatever it takes to level the playing field. Too many candidates, especially incumbents, have a distinct advantage. IS this REALLY democracy???</p> <p>The by-law is fine, but it wasn't enforced effectively. Candidates in my area put their signs wherever they wanted, bringing us all into disrepute. One mayoral candidate in particular flouted the rules egregiously.</p> <p>Flagrant abuse of rules should result in fines for candidates. Volunteers can make errors on small numbers of signs but signs on traffic standards or mass numbers on public lands should have fines happen DURING the campaign period. Just allow signs on individual houses and not commercial properties. It is well established at all three levels of government that businesses and unions are not permitted to donate to campaigns so why allow displaying of signs? Most candidates displaying signs on commercial property are doing so without permission always.</p> <p>No large signs on residential property (only lawn signs) and strict enforcement of sign violations &amp; blocking of signage</p> <p>It should be strictly enforced specifically placing on public property. In many cases candidates were placing them all over the place</p> <p>I would like to see no signs allowed. They are an unsightly nuisance and the sign by-laws are consistently disregarded. I believe the fines in Brampton are higher and there is better control.</p> <p>No marketing, pure door to door meeting voters. Today we elect candidates based on a popularity contest like the Kardashians.</p> <p>Theft is widespread. This is both unfair and against the rules. Record of complaints of a specific candidate should be documented and made public.</p>	<p>16</p>	

Statistics based on 16 respondents;

Did you use the Financial Filing System through the candidate portal?

		Response percent	Response total
Yes		59.46%	22
No		40.54%	15

Statistics based on 37 respondents;

If you used the Financial Filing System through the candidate portal, what suggestions do you have to make the Financial Filing System more user friendly?  
(Optional - Please type in your response)

8.2.

		Response total
	Responses	7
	Prefer paper	
	Printed the info and completed by hand	
	System was not working properly and was giving different information each time...	
	It's city election, all the information should be provided by city rather than guiding candidate to contact province office, there should be clear instruct about funding and expenditure.	
	As it was not optional for those participating in the city rebate program. I would suggest an upload option in the future using Excel in fixed columns as it is much slower to enter manually.	
	Too time consuming; some fields shouldn't require forms to populate the data but should be able to be completed directly	
	It was great.	

Statistics based on 7 respondents;

		Response total
	Responses	15
	Opt Online voting in next elections Anytime anywhere.	
	Thanks to the helpful and friendly city staff. This past campaign was a nightmare keeping up with a candidate who continually placed illegal signs and stole signs	
	Public contributions should be stopped. All candidates must use their own funds for electioneering. The current system favours only incumbents and politically connected candidates who receive most of the contributions.	
	Staff were very helpful whenever I called in with a question. They did a great job especially since it was my first time running as a candidate and may have had what seemed 'like silly questions'	
	prepare the voters' list bit early so you can have enough time to make amendments if needed.	
	Thank you for the great support. The day of counting did have some issues. The results were delayed and there was a sudden turn on numbers. Try to avoid such glitches and problems.	
	My experience knowledgeable city staff should be available for any question about funding, interpretation of any clause, why to contact ministry?	
	Voter turnout is extremely low. This status quo only serves the interests of incumbents. There MUST be a way of levelling the playing field in this grassroots arena. Also, anyone running for a Wrd MUST be a resident in that Ward!	
	E-Day in some polls was chaotic. My scrutineers found open cheating, such as a candidate who had a friend working in the polling place and showing people how to vote using her name as an example! A number of voters told me that they felt they were being influenced. Also, is it not the law that city employees may not work as poll clerks etc? Many city workers did just that.	
	One issue not asked was on Ward Sizes. Populations in the Wards are dramatically different and the city has not readjusted ward boundaries since 2006. It is not fair to citizens that some wards have nearly double the population of others. Using 2016 data Ward 1 (42,225) and Ward 2 (46,595) are dramatically lower then what the average of the city population divided by 11 would be (65,600). On the other side Wards 5 (77,715), 6 (77,615), and 7 (80,055) are significantly over the average. The city should have a policy on redistribution every 10 years that is automatic. Population of the city could be divided by the number of council seats to create an average and don't allow populations per ward to differ more than a given threshold percent. I would suggest 20%.	
	Ward boundaries need redistricting badly to make the populations more even. Boundaries have not been moved since 2006. This should be automatic every few years and just adjust the borders of any wards where the population is greater or less then 20% of the city average. Wards 4 & 7 have way higher populations than the rest & should be split up north vs south. Also, since the very 1st rule on the City election site states "You must be a Canadian Citizen to vote" this should be strictly enforced, especially for those not on the Voters List. Having folks just walk in with a Rogers or other utility bill or even property tax bill, doesn't ensure they are Canadian!! The only valid forms of Government ID are a Passport, Citizenship Card or Birth Certificate!	
	I have always found all City staff to be well informed, courteous and welcoming - even excited about my registration. Excellent customer service. Thank you.	
	The local election office is not very much cooperative	
	Zero Marketing, Zero Waste, Accountable Campaign promises. The incumbent has the upper hand as there is no level playing field.	
	Wards need redistricting badly to make the populations more even. Boundaries have not been moved since 2006 and many wards much longer. My suggestion would be this should be automatic every 10 years to avoid incumbent cherry-picking and just adjust the borders of any wards where the population is greater or less than 20% of the city average (population/# of council seats). Average population per ward should be around 65,000 on 2016 census Ward 1 Pop = 42,225 Ward 2 Pop = 46,595 Ward 4 Pop = 72,080 (likely much higher) Ward 5 Pop = 77,715 Ward 6 Pop = 77,615 Ward 7 Pop = 80,055 (likely much higher)	

Statistics based on 15 respondents;

**Thank you for providing your comments. Your input will assist us in our planning for future elections.**

# City of Mississauga

## Corporate Report



Date: 1/13/2020

To: Chair and Members of Governance Committee

From: Diana Rusnov, Director, Legislative Services and City Clerk

Originator's files:

Meeting date:  
1/28/2020

## Subject

**City of Mississauga's 2022 Election Campaign Contribution Rebate Program**

## Recommendation

1. That Governance Committee provide direction to the City Clerk on the following items related to the City of Mississauga's Election Campaign Contribution Rebate Program:
  - a. the percentage amount an eligible contributor can receive as a rebate on their contribution
  - b. the minimum campaign contribution eligible for a rebate; and
  - c. the maximum rebate an eligible contributor can receive on their contribution
2. That any necessary changes be made to the City of Mississauga's Election Campaign Contribution Rebate Program by-law, By-law numbers 0067-2017 and 0063-2018.
3. That the necessary funds be transferred into the Election Reserve to cover the cost of the 2022 Election Campaign Contribution Rebate Program payouts and that the amount required to cover the cost of the program be transferred into the Election Reserve for future General Elections and By-elections until such time that Council adopts a new formula.

## Report Highlights

- The City of Mississauga's Election Campaign Contribution Rebate program (rebate program) was established by By-law 0067-2017 (Appendix 1) and By-law 0063-2018 (Appendix 2) ahead of the 2018 Municipal Election.
- The current rebate program rules allow eligible contributors that contribute \$25 or more to receive a rebate of 25% percent of their contribution up to a total amount of \$150.
- The City Clerk is seeking direction on the rebate formula to be used for the rebate program for the 2022 Municipal Election.
- The City Clerk is responding to comments and suggestions received with respect to the administrative processes related to the rebate program.



## Background

In 2017, under the authority of section 88.11 of the *Municipal Elections Act, 1996* (MEA), By-law 0067-2017 established the City of Mississauga's Campaign Contribution Rebate Program.

Candidate and contributor eligibility requirements and responsibilities are as follows:

- candidates had to:
  - be running for office of Ward Councillor or Mayor
  - enroll in the rebate program by completing a registration form
  - follow the campaign finance rules in the MEA
  - complete a Contribution Rebate Receipt for each contribution received that was eligible for a rebate
  - provide a copy of the receipt to the contributor
  - retain a copy of the receipt for their campaign records
  - provide a copy of the receipt to the Office of the City Clerk by the deadline noted on the receipt
- contributors had to:
  - be eligible to vote in the 2018 Mississauga Municipal Election
  - be a resident of the City of Mississauga
  - not be a candidate or the spouse or child of a candidate
  - follow the contribution rules in the MEA
  - sign the Contribution Rebate Receipt
  - request their rebate by submitting a copy of their receipt to the Office of the City Clerk in person, via post or via email by the deadline

Following the 2018 Municipal Election, approximately \$36,000 in rebates was paid out to contributors that met the requirements

The following statistics, comments and suggestions have been gathered through the 2018 Municipal Election Candidate Survey related to the rebate program:

<b>Did you participate in the Campaign Contribution Rebate Program?</b>		
Yes	32.43%	12 response total
No	67.57%	25 response total

<b>Do you think the Campaign Contribution Rebate Program improved your ability to raise campaign funds?</b>		
Yes	24.32%	9 response total
No	16.22%	6 response total
I did not participate	59.46%	22 response total

<b>Would you like the City of Mississauga to continue offering the Campaign Contribution Rebate Program?</b>		
Yes	70.27%	26 response total
No	29.73%	11 response total

Comments and suggestions made by survey respondents included:

- eliminating the carbon copy receipts in favour of electronic receipts
- making the process easier
- increasing the rebate amount that a contributor can receive
- making the rebates available through a federal or provincial income tax rebate

Staff took the above comments and suggestions into account when reviewing the rebate program rules and processes.

## Comments

### Rebate Formulas

Currently the City of Mississauga's rebate program allows rebates of 25% on campaign contributions of \$25 or more up to a total rebate of \$150. The following information has been gathered regarding the rebate formula used in other municipalities:

<b>Municipality and Summary of Eligibility Rules</b>	<b>Minimum Contribution</b>	<b>Rebate Formula</b>	<b>Max. Rebate</b>
<b>Ajax</b> -Limited to residents of the town of Ajax -Cannot be a candidate or the spouse or child of a candidate	\$20	75% of the total contribution	\$225
<b>Markham</b> -Limited to residents of the	\$50	<b>\$50 — \$300:</b> 75% of contribution to a maximum contribution rebate of	\$350

Province of Ontario		<p>\$225</p> <p><b>\$301 — \$550:</b> \$225 plus 50% of the difference between the total contribution and \$300 to a maximum contribution rebate of \$350</p> <p><b>\$551 — \$1,200:</b> \$350 rebate</p>	
<p><b>Mississauga</b></p> <p>-Limited to residents of the City of Mississauga</p> <p>- Cannot be a candidate or the spouse or child of a candidate</p>	\$25	25% of the total contribution	\$150
<p><b>Oakville</b></p> <p>-Limited to residents of the Town of Oakville</p> <p>-A candidate for an office on municipal council or their family member are not eligible to receive a rebate for contributions to that individual candidate's campaign</p>	\$100	50% of the total contribution	\$2,500
<p><b>Ottawa</b></p> <p>-Limited to residents of the Province of Ontario</p> <p>-Cannot be a candidate or the candidate's spouse or the candidate's dependent child</p>	\$25.01	<p><b>\$25.01 – \$100:</b> 50% of the total contribution</p> <p><b>\$100 or more:</b> \$50 plus 25% of the amount by which the contribution exceeds \$100</p>	\$75
<p><b>Toronto</b></p> <p>-Limited to residents of the Province of Ontario</p> <p>-Candidates must file an audited financial statement and a copy of the receipt issued for the contribution and a copy of all campaign expense invoices</p>	\$25.01	<p><b>Total contributions between \$25.01 and \$300:</b> total contribution amount x 75%</p> <p><b>Total contributions over \$300 but not more than \$1,000:</b> total contribution amount minus \$300 x 50% + \$225</p> <p><b>Total contributions over \$1,000:</b> total contribution amount minus \$1,000 x 33 1/3% + \$575</p>	\$1,000
<p><b>Vaughan</b></p> <p>-Limited to residents of the City of Vaughan</p>	\$50	The lesser of 75% of the contribution or \$150	\$150

