
Governance Committee

Date: June 28, 2021
Time: 1:00 PM
Location: Online Video Conference

Members

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

Participate Virtually and/or via Telephone

Advance registration is required to participate and/or make a comment in the virtual meeting. Questions for **Public Question Period are required to be provided to Clerk's staff at least 24 hours in an advance of the meeting.** Any materials you wish to show the Committee during your presentation must be provided as an attachment to the email. Links to cloud services will not be accepted. Comments submitted will be considered as public information and entered into public record.

To register, please email michelle.sanstra@mississauga.ca and for Residents without access to the internet via computer, smartphone or tablet, can register by calling Michelle Sanstra at 905-615-3200 ext. 5411 no later than Friday, June 25, 2021 before 12:00PM. You will be provided with directions on how to participate from Clerks' staff.

Contact

Michelle Sanstra, Legislative Coordinator, Legislative Services
905-615-3200 ext. 5411
Email michelle.sanstra@mississauga.ca

Find it Online

<http://www.mississauga.ca/portal/cityhall/governancecommittee> Meetings of Council streamed live and archived at Mississauga.ca/videos

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **MINUTES OF PREVIOUS MEETING**

4.1. Governance Committee Draft Meeting Minutes - March 1, 2021

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. **CONSENT AGENDA**

9. **MATTERS TO BE CONSIDERED**

9.1. Principles Integrity 2nd Annual Report

9.2. Councillor Use of Social Media

9.3. Process/Steps Related to Council Giving Direction to Staff

9.4. Strengthening Accountability for Municipal Council Members Survey from Minister Clark, the Minister Of Municipal Affairs and Housing

9.5. Status of the Governance Committee Work Plan

10. **MATTERS PERTAINING TO THE COUNCIL PROCEDURE BY-LAW**

10.1. Electronic Participation at Council and Committee Meetings

11. **INFORMATION ITEMS**

12. **OTHER BUSINESS**

13. DATE OF NEXT MEETING - September 27, 2021 TBD

14. ADJOURNMENT

Governance Committee

Date: March 1, 2021
Time: 1:02 PM
Location: Online Video Conference

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

Members Absent Mayor Bonnie Crombie

Staff Present

Paul Mitcham, City Manager and Chief Administrative Officer
Andra Maxwell, City Solicitor
Diana Rusnov, Director, Legislative Services and City Clerk
Gary Kent, Commissioner, Corporate Services and CFO
Sacha Smith, Manager, Legislative Services and Deputy Clerk
Michelle Sanstra, Legislative Coordinator

1. CALL TO ORDER - 1:02 PM

2. APPROVAL OF AGENDA

Approved (S. Milakovic)

3. DECLARATION OF CONFLICT OF INTEREST - Nil

4. MINUTES OF PREVIOUS MEETING

4.1 Governance Committee Draft Meeting Minutes - January 25, 2021

Approved (S. Milakovic)

5. PRESENTATIONS - Nil

6. DEPUTATIONS - Nil

7. PUBLIC QUESTION PERIOD - 15 Minute Limit - Nil

No members of the public registered to speak.

8. CONSENT AGENDA

The following items were approved on the consent agenda:

- 9.3 Status of the Governance Committee Work Plan
- 10.1 Amend the By-Law to include reading the agenda item and title for consent agenda as requested by the Accessibility Advisory Committee
- 10.2 Procedure By-law Review

Approved (Councillor K.Ras)

9. MATTERS TO BE CONSIDERED

9.1 Options for Closed Meeting Investigation Services

Members in the Committee engaged in conversation regarding the option of moving from the Local Authority Services (LAS) to the Ombudsman. Diana Rusnov, Director, Legislative Services and City Clerk advised that a report would be brought back to the Governance Committee before the next contract renewal with LAS.

RECOMMENDATION GOV-0004-2021

Moved By Councillor C. Parrish

That the Corporate Report from the City Solicitor dated February 18, 2021, entitled "Options for Closed Meeting Investigation Services" be received and referred to staff to report back closer to the end of the contract with Local Authority Services (LAS).

Approved

9.2 Governance Subcommittee Terms of Reference and Work Plan

As per Council Resolution 0017-2021, the Governance Subcommittee - Elections Terms of Reference was referred back to the Governance Committee.

John Magill and Sandy Milakovic, Citizen Members provided a document containing their recommendations to disband the subcommittee, for staff to update the report entitled "Ward Boundary Review – Preliminary Boundary Scenarios" and that the Committee add election and voting related issues to their work plan.

Committee Members engaged in discussion and Councillor Saito requested that the following topics be discussed at Governance Committee this year:

- The number of polling locations within the City, to have a discussion on that and to do a scan of the stations per population
- To discuss further advance polls, looking at what other municipalities did
- Councillor's that are running for other public office other than municipal, is there a cut off for them to use their City account, such as for sending out newsletters.