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-Cannot be the candidate or the spouse, sibling, grandparent, parent, child or grandchild of the candidate			
<b>Whitby</b> -Limited to residents of the Town of Whitby	\$25.00	25% of the total contribution	\$150

The following is the total amount municipalities paid out or, would pay out if the deadline for requesting a rebate had passed at the time this report was written:

<b>Municipality</b>	<b>Amount</b> <i>(numbers rounded)</i>
Mississauga	\$35,735
Ajax	\$20,000*
Markham	\$500,000
Oakville	\$100,000
Ottawa	\$100,000*
Toronto	Unavailable**
Vaughan	\$75,000
Whitby	\$7,800

*\*This number may increase as the deadline for requesting a rebate had not passed when the benchmarking was conducted.*

*\*\*2014 payout was \$4,000,000*

When comparing total payouts it's important to consider the impact of eligibility requirements related to residency on the total amount being paid. For example, formulas applied in municipalities where residents of the Province of Ontario are eligible for a rebate may result in a lower payout when applied in the City of Mississauga where the eligibility requirements are limited to residents of the municipality.

Staff are seeking direction from Governance Committee regarding the rebate formula that should be used going forward. The financial impact of the formulas is discussed in the Financial Impact section of this report.

### Administrative Processes

As part of the rebate program review process and because of comments and suggestions received, the rebate program administrative procedures are being reviewed. Information related to other municipalities rebate program administrative processes is noted below:

Municipality	Receipt Type	Administrative Process for a Rebate to be Issued
Ajax	Carbon copy receipts	<ul style="list-style-type: none"> <li>-Candidates provide a copy of the receipt to the contributor; and</li> <li>-Candidates retain a copy of the receipt for their records; and</li> <li>-Candidates provide a copy of the receipt to the Clerk's Office</li> </ul>
Markham	Carbon copy receipts	<ul style="list-style-type: none"> <li>-Candidates are required to provide a spreadsheet of their contributors when they file their Financial Statement and may be required to produce a copy of the contribution receipt; and</li> <li>-Candidates issue a carbon copy receipt to their contributors; and</li> <li>-Contributors apply for a rebate in person, via mail or via an electronic application receipt</li> </ul>
Oakville	Carbon copy receipts	<ul style="list-style-type: none"> <li>-Candidates keep a copy of the receipt; and</li> <li>-Candidates provide a copy of the receipt to the Clerk's Office; and</li> <li>-Candidates return any unused or voided receipts to the Clerk's Office; and</li> <li>-Contributors keep a copy of the receipt; and</li> <li>-Contributors provide a copy of the receipt to the Clerk's Office</li> </ul>
Ottawa	Paper copies	<ul style="list-style-type: none"> <li>-Candidates provide a paper copy of the rebate receipt to the Clerk's Office; and</li> <li>-Contributors provide a paper copy of the rebate receipt to the Clerk's Office; and</li> <li>-The two copies must match</li> </ul>
Toronto	Uses both a three part hard copy receipt or an electronic receipt	<ul style="list-style-type: none"> <li>-Candidates provide two copies of a completed receipt to their contributor</li> <li>-Candidates submit a copy of the rebate receipt when filing their Financial Statement; and</li> <li>-Contributors keep a copy of the receipt for their records; and</li> <li>-Contributors provide a copy of the receipt to the Clerk's Office</li> </ul>
Vaughan	Carbon copy receipts	<ul style="list-style-type: none"> <li>-Candidates provide contributors with two copies of the</li> </ul>

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		receipt; and -Contributors submit one copy of the receipt along with a signed application receipt to the Clerk's Office; and -Candidates log their receipt numbers in their electronic financial filing which is checked with the contribution applications
Whitby	Paper form	-Candidates are provided with paper copies of the receipt form; and -Candidates submit all rebate forms to the Clerk's Office

Based on the processes used in other municipalities and the feedback received about the City of Mississauga's rebate program, staff are considering the following changes:

- eliminating the requirement that a contributor must apply for a rebate. This means only candidates would be required to submit the rebate receipt to the Elections Office although under section 88.22(1)(f) candidates would still be required to issue a contribution receipt to the contributor
- once a new Election information management system is procured, working with the vendor to potentially add an electronic rebate program receipts component
- if electronic receipts are possible, staff are considering the continued use of carbon copy receipts in addition to the electronic receipts, so that in instances where candidates need to issue a receipt and do not have access to a computer, they are still able to do so

### Financial Impact

The financial impact that changes to the rebate program will have is dependent on a variety of factors. These factors include:

- the number of candidates that participate in the program during the 2022 election
- how many contributions participating candidates receive that are eligible for a rebate
- the amounts of the eligible contributions given to candidates

In the following chart, the rebate formulas used in other municipalities have been applied to the total number of contributions that were eligible for a rebate in the City of Mississauga. This is intended to provide an idea of the potential financial impact changing the rebate formula may have:

Municipality	Minimum Contribution	Formula Applied Based on City of Mississauga Eligibility Criteria	Rebates Payable when applied to the City of Mississauga
Ajax	\$20	75% of the total contribution  To a maximum rebate of \$225	\$66,000
Markham	\$50	<b>\$50 — \$300:</b> 75% of contribution to a maximum contribution rebate of \$225  <b>\$301 — \$550:</b> \$225 plus 50% of the difference between the total contribution and \$300 to a maximum contribution rebate of \$350  <b>\$551 — \$1,200:</b> A \$350 contribution rebate is issued  To a maximum rebate of \$350	\$90,000
Oakville	\$100	50% of the total contribution  To a maximum rebate of \$2,500	\$99,000
Ottawa	\$25.01	<b>\$25.01 – \$100:</b> 50% of the total contribution  <b>\$100 or more:</b> \$50 plus 25% of the amount by which the contribution exceeds \$100  To a maximum rebate of \$75	\$24,300
Toronto	\$25.01	<b>Total contributions between \$25.01 and \$300:</b> total contribution amount x 75%  <b>Total contributions over \$300 but not more than \$1,000:</b> total contribution amount minus \$300 x 50% + \$225  <b>Total contributions over \$1,000:</b> total contribution amount minus \$1,000 x 33 1/3% + \$575  To a maximum rebate of \$1,000	\$117,600

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Vaughan	\$50	75% of the total contribution to a maximum rebate of \$150	\$47,500
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The final financial impact will be dependent on the rebate formula adopted and the factors noted above.

### Conclusion

The Clerk is seeking direction regarding the rebate formula that should be used for the 2022 Municipal Election. Once the formula is approved by Council, the associated by law will be updated accordingly.

### Attachments

Appendix 1: By-law 0067-2017 A by-law to Authorize the Implementation of a City of Mississauga Municipal Election Campaign Contribution Rebate Program for the 2018 Municipal Election

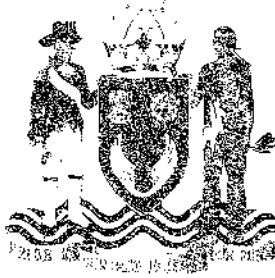
Appendix 2: By-law 0063-2018 A Housekeeping by-law to amend the Corporation of the City of Mississauga By-law 0067-2017 being a by-law to authorize the implementation of a City of Mississauga municipal election campaign contribution rebate program for the 2018 Municipal Election



Diana Rusnov, Director, Legislative Services and City Clerk

Prepared by: Gus Mangos, Elections Officer





THE CORPORATION OF THE CITY OF MISSISSAUGA

BY-LAW NUMBER 0067-2017

A by-law to authorize the implementation of a City of Mississauga  
Municipal Election Campaign Contribution Rebate Program for the  
2018 Municipal Election

**WHEREAS** subsection 88.11(1) of the *Municipal Elections Act, 1996*, provides that a municipal council may pass a by-law authorizing the payment of rebates to individuals who make contributions to candidates for office on the municipal council;

**AND WHEREAS** subsection 88.11(3) of the *Municipal Elections Act 1996*, provides that the by-law enacted according to 88.11(1) shall establish the conditions under which an individual is entitled to a rebate;

**AND WHEREAS** on February 22, 2017 Council for the Corporation of the City of Mississauga approved General Committee recommendation GC-0051-2017 which recommends the implementation of a Municipal Election Campaign Contribution Rebate Program for the 2018 Mississauga Municipal Election;

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

**DEFINITIONS**

1. For the purposes of this By-law, "Election" shall mean the regular election according to the *Municipal Elections Act, 1996* as amended that takes place in 2018 in the City of Mississauga.

**ELIGIBILITY FOR A REBATE**

2. Notwithstanding Section 88.15 of the *Municipal Elections Act, 1996*, for the purposes of this By-law, only a contribution of money will be eligible for rebate.
3. In order to qualify for a rebate, an individual who makes a contribution must:
  - (a) reside in the City of Mississauga;
  - (b) be a Canadian citizen;
  - (c) be at least 18 years old;
  - (d) not be prohibited from voting according to subsection 17(3) of the *Municipal Elections Act, 1996*; and
  - (e) contribute between the time the candidate files his or her nomination and the day the candidate's campaign period ends.
4. Notwithstanding Section 3 of this By-law, the following are ineligible for a rebate:
  - (a) a candidate in the Election;
  - (b) any person who contributes to a candidate in the Election where the person contributing is the spouse or child of the candidate; and/or
  - (c) corporations.

### APPLICATIONS TO THE CITY CLERK

5. An individual who makes a contribution to a candidate during the Election may apply to the City Clerk for a rebate.
6. Candidates must register for the Municipal Election Campaign Contribution Rebate Program by completing the registration form and agreeing to the terms and conditions of the Municipal Election Campaign Contribution Rebate Program in order for individuals who contribute to the candidate's campaign to be eligible for a rebate.
7. The City Clerk shall establish forms and procedures for the administration of this Municipal Election Campaign Contribution Rebate Program which shall include but not be limited to the timelines for when candidates and contributors shall register with the City Clerk to be eligible for participation in the Municipal Election Campaign Contribution Rebate Program.

### ISSUANCE OF A REBATE

8. The City Clerk shall issue a rebate to an individual in accordance with Schedule "A" of this By-law if the following conditions are met:
  - (a) the individual has not been found to be in contravention of the *Municipal Elections Act, 1996*;
  - (b) the candidate to whom the contribution was made has enrolled in the Municipal Election Campaign Contribution Rebate Program with the City Clerk;
  - (c) the candidate to whom the contribution was made has filed all documents and paid any amounts as required under the *Municipal Elections Act, 1996* by the prescribed dates;
  - (d) the City Clerk is satisfied that the receipt for the contribution in question filed by the candidate to whom the contribution was made is bona fide; and
  - (e) the City Clerk is satisfied that the candidate to whom the contribution was made has not contravened the *Municipal Elections Act, 1996*.
9. In addition to section 8 of this By-law, the City Clerk shall issue a rebate:
  - (a) if the candidate to whom the contribution was made files his or her financial statement(s) in accordance with the *Municipal Elections Act, 1996* and if no compliance audit request is received for the candidate to whom the contribution was paid:
    - (i) after the compliance audit request deadline has passed following the primary financial filing deadline; or
    - (ii) if the candidate to whom the contribution was made extends his or her campaign period, after the compliance audit request deadline has passed following the supplementary financial filing deadline.