Diana Rusnov, Director, Legislative Services and City Clerk advised that those topics were actively being looked; which included, the polling locations, the population, accessibility, and possible restrictions that may arise due to Covid. Ms. Rusnov advised that there was an election working group with the municipalities across southern Ontario that meet by-monthly to discuss best practices and ensure legislation is understood across the board. Ms. Rusnov further advised that an updated report would be brought back with an update of what those restrictions might be.

Gary Kent, Commissioner, Corporate Services and CFO responded to the question regarding the Councillors City account and advised that a report would be provided to either the General Committee or Governance Committee.

RECOMMENDATION GOV-0005-2021

Moved By J. Magill

1. That the Governance Subcommittee discussed election related matters be disbanded effective immediately.
2. That Staff be requested to update the report entitled "Ward Boundary Review – Preliminary Boundary Scenarios" dated January 14th, 2020 when the results of the 2021 census become available and bring it forward for consideration by the Governance Committee immediately following the 2022 election.
3. That any work undertaken by a new Subcommittee with respect to changes to ward boundaries should build upon the staff reports on the subject.
4. That the Governance Committee should add an item to its current work plan calling for the identification of any and all election and voting related issues and opportunities, including those which flow from potential new citizen attitudes and preferences following the COVID-19 pandemic, and any issues that may arise from the 2022 elections be referred to the new subcommittee.

Approved

9.3 Status of the Governance Committee Work Plan (CONSENT)

RECOMMENDATION GOV-0006-2021

Moved By Councillor K. Ras

That the status of the Governance Committee Work Plan items, updated for the March 1, 2021 Governance Committee meeting, be received

Received

10. MATTERS PERTAINING TO THE COUNCIL PROCEDURE BY-LAW

10.1 Amend the By-law to include reading the agenda item and title for consent agenda as requested by the Accessibility Advisory Committee (CONSENT)

RECOMMENDATION GOV-0007-2021

Moved By Councillor K. Ras

That the Council Procedure By-Law 0139-2013, as amended, be amended to include reading the agenda item and title for the consent agenda as requested by the Accessibility Advisory Committee.

Approved

10.2 Procedure By-law Review (CONSENT)

RECOMMENDATION GOV-0008-2021

Moved By Councillor K. Ras

That the Memorandum dated February 24, 2021 from Sacha Smith, Manager, Legislative Services and Deputy Clerk entitled "Procedure By-law Review" be received for information.

Received

10.3 Public Question Period – request for follow up question/clarification

Diana Rusnov, Director, Legislative Clerks and City Clerk, spoke to the amendments to the Council Procedure By-Law regarding public question period and advised that some residents had expressed concerns that they would like the opportunity to ask a follow up question or clarify, their question if needed. Members of the Committee engaged in discussion and Councillor Saito requested that the chair of the Committee ask "does that answer your question", if there is a need to follow up or clarify their microphone will be unmuted to clarify.

RECOMMENDATION GOV-0009-2021

Moved By Councillor K. Ras

That the verbal update from Diana Rusnov, Director of Legislative Services and City Clerk regarding the Public Question Period-request to follow-up question/clarification, be received.

Received

11. INFORMATION ITEMS - Nil

12. OTHER BUSINESS

12.1 Councillor's use of Social Media

Diana Rusnov, Director, Legislative Clerks and City Clerk advised that a report was being drafted to address this matter. Ms. Rusnov advised that any questions pertaining to the Social Media Guidelines for Council can be directed to herself or the Integrity Commissioner.

13. DATE OF NEXT MEETING - May 10, 2021

14. ADJOURNMENT - 1:43 PM (Councillor G. Carlson)

June 2021

Integrity Commissioner's Annual Report
City of Mississauga

Principles *Integrity* is pleased to submit this annual report, covering the period from December 1, 2018, the date of our last annual report, to May 30, 2021. As our appointment concludes on June 30 of this year, this will be our final annual report to Mississauga City Council.

The purpose of an integrity commissioner's annual report is to provide the public with the opportunity to understand the ethical well-being of the City's elected and appointed officials through the lens of our activities.

About Us:

In 2017 we formed Principles *Integrity*, a partnership focused on accountability and governance matters for municipalities. Since its formation, Principles *Integrity* has been appointed as integrity commissioner (and occasionally as lobbyist registrar and closed meeting investigator) in over 40 Ontario municipalities and other public bodies. Principles *Integrity* is an active member of the Municipal Integrity Commissioner of Ontario (MICO).

The Role of Integrity Commissioner, Generally:

An integrity commissioner's statutory role is to carry out, in an independent manner, the following functions:

- Advice on ethical policy development
- Education on matters relating to ethical behaviour
- Providing on request, advice and opinions to members of Council and members of Local Boards
- Providing, on request, advice and opinions to Council
- Provide a mechanism to receive inquiries (often referred to as 'complaints') which allege a breach of ethical responsibilities
- Resolving complaints, and
- Where it is in the public interest to do so, investigating, reporting and making recommendations to council within the statutory framework, while being guided by Council's codes, policies and protocols.

This might contrast with the popular yet incorrect view that the role of the integrity commissioner is primarily to hold elected officials to account; to investigate alleged transgressions and to recommend 'punishment'. The better view is that integrity

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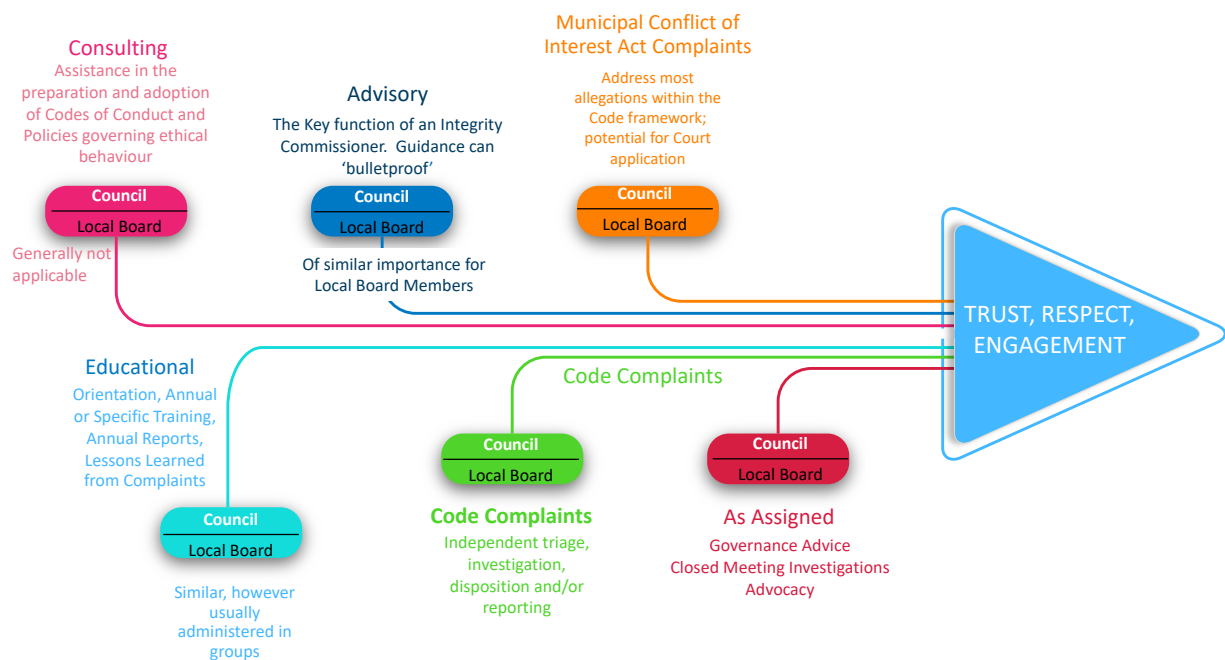
commissioners serve as an independent resource, coach, and guide, focused on enhancing the municipality's ethical culture.

The operating philosophy of Principles *Integrity* recites this perspective. We believe there is one overarching objective for a municipality in appointing an integrity commissioner, and that is to raise the public's perception that its elected and appointed officials conduct themselves with integrity:

The perception that a community's elected representatives are operating with integrity is the glue which sustains local democracy. We live in a time when citizens are skeptical of their elected representatives at all levels. The overarching objective in appointing an Integrity Commissioner is to ensure the existence of robust and effective policies, procedures, and mechanisms that enhance the citizen's perception that their Council (and local boards) meet established ethical standards and where they do not, there exists a review mechanism that serves the public interest.

The practical effect of achieving this objective is an increase in trust, respect and engagement in local and county affairs.