OR

  - (b) if a compliance audit request is received and:
    - (i) the Election Campaign Finances Committee finds that the candidate was not in contravention of the *Municipal Elections Act, 1996* and no forensic audit is ordered; or
    - (ii) the Election Campaign Finances Committee orders a forensic audit and the auditor finds that the candidate was not in contravention of the *Municipal Elections Act, 1996*.
10. The amount of the rebate shall be calculated as per Schedule "A" attached hereto and forming part of this By-law.
11. The City Clerk may delegate any and all duties available according to this By-law.

ENACTED and PASSED this 24 day of April May, 2017.

APPROVED AS TO FORM City Solicitor MISSISSAUGA			
R. Genoway			
Date	2017	05	15

Bonnie Crombie  
MAYOR

Carolyn  
CLERK

AMENDED BY BY-LAW	
63-18	

## SCHEDULE "A"

## CALCULATION OF REBATE

Rebates for contributions to a candidate running for the offices of ward councillor or mayor in the City of Mississauga will be calculated as follows:

1. A minimum contribution of \$25.00 is required to be eligible for a rebate.
2. A contributor shall receive 25% of their total contribution(s) over \$25.00, up to a maximum rebate of \$150.00.
3. An individual who makes multiple contributions over \$25 within the contribution limits of the *Municipal Elections Act, 1996*, may receive a rebate in respect to the total of the contributions, but is not entitled to receive a total rebate amounting to more than the maximum allowable under Schedule "A".
4. If a contributor makes multiple donations of less than the minimum requirement of \$25.00, but the total contribution for the multiple donations is equal to or greater than the \$25.00 minimum, the contributions are ineligible for rebate.



THE CORPORATION OF THE CITY OF MISSISSAUGA

BY-LAW NUMBER 0063-2018

A Housekeeping by-law to amend the Corporation of the City of Mississauga By-law 0067-2017 being a by-law to authorize the implementation of a City of Mississauga municipal election campaign contribution rebate program for the 2018 municipal election

WHEREAS on February 22, 2017, Council for the Corporation of Mississauga approved General Committee recommendation 0051-2017 to implement a municipal election campaign contribution rebate program for the 2018 municipal election based on a minimum contribution of 25 dollars;

AND WHEREAS on May 24, 2017 Council for the Corporation of Mississauga enacted and passed a by-law to authorize the rebate program (the "Rebate By-law");

AND WHEREAS Council wishes to enact a housekeeping by-law to amend the Rebate By-law to clarify the contribution eligibility for the rebate program according to General Committee recommendation 0051-2017;

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

THAT By-law 0067-2017 is hereby amended as follows:

1. That section 2 of Schedule "A" is hereby amended by deleting the words "over \$25.00" and replacing it with "of \$25.00 or more".
2. That section 3 of Schedule "A" is hereby amended by deleting the words "over \$25.00" and replacing it with "of \$25.00 or more".

ENACTED AND PASSED this 11 day of April, 2018.

APPROVED AS TO FORM City Solicitor MISSISSAUGA			
<i>L. Gendreau</i>			
Date	2018	04	04

*Barrie Cembere*  
MAYOR

*W. J. [Signature]*  
CLERK

# City of Mississauga

## Corporate Report



Date: 2019/10/28

To: Chair and Members of Governance Committee

From: Gary Kent, CPA, CGA, ICD.D, Commissioner of  
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:  
2019/11/04  
2020/01/28

## Subject

**Proposed Amendments to the Council Procedure By-law (By-law 139-13)**

## Recommendation

That a by-law be enacted to amend the Council Procedure By-law 139-13 as recommended in the report dated October 28, 2019 from the Commissioner of Corporate Services and Chief Financial Officer entitled "Proposed Amendments to the Council Procedure By-law (By-law 139-13)".

## Background

The Council Procedure By-law governs the calling, place and proceedings of Council and Committee meetings. Since the By-law was last amended in February 2018, changes were made to the *Municipal Act, 2001 and Planning Act* that require updates to the Council Procedure By-law. In addition, other changes have been identified to improve processes at meetings and to provide clarification.

## Comments

The following changes are proposed to the Council Procedure By-law:

### 1. Electronic Voting

Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2016*, included changes to the *Municipal Act, 2001* (the "Act") regarding participation at meetings of Council and Committees. The *Act* now permits municipalities to include electronic participation in a meeting that is open to the public by a Member of Council or local board or committee, but those participating electronically are not counted for quorum. Although the *Act* does not address whether the member participating electronically can vote or not, the fact that they are not counted for quorum suggests that they are not eligible to vote.

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The Governance Committee received a request from the Accessibility Advisory Committee (AAC) to review electronic participation for AAC members and directed staff to report back with proposed criteria for amendments to the Council Procedure By-law. The technology available to provide electronic participation at meetings would be telephones and video conference (i.e. WebEx) on laptops. Hearing impaired individuals would require a video call and as per the usual process have a sign language interpreter come to the meeting location for the video call. Visually impaired individuals may have an issue with their software programs working with the City's technology and in this case could use the telephone.

Most municipalities have not addressed electronic participation in their Procedure By-laws due to limited technology resources and how it may affect member participation and attendance at committee meetings. There are also the challenges with managing an individual's desire to speak to agenda items during a meeting and ensuring who is voting.

Due to the unique nature and requirements of the Accessibility Advisory Committee (AAC) it is recommended that electronic participation be permitted for the AAC only at this time. However, members participating electronically will not be permitted to vote as they will not be counted for quorum. To ensure the appropriate technology for electronic participation is available members of the AAC must provide notice to the Clerk's Office at least five (5) business days prior to a meeting. The Clerk's Office would work with AAC to develop procedures to incorporate electronic participation in meetings.

## **2. Planning and Development Committee**

Following a Local Planning Appeal Tribunal (LPAT) workshop, staff reviewed best practices in relation to changes to the *Planning Act*. The amendments to the *Planning Act* were to ensure that applicants/agents and residents were provided adequate time to speak to applications at the public meetings and that the Clerk's Office forward the "record" to the Local Planning Appeal Tribunal for land development appeals. The record includes but is not limited to documents that are distributed to the Planning and Development Committee (PDC) or Council prior to a decision of Council.

The Council Procedure By-law permits deputations addressing PDC 10 minutes of speaking time; however the general practice has been five (5) minutes for deputations and 10 minutes for presentations from the applicants/agent. Amendments are required to meet the intent of the *Planning Act* and to ensure that applicants are given a reasonable amount of time to present their application.

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It is recommended that the Council Procedure By-law be amended to include the following best practices for PDC meetings:

- Correspondence from the public, applicant or agencies regarding a PDC agenda item are submitted to the Clerk's Office at least two (2) business days prior to the PDC meeting, to ensure they are circulated to PDC members and staff prior to the meeting for consideration before a decision is made.
- Applicants and/or representatives may speak/present at a statutory public meeting for up to 20 minutes (this includes all consultants/representatives for the subject application). In cases, where it is not a public meeting (non-statutory), applicants or their representatives will be given 5 minutes to speak to the application.
- Members of the public may speak to an agenda item up to 5 minutes at statutory and non-statutory public meetings.

### **3. Consent Agenda**

Council approved the implementation of Consent Agendas in December 2016 for Council and General Committee in order to streamline these meetings. The Consent Agenda is approved following the Presentations, Deputations and Public Question Period sections of the agenda to ensure that the public has the opportunity to speak and ask questions about an agenda item prior to a vote of Council or Committee. Further efficiencies would be realized if the Consent Agenda was approved earlier in the meeting, prior to the Presentations section of the agenda. This would provide the public and staff an earlier indication on whether Council or Committee wishes to have discussion on an item, while still affording the public the opportunity to identify that they wish to ask questions about a matter on the agenda. Agenda items that are related to deputations and items identified for Public Question Period would not be included in the Consent Agenda.

The Budget Committee has also been identified as an opportunity to include a consent agenda section. This would streamline Budget Committee by determining the items for debate, or further clarification to the public and staff.

It is recommended that the following amendments be included in the Council Procedure By-law:

- The Consent Agenda section will be considered prior to the Presentation and Deputation sections of the agenda.
- Include a provision for Public Question Period that the public shall register their intent to ask a question during Public Question Period once an agenda is public until the meeting start time.
- Agenda items that are identified by the public for Public Question Period shall not be included in the Consent Agenda.
- Include a Consent Agenda section on Budget Committee Agendas.



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#### **4. Vice-Chair for Audit Committee and Planning and Development Committee**

The Audit Committee and Planning and Development Committee (PDC) have been identified as in need of a Vice-Chair role in the composition of the committee. This would add consistency to the Standing Committees to ensure provisions are in place when the Chair is unable to attend Audit Committee or PDC. Currently, the Council Procedure By-law addresses the assignment of Chair for General Committee on a rotating basis and the Acting Head of Council By-law provides for when the Mayor is absent for Council and Budget Committee meetings.

It is recommended that the following amendment be included in the Council Procedure By-law:

- A Vice-Chair of Planning and Development Committee shall be appointed from its membership.
- A Vice-Chair of Audit Committee shall be appointed from its membership and further that a by-law be enacted to amend the Audit Committee Terms of Reference.

#### **5. Housekeeping Amendments**

The following are housekeeping amendments for the Council Procedure By-law to ensure consistency with Council decisions, changes to Corporate Policy and the *Act*:

- Provide clarification that the composition of PDC consists of ten (10) Members of Council, with a quorum of six (6), all other members are ex-officio of the committee and permitted to vote when attending the PDC meeting in accordance with Resolution 0147-2019.
- Change the start time of PDC from 7:00 p.m. to 6:00 p.m. in accordance with Resolution 0148-2019.
- Change the start time of Council and General Committee from 9:00 a.m. to 9:30 a.m. in accordance with Resolution 0210-2019.
- Provide clarification that a Mover for a Notice of Motion can be any Member of Council, including the Mayor.
- The seat of a Citizen Member of an Advisory Committee shall be declared vacant if the Citizen Member is absent for three (3) consecutive meetings, instead of the current three (3) consecutive months as committees have varying schedules.
- In accordance with Recommendation GC-0121-2019 the Corporate Policy 01-06-05 Pregnancy Leave/Parental Leave was updated to include Members of Council and the Council Procedure By-law should be updated to reflect this.

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- Include the requirement for Members of Council to file a written statement of the declaration of conflict of interest and its general nature with the City Clerk, Deputy Clerk, Legislative Coordinator or the Secretary of the committee or local board.
- Include the requirement that a copy of each statement of declaration of conflict of interest shall be made available, in the form of a Registry, for public inspection.

## Financial Impact

There is no financial impact.

## Conclusion

The proposed changes to the Council Procedure By-law are intended to reflect amendments made to the *Municipal* and *Planning Acts*, streamline the meetings and provide clarification on procedures.



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Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Sacha Smith, Manager, Legislative Services and Deputy Clerk

# City of Mississauga

## Memorandum



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Date: 2020/01/21

To: Chair and Members of the Governance Committee

From: Andra Maxwell, BA, LL.B, CIC.C, City Solicitor

Subject: Electronic Participation at Accessibility Advisory Committee meetings

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### **Background**

On November 7, 2019, Legal Services circulated a memo to Mayor Crombie and Members of Council to clarify questions around voting and the electronic participation provisions under section 238(3.1) of the *Municipal Act, 2001*. The memo concluded that municipalities have the discretion to make a procedural decision as to whether members of councils or committees who participate in meetings electronically are also permitted to vote.