In carrying out our broad functions, the role falls into two principal areas. 'Municipal Act' functions, focused on codes of conduct and other policies relating to ethical behaviour, and 'MCIA' or *Municipal Conflict of Interest Act* functions. From an activity perspective, an integrity commissioner's role can be depicted this way:



The emphasis of Principles *Integrity* is to help municipalities enhance their ethical foundations

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and reputations through the drafting of effective codes of conduct and other policies governing ethical behaviour, to provide meaningful education related to such policies, and to provide pragmatic binding advice to Members seeking clarification on ethical issues. As noted in the Toronto Computer Leasing Inquiry report authored by the Honourable Madam Justice Bellamy (the “Bellamy Report”, seen by many as the inspiration for the introduction of integrity commissioners and other accountability officers into the municipal landscape), *“Busy councillors and staff cannot be expected to track with precision the development of ethical norms. The Integrity Commissioner can therefore serve as an important source of ethical expertise.”*

Because the development of policy and the provision of education and advice is not in every case a full solution, the broad role of the integrity commissioner includes the function of seeking and facilitating resolutions when allegations of ethical transgressions are made, and, where it is appropriate and in the public interest to do so, conducting and reporting on formal investigations. This in our view is best seen as a residual and not primary role.

Confidentiality:

Much of the work of an integrity commissioner is done under a cloak of confidentiality. While in some cases secrecy is required by statute, the promise of confidentiality encourages full disclosure by the people who engage with us. We maintain the discretion to release confidential information when it is necessary to do so for the purposes of a public report, but those disclosures would be limited and rare.

City of Mississauga Activity:

During the period covered by this report, we have been engaged in a moderate level of activity as Integrity Commissioner for the City of Mississauga which subdivides roughly into three categories:

1. Policy Development and Education

We supported a review of the Council Code of Conduct, and attending meetings of the Governance Committee in February, May, November and December 2019 to present proposed amendments and respond to questions and directions from the Committee. In January 2020 a revised Council Code of Conduct was adopted by Council.

In May and June 2019 we provided training and education regarding the Code of Conduct and the Municipal Conflict of Interest to members of Local Boards.

2. Advice

The advice function of the integrity commissioner is available to all Members of Council and where applicable their staff and Members of local boards on matters relating to the code of conduct, the *Municipal Conflict of Interest Act* and any other matter touching upon the ethical conduct of Members. Advice provided by the integrity commissioner is confidential and independent, and where all the relevant facts are disclosed, is binding

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upon the integrity commissioner.

Our advice is typically provided in a short Advice Memorandum which confirms all relevant facts and provides with clarity our analysis and a recommended course of action.

Though advice is confidential, we can advise that the bulk of the issues we provided guidance on this year arose in the context of properly identifying and appropriately recognizing actual and perceived conflicts of interest. The clarifications and guidance provided to Members seemed to be readily understood and welcome.

During the period covered by this report, we responded to 24 such requests for advice.

3. Complaint Investigation and Resolution

Our approach to reviewing complaints starts with a determination as to whether an inquiry to us is within our jurisdiction, is beyond a trifling matter, is not either frivolous or vexatious, and importantly, whether in its totality it is in the public interest to pursue. We always look to the possibility of informal resolution in favour of formal investigation and reporting. Once a formal investigation is commenced, the opportunity to seek informal resolution is not abandoned.

Where we are able to resolve a matter without concluding a formal investigation, our practice is to provide a written explanation in the form of a Disposition Letter to the complainant to close the matter. Often the respondent Member is involved in preliminary fact-finding and will also be provided with a summary of the disposition.

Where formal investigations commence, they are conducted under the tenets of procedural fairness and Members are confidentially provided with the name of the Complainant and such information as is necessary to enable them to respond to the allegations raised.

During the period covered by this report, 16 complaints were filed with the Integrity Commissioner, with all but one being resolved without the need for a recommendation report.

Ethical Themes Around the Province:

With due regard to our obligation to maintain confidentiality, this annual report enables us to identify learning opportunities from advice requests and investigations conducted in a variety of municipalities.

Non-disparagement

One area of prominence continues to be the failure of some Members of Council to adhere to rules against disparagement. Members of Council are entitled, and indeed expected to disagree on all manner of issues. However, one of the cornerstones to democracy must be the recognition that different opinions and perspectives are to be respected, and disagreement should not devolve into disrespect, disparagement and name-calling.

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Disrespectful interactions and/treatment of others can fall along a continuum which may manifest as occasional incivility and micro-aggressions, but when unchecked can culminate in bullying and harassment. Members of Council should be mindful to treat each other, staff and the public with appropriate respect and professionalism at all times.

Some Members of Council hold a view that they are entitled to freely express their opinion, even if that includes disparagement of others, and so long as they share it via personal email, and not on the municipal server, they are not constrained by any rules around decorum. This is incorrect. Members are bound by the Code provisions of respectful and non-disparaging communication, whether sharing views on their own email, social media, or elsewhere.

Regardless of the medium, regardless of the intended audience, and regardless of motive, we have observed several instances where Members of Council in municipalities around the province have been found to have breached ethical standards by saying or recording things they have come to regret.