Legal Services has now specifically reviewed whether the electronic participation provisions under section 238(3.1) of the *Municipal Act, 2001* are applicable to the City's Accessibility Advisory Committee (the "AAC").

### **Conclusion**

The AAC was established under the *Accessibility for Ontarians with Disabilities Act, 2005* (the "AODA"), therefore, it is not subject to the electronic participation provisions under section 238(3.1) of the *Municipal Act, 2001*. Given its composition, the AAC is neither a "committee" nor a "local board" under the *Municipal Act, 2001*.

As such, the City has the discretion to establish its own procedures for AAC meetings, which may permit members to participate electronically. The AAC's meeting procedures could also provide that a member who participates electronically is entitled to vote and be counted towards quorum.

### **Analysis**

#### ***The AODA:***

Section 29 of the AODA requires that the council of every municipality with a population of 10,000 or more shall establish an accessibility advisory committee and further, that a majority of the members of the committee shall be persons with disabilities. The City's AAC is an advisory committee to Council through reports to General Committee.

The current composition of the AAC includes 12 voting members, of which 2 members are members of Council (Councillor Saito and Councillor Mahoney). The AODA does not contain any procedural requirements for meetings of the AAC.

***The Municipal Act, 2001:***

Section 238(3.1) of the *Municipal Act, 2001* states:

□The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time.□[emphasis added]

Under section 238(1) of the *Municipal Act, 2001*, a committee is defined as □an advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.□[emphasis added]

Given the above definition, the AAC would not be considered a □committee□under the *Municipal Act, 2001*, as the majority of its members are not members of a council or a local board.

Further, the AAC is not a □local board□under the *Municipal Act, 2001*. The *Municipal Act, 2001* contains a number of requirements in relation to local boards, including a municipality's power to dissolve or change a local board and also to assume one or more of its powers (see section 216 and Regulation 582/06). Given that the AAC is established under the AODA, it is unlikely that a municipality has the power to dissolve it and assume its powers. This is particularly the case because the AODA requires that the majority of AAC members must be □persons with disabilities.□

Based on our review of the above provisions, the AAC is not a □committee□nor would it be considered a □local board□under the *Municipal Act, 2001*. As such, the AAC is not subject to the electronic participation provisions under s. 238(3.1) of the *Municipal Act, 2001*. The City has the discretion to establish its own procedures in relation to electronic participation at AAC meetings, which may include that a member who participates electronically is entitled to vote and also be counted towards quorum.




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cc: members of Accessibility Advisory Committee

## Status of Governance Committee Workplan Items

Issue	Timeline	Details
1. Review of Code of Conduct	<b>Completed.</b>	<p>GC-0399-2018 That the review of the Council Code of Conduct be deferred until the 2018-2022 term of Council.</p> <p>GOV-0003-2019 That the Governance Committee meet to review the Council Code of Conduct and discuss possible amendments, upon completion of the citizen appointments to the Committee for the current term of Council.</p> <p><b>Update:</b></p> <p><b>GC-0672-2019</b> <b>That the report dated December 2, 2019 titled "Council Code of Conduct Review" from Principals Integrity, Integrity Commissioner for the City of Mississauga be approved.</b></p>
2. Follow up from Council Strategic Direction Setting Workshop	<b>November 4, 2019 Governance Agenda</b>	<p><b>Update:</b></p> <p><b>GOV-0008-2019</b> <b>That the report dated September 4, 2019, from the City Manager and Chief Administrative Officer: Council Strategic Direction Setting Workshop Debrief, be received and referred to staff to obtain feedback from Members of Council and report back to Governance Committee.</b></p>
3. Electronic Participation at meetings.	<b>Included in the proposed amendments to the Council Procedure By-law report</b>	<p>GC-0403-2018</p> <p>1. That the request from the Accessibility Advisory Committee with respect to Electronic Participation for Advisory Committee Meetings, dated June 6, 2018, be received.</p> <p>2. That Legal Services staff be directed to draft a set of proposed criteria for amendments to the Council Procedure By-law #139-13 and report back to the Governance Committee. (GOV-0012-2018)</p>

Status of Governance Committee Workplan Items

Issue	Timeline	Details
4. Survey of Election Candidates	<b>January 28, 2020 Governance Agenda.</b>	
5. Issues resulting from the Region of Peel representation discussions	<b>Ongoing.</b>	On-going consultation at the Region of Peel.
6. Tour de Mississauga Delivery Model for 2016 and beyond	Completed. 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.

Status of Governance Committee Workplan Items

Issue	Timeline	Details
7. 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>
8. 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>
9. 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</p>

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		<p>Commissioner of Corporate Services and Chief Financial Officer titled. Video streaming and On-demand videos for Additional Committee meetings be received.</p> <p>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.</p>
10. Municipal Election Campaign Contribution Rebate Program for the 2018 Election	Completed	Adopted by Council on February 22, 2017.
11. Review of Section 29 of the Committee of Adjustment Procedure By-law	Completed	Adopted by Council on September 14, 2016.
12. Election Lawn Signs	<b>Completed</b>	<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>



Status of Governance Committee Workplan Items

Issue	Timeline	Details
13. 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>
14. Budget Allocation Process for Advisory Committees	Completed	Adopted by Council on December 14, 2017.
15. Integrity Commissioner RFP and Recruitment	Completed	Integrity Commissioner appointed by Council on June 21, 2017.
16. Posting of comments from Planning Staff with respect to Committee of Adjustment applications	Completed	
17. Bill 8 (Accountability Act) implementation	<b>Completed</b>	

Status of Governance Committee Workplan Items

Issue	Timeline	Details
18. Procedure for establishing committees or task forces	<b>Completed</b>	
19. Corporate Policy Review pertaining to Municipal Elections	Completed.	<p>The following recommendation was approved by General Committee on November 15, 2017:</p> <p>GC-0742-2017            That the draft Corporate Policy titled "Use of City Resources During an Election Campaign, attached as Appendix 2 to the Corporate Report dated November 2, 2017 from the Commissioner of Corporate Services and Chief Financial Officer titled "Corporate Policy and Procedure - Use of City Resources During an Election Campaign," be approved with the exception of paid campaign ads in City facilities and that staff report back on campaign material as it relates to the Placing Advertisement with the City Policy 03-09-01.</p>
20. Corporate Policy Review - Citizen Appointment Process (including a review to limit citizen member appointments to one committee)	<b>Completed</b>	<p>The matter was considered by General Committee at its meeting on March 21, 2018 and the following recommendation was issued:</p> <p>GC-0175-2018            1. That the report dated January 25, 2018, entitled "Requirements for Citizen Appointments to Committees of Council," from Gary Kent, CPA, CGA, Commissioner of Corporate Services and Chief Financial Officer, be received.</p>

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		2. That the Canadian citizenship remain as a requirement for citizen appointments to Committees of Council, as outlined in Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities.
21. Citizen appointments to committees (membership/ composition)	<b>Completed.</b>	Arising from discussion at General Committee on June 15, 2016.
22. Review of committees for 2018-2022 term of Council	<b>Completed</b>	
23. Review of Protocol Corporate Policy 06-02-01	Completed	<p>The following recommendation was approved at General Committee on November 15, 2017:</p> <p>GC-0732-2017</p> <p>That staff be directed to incorporate the following changes to the Civic Protocol Policy 06-02-01 and report back to General Committee:</p> <p>a) Move the Regional Chair to appear directly following Members of Council in the Order of Precedence for Processions.</p> <p>b) Move the Regional Chair to speak directly following the Mayor or Acting Mayor in the Speaking Order at Official City Openings/Events.</p> <p>c) Clarify that Federal and Provincial Government representatives be invited to speak if there is a partnership/funding agreement in</p>

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		place.
24. Government Relations with Federal and Provincial Governments	Completed	<p>The following recommendation was approved by General Committee on February 28, 2018.</p> <p>GC-0137-2018 That the Draft Government Relations Protocol as outlined in Appendix 1, attached to the memorandum dated, February 6, 2018 from Robert Trewartha, Chief of Staff, Office of the Mayor, be approved as amended at the February 28, 2018 General Committee meeting.</p>
25. Governance Subcommittee - Municipal Governance Leadership Challenge	<p>Completed.</p> <p>Implementation of Recommendations Ongoing.</p>	<p>The following recommendation was approved by General Committee on February 28, 2018.</p> <p>GC-0138-2018</p> <ol style="list-style-type: none"> <li>1. That the report from John Magill, Citizen Member, entitled "Governance Subcommittee Report - Municipal Governance Leadership Challenge" dated February 5, 2018, be received.</li> <li>2. That the Guide to Good Municipal Governance Concluding Chapters Question Review be reviewed on a semi-annual basis by the Governance Committee to maintain and update the document.</li> <li>3. That the recommendations from the Citizen members</li> </ol>

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		<p>outlined in this report be added to the Governance Committee work plan. (GOV-0004-2018) As a result of the review and discussions, the Citizen Members of Governance Committee have the following recommendations:</p> <ol style="list-style-type: none"> <li>1. That a more comprehensive orientation be prepared for new/incoming Council Members.               <ol style="list-style-type: none"> <li>a. The orientation at the beginning of each term would establish agreed upon City priorities and the principles upon which decisions and strategic priorities will be based and prioritized. Councillors will understand the fit of their ward priorities and appropriate ward actions.</li> <li>b. Create a governance culture supportive of consensus building among councillors beginning with the early mandate orientation sessions and a strategy to reinforce it throughout the mandate.</li> </ol> </li> <li>2. Ensure decisions are being made aligned with and have a balance between City-wide and ward specific issues.               <ol style="list-style-type: none"> <li>a. Annually as staff begin to prepare next year's budget Council should be informed of potential challenges and priorities.</li> </ol> </li> <li>3. Ensure Strategic and Master Plans are provided in an</li> </ol>

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		<p>informative and user friendly format.</p> <ul style="list-style-type: none"> <li>a. Include an executive summary to large documents</li> <li>b. Provide simplified information for the public</li> <li>c. Staff to present an executive summary to Council following approval of the Budget regarding major projects coming forward.</li> </ul> <p>4. Effectively and efficiently expand and experiment with methods for consultation with the public including the hard to access for:</p> <ul style="list-style-type: none"> <li>a. Consensus building around priorities and unique City characteristics</li> <li>b. Strategic planning</li> <li>c. Decision making</li> </ul> <p>5. Manage relationships more effectively</p> <ul style="list-style-type: none"> <li>a. Establish a plan of action with specific objectives and resources for approaching other levels of government for support of the City's strategic priorities and asset requirements utilizing all appropriate staff and Council members.</li> </ul> <p>6. Process improvements and the role of the Governance Committee</p> <ul style="list-style-type: none"> <li>a. Report to Governance Committee and Council on the</li> </ul>

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		<p>implications of Bill 68</p> <ul style="list-style-type: none"> <li>b. Continue to identify opportunities for improvements in governance</li> <li>c. Consider the impact on governance improvements contained in procedural rules for Council and in the Code of Conduct</li> <li>d. Add the City's core values to signature blocks</li> <li>e. Monitor the progress of achievement of recommendations applicable to staff contained in Appendix 2</li> </ul>
<b>26. New Council Orientation</b>	<b>Completed</b>	<p>GOV-0010-2018</p> <p>That staff be directed to organize orientation and strategic direction setting sessions for the Members of Council for the 2018-2022 term, as outlined in the report entitled, 'New Council Orientation and Strategic Direction Setting' dated March 15<sup>th</sup>, 2018, from the City Manager and Chief Administrative Officer.</p> <p>(GOV-0010-2018)</p>