Recognizing and avoiding conflicts of interest

Another area Members frequently require additional clarification on is recognizing and appropriately identifying conflicts of interest when they arise. These often include when members are part of another organization or club whose interests are impacted by a matter before Council, or when members are active professionally within the community and a matter before Council may potentially impact one of their current or past clients.

Take-aways from the Collingwood Inquiry

The Collingwood judicial inquiry published its report, entitled “Transparency and the Public Trust: Report of the Collingwood Judicial Inquiry,” on November 2, 2020. This Report contains 306 recommendations relating to best practices in municipal governance.

In particular, the Report contains important discussion regarding the rules relating to conflicts of interest applied to municipal councillors under the Municipal Conflict of Interest Act (“MCIA”), which are overly narrow, focusing on pecuniary (i.e. monetary) interests. The Report warns against considering “pecuniary interest” as the sole criterion in assessing whether a councillor is subject to a conflict of interest:

...it is far too easy to misconstrue the Municipal Conflict of Interest Act as addressing all the kinds of conflict of interest that Council members must confront. Despite its name, the Municipal Conflict of Interest Act does not provide a complete conflict of interest code for municipal actors. It addresses the pecuniary interests of a narrowly defined group of family members related to a Council member which are by virtue of the Act deemed to be pecuniary interests of the Council member. Council members are obligated to avoid all forms of conflicts of interest or, where that is not possible, to appropriately disclose and otherwise address those conflicts.

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As always, obtaining clear and reliable advice from the integrity commissioner can help avoid costly and time-consuming investigations.

Staying in your lane

One area of concern that arises from time to time is members of Council overstepping their role, attempting to 'take the reins' to fix a constituent's problem, or directing staff how to do their job. Members of Council serve an important role in putting constituents in touch with appropriate staff, and following established processes, but it is important to strike the correct balance. Failing to recognize this may be perceived by staff as undermining staff or interfering with their duties, and may attract exposure for the Member and the municipality where the Member's activities are not in compliance with the relevant regulatory scheme (such as using mandated personal protective equipment; following proper risk management processes; ensuring safety for the Member, their constituents, and the general public). Equally importantly, it interferes with the line-management routines properly established by the municipality so that its workers have clarity in who they are to take instructions from.

Social media and blocking

Another theme which has been the subject of complaints is members' activity on social media. It has come to be understood an elected official's social media – open twitter accounts and Facebook pages – on which public information is provided, may be considered a kind of 'public forum' or 'town square'. Elected officials typically utilize such accounts and pages to share and disseminate information pertaining to government events, programs or services. It is understood that these open accounts and pages provide a forum for interaction and public debate, similar to what might occur in a town square.

Because they represent forums which engender public debate, elected officials should not arbitrarily block access simply because someone disagrees with their point of view. In other words, it is less than transparent for an elected official to 'scrub' and erase from the discussion voices of dissent or those expressing alternative points of view.

Access to public discussion on an elected official's social media, which site is utilized to share and disseminate information about events, programs, or services, should therefore not be blocked simply because a participant is critical of the elected official or of a program or a perspective. On the other hand, blocking users because their tweets or posts are profane, offensive, racist, misogynistic, abusive or harassing is necessary and appropriate.

We recommend Council consider adopting a social media policy to address these newly emerging issues. Such a policy should require that blocking on an open social media site should only occur when and as necessary, and be accompanied with notice to the offending party, describing the reasons for the blocking, and the period of time the sanction would be in place.

Provincial Consultation

Council is likely aware that the Province of Ontario has initiated a consultation regarding municipal codes of conduct, with the apparent intent to review options for strengthening enforcement mechanisms. Our perspective on the need for reform is that the regime largely functions well, and that the most egregious instances should not be the basis for legislative amendments which could inadvertently render the enforcement mechanism less effective, more costly, and more litigious. That said, we are preparing a submission to form the basis of a contribution to the consultation to be made by the Municipal Integrity Commissioners of Ontario (MICO) which will speak to a variety of suggested amendments.

Conclusion:

We look forward to continuing to work with Members of Council to ensure a strong ethical framework. We embrace the opportunity to elevate Members' familiarity with their obligations under the Code and to respond to emerging issues. As always, we welcome Members' questions and look forward to continuing to serve as your Integrity Commissioner.

We wish to recognize the Members of Council who are responsible for making decisions at the local level in the public interest. It has been a privilege to assist you in your work by providing advice about the Code of Conduct and resolving complaints. We recognize that public service is not easy and the ethical issues that arise can be challenging. The public rightly demands the highest standard from those who serve them, and we congratulate Council for its aspirational objective to strive to meet that standard.

Finally, we wish to thank the Clerk for her professionalism and assistance where required. Although an Integrity Commissioner is not part of the administrative hierarchy, the work of our office depends on the facilitation of access to information and policy in order to carry out the mandate. This was done willingly and efficiently by the staff of the City.

Commentary – Media Communications – Social Media

The following commentary supplements the provision in the Code of Conduct which applies to communication on social media.

Members who engage in social media should recognize that the rules around decorum and respect apply regardless of the communications medium used. Because social media posts attract participation by others, Members hosting such sites or accounts should consider articulating and posting their own policy of addressing how frequently they will monitor the site for the purpose of identifying and removing disparaging, abusive or hateful comments.

For open sites (where no approval of participation is required) Members should also not block persons from reading or posting on the site unless their posts are not compliant with the policy, such as by engaging in openly abusive or threatening language. If blocking becomes appropriate, Members should not do so without notice to the person to be blocked, containing the reasons for the blocking, and the length of time the blocking is to be in place. Members should take care not to block persons from their social media sites merely because a person disagrees with the Members viewpoint or political stance.

**Ministry of
Municipal Affairs
and Housing**

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April 27, 2021

Dear Head of Council,

As you may be aware, the Ontario government is consulting on how to strengthen accountability for municipal council members. We want to ensure that councillors and heads of council maintain a safe and respectful workplace and carry out their duties as elected officials ethically and responsibly. More information on the scope of consultations can be found at [Ontario.ca](https://ontario.ca).

As part of this work, my colleague Jill Dunlop, Associate Minister for Children and Women's Issues will be seeking input from members of council representing each of Ontario's municipalities through one of two hour-long telephone townhall sessions with municipal representatives from Central Ontario's municipalities on May 18, 2021 at 12:30 PM EDT.

This session will provide participants with the opportunity to share their valuable feedback on:

- what changes or mechanisms are needed to better hold council members accountable for municipal code of conduct violations;
- how to effectively enforce these codes
- whether a broader range of penalties for violations of the codes of conduct are needed; and
- the circumstances in which these potential penalties could be applied.

Please identify one member of your council to participate in the session. Once chosen, the one identified member of your council should register via [Eventbrite](https://eventbrite.com) by Thursday, May 6, 2021. The registered member will receive instructions about how to participate in the session prior to the meeting.

We have also launched an online survey to seek input on ways to strengthen accountability mechanisms for municipal council members. I encourage members of council and municipal staff to provide their input on this important topic through the online survey: [Consultation: Strengthening accountability for municipal council members | Ontario.ca](https://ontario.ca). This online survey will be available until July 15, 2021. Please share this link with your municipal staff.

I hope you will accept this invitation to participate in this session, as we look forward to hearing your feedback on how to strengthen accountability for municipal council members.

Sincerely,



Steve Clark

Minister of Municipal Affairs and Housing

- c: Clerk and Chief Administrative Officers
Jill Dunlop, Associate Minister of Children and Women's Issues
Kate Manson-Smith Deputy Minister, Ministry of Municipal Affairs and Housing
Marie-Lison Fougère, Deputy Minister Responsible for Women's Issues

Status of Governance Committee Workplan Items – May 10, 2021

Issue	Timeline	Details
1. Options for Closed Meeting Investigation Services	Prior to 2022 renewal	<p>GOV-0004-2021</p> <p>That the Corporate Report from the City Solicitor dated February 18, 2021, entitled “Options for Closed Meeting Investigation Services” be received and referred to staff to report back on Ontario Ombudsman options prior to the 2022 renewal.</p>
2. Councillor’s Use of Social Media	The City Clerk to Report back at a future meeting	
3. Elected Officials Expense Policy	Fall 2021	<p>Staff to report back on information regarding Member of Council’s ability to issue newsletters and communicate using City budget if they are running for another public office. Specifically in 2022 there will be a Provincial and possibly a Federal election and they both will take place prior to the municipal election.</p>

4. Governance Subcommittee- Elections Terms of Reference	Ongoing	GOV-0005-2021 2.That staff be requested to update the report entitled “Ward Boundary Review – Preliminary Boundary Scenarios” dated January 14th, 2020 when the results of the 2021 census become available and bring it forward for consideration by the Governance Committee immediately following the 2022 election.3.That any work undertaken by a new Subcommittee with respect to changes to ward boundaries should build upon the staff reports on the subject.4.That the Governance Committee should add an item to its current workplan calling for the identification of any and all election and voting related issues and opportunities, including those which flow from potential new citizen attitudes and preferences following the COVID-19 pandemic, and any issues that may arise from the 2022 elections be referred to the new subcommittee
5. Follow up from Council Strategic Direction Setting Workshop	Ongoing	Update: 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

<p>6. Proxy Voting at Council Meetings</p>	<p>Deferred until Fall 2021</p>	<p>GC-0387-2020 That a decision regarding Proxy Voting at Council meetings be deferred and that a report be brought back to the Governance Committee in the fall of 2021 to review both “Electronic Participation” and “Proxy Voting”.</p>
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Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
1. Review of Code of Conduct	Completed.	<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>Update:</p> <p>GC-0672-2019 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.</p>

2. Electronic Participation at meetings.	Completed.	<p>GC-0064-2020</p> <ol style="list-style-type: none"> 1. That the report dated October 28, 2019 from the Commissioner of Corporate Services and Chief Financial Officer be approved as outlined with the following amendments: 2. That electronic participation be permitted for Accessibility Advisory Committee members to allow voting and to count for quorum. 3. That the current procedure for the Consent Agenda remain the status quo. <p>(GOV-0004-2020)</p>
3. Survey of Election Candidates	Completed	<p>GC-0152-2020</p> <ol style="list-style-type: none"> 1. That the Corporate Report dated June 1, 2020 from the Director of Legislative Services and City Clerk titled Election Administration Information Report: City of Mississauga Campaign Contribution Rebate Program and Consolidated Statistics be received. 2. That the Mississauga's 2022 Election Campaign Contribution Rebate Program be referred to the Budget Committee.
4. Tour de Mississauga Delivery Model for 2016 and beyond	<p>Completed.</p> <p>Adopted by Council on February 10, 2016.</p>	<p>MCAC-0004-2016</p> <ol style="list-style-type: none"> 1. That the letter dated December 18, 2015 from Glenn Gumulka, Executive Director, SustainMobility, regarding the management of the Tour de Mississauga, be received for information. 2. That the Members of the Mississauga Cycling Advisory Committee support the transfer of the management of the Tour de Mississauga to SustainMobility. 3. That the Tour de Mississauga Subcommittee of the Mississauga Cycling Advisory Committee continue to work with SustainMobility on the Terms and Conditions relating to the transfer of the management of the Tour de Mississauga to SustainMobility.

5. Feasibility Study for Internet Voting	Completed	<p>The following recommendation was approved by Governance on June 20, 2016:</p> <ol style="list-style-type: none"> 1. That the Corporate Report dated June 7, 2016 from the Director of Legislative Services and City Clerk, outlining the potential enhancements for the 2018 Municipal Election be received for information. 2. That staff be directed to implement Vote Anywhere for the 2018 Municipal Election on Election Day and Advance Poll Days and that the City of Mississauga will wait for the Province to test the ranked ballot option before it is implemented for a municipal election.
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Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
6. 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>
7. Report on Pilot Committee of Adjustment Streaming	Completed	<p>The following recommendation was approved by Governance Committee on September 19, 2016:</p> <p>GOV-0014-2016</p> <ol style="list-style-type: none"> 1. That the Corporate Report dated August 8, 2016 from the Commissioner of Corporate Services and Chief Financial Officer titled. "Video streaming and On-demand videos for Additional Committee meetings" be received. 2. That staff be directed to implement video streaming and on-demand videos for the Audit and Governance Committees as a one year pilot project.
8. Municipal Election Campaign Contribution Rebate Program for the 2018 Election	Completed	Adopted by Council on February 22, 2017.
9. Review of Section 29 of the Committee of Adjustment Procedure By-law	Completed	Adopted by Council on September 14, 2016.

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
10. Election Lawn Signs	Completed	<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>
11. 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>
12. Budget Allocation Process for Advisory Committees	Completed	Adopted by Council on December 14, 2017.
13. Integrity Commissioner RFP and Recruitment	Completed	Integrity Commissioner appointed by Council on June 21, 2017.
14. Posting of comments from Planning Staff with respect to Committee of Adjustment applications	Completed	
15. Bill 8 (Accountability Act) implementation	Completed	

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
16. Procedure for establishing committees or task forces	Completed	
17. 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</p> <p>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>
18. Corporate Policy Review - Citizen Appointment Process (including a review to limit citizen member appointments to one committee)	Completed	<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</p> <ol style="list-style-type: none"> 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 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.

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
19. Citizen appointments to committees (membership/ composition)	Completed.	Arising from discussion at General Committee on June 15, 2016.
20. Review of committees for 2018-2022 term of Council	Completed	
21. 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 place.</p>

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
22. 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>
23. Governance Subcommittee - Municipal Governance Leadership Challenge	<p>GC-0138-2018</p> <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"> 1. That the report from John Magill, Citizen Member, entitled "Governance Subcommittee Report –Municipal Governance Leadership Challenge", dated February 5, 2018, be received. 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. 3. That the recommendations from the Citizen members outlined in this report be added to the Governance Committee work plan.

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
24.	<p>GOV – 0004-2018</p> <p>1. a. Completed at the beginning of each term. b. Completed at the beginning of each term.</p> <p>2. a. Completed during the annual budget process.</p>	<p>(GOV-0004-2018)</p> <p>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"> 1. That a more comprehensive orientation be prepared for new/incoming Council Members. <ol style="list-style-type: none"> 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. 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. 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"> a. Annually as staff begin to prepare next year's budget Council should be informed of potential challenges and priorities. 3. Ensure Strategic and Master Plans are provided in an

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
	<p>3. a. & b. Ongoing by the Community Relations section of the Planning and Building Department. c. Ongoing by staff as required and during the budget process.</p> <p>4. a., b., & c. Ongoing by the Community Relations section of the Planning and Building Department as part of the Community Engagement Strategy.</p> <p>5. a. Ongoing by staff in the City Manager's Office and with direction from Council.</p> <p>6. a. Completed b., c., d., e., Ongoing implementation of recommendations.</p>	<p>informative and user friendly format.</p> <ul style="list-style-type: none"> a. Include an executive summary to large documents b. Provide simplified information for the public c. Staff to present an executive summary to Council following approval of the Budget regarding major projects coming forward. <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"> a. Consensus building around priorities and unique City characteristics b. Strategic planning c. Decision making <p>5. Manage relationships more effectively</p> <ul style="list-style-type: none"> 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. <p>6. Process improvements and the role of the Governance Committee</p> <ul style="list-style-type: none"> a. Report to Governance Committee and Council on the

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		<p>implications of Bill 68</p> <ul style="list-style-type: none"> b. Continue to identify opportunities for improvements in governance c. Consider the impact on governance improvements contained in procedural rules for Council and in the Code of Conduct d. Add the City's core values to signature blocks e. Monitor the progress of achievement of recommendations applicable to staff contained in Appendix 2
25. New Council Orientation	Completed	<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 15th, 2018, from the City Manager and Chief Administrative Officer.</p> <p>(GOV-0010-2018)</p>
26. Issues resulting from the Region of Peel representation discussions	Completed	<p>Council adopted Resolution 0394-2020 on December 23, 2020 consenting to the Regional By-law 83-2020 to change the composition of Regional Council.</p>

<p>27. Governance Subcommittee- Elections Terms of Reference</p>	<p>Completed</p>	<p>GOV-0005-2021</p> <ol style="list-style-type: none"> 1. That the Governance Subcommittee discussed election related matters be disbanded effective immediately. (March 1, 2021)
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<p>28. RFP Integrity Commissioner and Evaluation of Proposals</p>	<p>Completed</p>	<p>GC-0386-2020</p> <ol style="list-style-type: none"> 1. That the mandate of the Integrity Commissioner shall be to act as an advisor to members of Council and local boards on matters relating to ethics, their respective codes of conduct and the <i>Municipal Conflict of Interest Act</i>, to act as an educational resource in this respect, and to independently receive and investigate complaints regarding a possible breach of the code of conduct or <i>Municipal Conflict of Interest Act</i> by a member of Council or a local board; 2. That the qualifications of an Integrity Commissioner, beyond being independent and impartial, as set out in this report be affirmed; 3. That staff be authorized to issue a request for proposals (RFP) seeking applicants for the position of Integrity Commissioner for a four-year non-renewable term, to carry out this mandate and any additional duties that may be placed upon the Integrity Commissioner by legislation; 4. That the Governance Committee Members be appointed to the evaluation committee responsible for evaluating proposals and making a recommendation to City Council on a new Integrity Commissioner; and 5. That the new Integrity Commissioner be appointed for a four-year non-renewable term commencing July 2021 and ending June 2025.
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City of Mississauga Memorandum



Date: June 23, 2021

To: Chair and Members of Governance Committee

From: Sacha Smith, Manager, Legislative Services and Deputy Clerk

Meeting date: June 28, 2021

Subject: **Electronic Participation at Council, Committee and Quasi-Judicial Meetings**

At Council's direction (Resolution 0269-2020), the Council Procedure By-law, Committee of Adjustment Procedure By-law and the Rules of Practice and Procedures for the Mississauga Appeal Tribunal and Property Standards Committee were amended to allow for electronic participation at all meetings until August 31, 2021. Since the enactment of by-laws to allow for electronic participation the majority of meetings were conducted virtually, with the exception of Council and Standing Committee meetings between September to November 2020 that were conducted as a hybrid of in-person and electronic.

Due to the Pandemic, the Province will move through different stages of reopening, it is important to maintain flexibility for electronic participation when required. It is recommended that electronic participation be extended until the end of 2021 and that staff report back to the Governance Committee prior to January 2022 as staff review ongoing changes of the Provincial stages of reopening.

Prepared by: Sacha Smith