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## REVISED

### Governance Committee

**Date:** September 27, 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](mailto: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 Thursday September 23, 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](mailto: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](http://Mississauga.ca/videos)

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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 - June 28, 2021
  5. PRESENTATIONS
  6. DEPUTATIONS
  7. PUBLIC QUESTION PERIOD - 15 Minute Limit

**Public Comments:** Advance registration is required to participate and/or to make comments in the virtual public meeting. Any member of the public interested in speaking to an item listed on the agenda must register by calling 905-615-3200 ext. 5411 or by emailing [michelle.sanstra@mississauga.ca](mailto:michelle.sanstra@mississauga.ca) by **Thursday, September 23, 2021 before 4:00PM.**

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

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

1. Questions shall be submitted to the Clerk at least 24 hours prior to the meeting;
2. A person is limited to two (2) questions and must pertain specific item on the current agenda and the speaker will state which item the question is related to;
3. The total public question period time is 15 minutes maximum and shall not be extended by the Chair; and
4. Any response not provided at the meeting will be provided in the format of written response.

8. CONSENT AGENDA
9. MATTERS TO BE CONSIDERED
- 9.1. Code of Conduct Overview with Robert Swayze
- 9.2. Councillor Use of Social Media
- 9.3. Status of the Governance Committee Work Plan
- 9.4. Correction to Corporate Report dated June 8, 2021 - Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List

\*9.5. Elected Officials Communications Expenses during Election Periods

10. INFORMATION ITEMS

11. OTHER BUSINESS

12. DATE OF NEXT MEETING - NOVEMBER 15, 2021

13. ADJOURNMENT

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## 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)

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### Staff Present

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

1. CALL TO ORDER - 1:04 PM

2. APPROVAL OF AGENDA

Approved (Councillor C. Parrish)

3. DECLARATION OF CONFLICT OF INTEREST - Nil

4. MINUTES OF PREVIOUS MEETING

4.1 Governance Committee Draft Meeting Minutes - March 1, 2021

Approved (J. Magill)

5. PRESENTATIONS - Nil

6. DEPUTATIONS - Nil

7. PUBLIC QUESTION PERIOD - 15 Minute Limit

No members of the public registered to speak.

8. CONSENT AGENDA - Nil

9. MATTERS CONSIDERED

9.1 Principles Integrity 2nd Annual Report

Jeffrey A. Abrams, Co-Principal, Integrity Commissioner, and Janice Atwood-Petkovski, Co-Principal, Integrity Commissioner presented on the Integrity Commissioner's Principles Integrity 2nd Annual Report. Janice Atwood-Petkovski spoke to the role of Integrity Commissioner, Confidentiality, City of Mississauga Activity; Policy Development and Education, Advice, Complaint Investigation and Resolution.

Mayor Crombie thanked the Integrity Commissioner for their service and inquired about a situation at another municipality where a Councillor was charged and the Integrity Commissioner's role.

Jeffrey A. Abrams, Co-Principal, Integrity Commissioner, and Janice Atwood-Petkovski, Co-Principal, Integrity Commissioner responded to Mayor Crombie's inquiry.

RECOMMENDATION GOV-0010-2021

Moved By Councillor K. Ras

That the Integrity Commissioners Principles Integrity 2nd Annual Report, from Jeffrey A. Abrams, Co-Principal, Integrity Commissioner and Janice Atwood-Petkovski, Co-Principal, Integrity Commissioner date June 2021, be received.

Received

## 9.2 Councillor Use of Social Media

Jeffrey A. Abrams, Co-Principal, Integrity Commissioner, and Janice Atwood-Petkovski, Co-Principal, Integrity Commissioner spoke to the Social media guidelines and policies for Councillors.

Members of the Committee thanked the Integrity Commissioners for their service.

Councillor Saito inquired about the use of a city social media account vs. personal social media account, open site vs. non-open site, unfriending, blocking and developing a policy/guidelines.

Jeffrey A. Abrams, Co-Principal, Integrity Commissioner and Andra Maxwell, City Solicitor responded to Councillor Saito's inquiries.

### RECOMMENDATION GOV-0011-2021

Moved By Councillor K. Ras

That the City Clerk conduct a scan of other municipalities' best practices of social media guidelines use for members of Council and report back to the Governance Committee.

Carried

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

Diana Rusnov, Director of Legislative Services and City Clerk, clarification on a follow up to the process/steps related to Council giving direction to staff.

Members of the Committee engaged in discussion regarding the process/steps to Council giving direction to staff.

**Direction:** For the City Clerk or Commissioner be directed to remind Members of Council to use discretion when giving direction to staff.

### RECOMMENDATION GOV-0012-2021

Moved By Councillor C. Parrish

That the City Clerk be directed to remind Members of Council on the guidelines of providing direction to staff at Council and Committee meetings.

Carried

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

Diana Rusnov, Director of Legislative Services and City Clerk spoke to the town hall session she attended regarding the review of the Codes of Conduct, and that they are looking for comments/feedback by July 15<sup>th</sup>.

Members of the Committee engaged in discussion and decided that the completion of the survey will be completed individually.

RECOMMENDATION GOV-0013-2021

Moved By Councillor C. Parrish

That the Strengthening Accountability for Municipal Council Members Survey from Minister Clark, the Minister of Municipal Affairs and Housing, date April 27, 2021, be received.

Received

9.5 Status of the Governance Committee Work Plan

Councillor Saito reviewed the Status of the Governance Committee Work Plan and inquired about Council use of City expense account.

Diana Rusnov, Director of Legislative Services and City Clerk spoke to the use of the City Resources policy and its guidelines and will share the policy with Members of Council.

RECOMMENDATION GOV-0014-2021

That the Status of the Governance Committee Work Plan items, updated for the June 28, 2021 Governance Committee meeting, be received.

10. MATTERS PERTAINING TO THE COUNCIL PROCEDURE BY-LAW

10.1 Electronic Participation at Council and Committee Meetings

Diana Rusnov, Director of Legislative Services and City Clerk spoke briefly to the electronic participation at Council and Committee meetings

Councillor Saito inquired about those with accessibility issues and the possibility of hybrid meetings. Diana Rusnov will report back to the Committee regarding options for Council, Standing and Advisory Committee's towards the end of the year.

RECOMMENDATION GC-0015-2021

Moved By Councillor K. Ras

That 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 be amended to extend electronic participation until December 31 2021, and that staff report back to the Governance Committee prior to January 2022

Carried

11. INFORMATION ITEMS - Nil
12. OTHER BUSINESS - Nil
13. DATE OF NEXT MEETING - September 27, 2021
14. ADJOURNMENT - 2:07 PM (Mayor Bonnie Crombie)



## Status of Governance Committee Workplan Items – Sept 27, 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	Included in the September 27, 2021 agenda	For the City Clerk to scan other municipalities for their best practices regarding social media.
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>

<p>4. Governance Subcommittee- Elections Terms of Reference</p>	<p>Ongoing</p>	<p>GOV-0005-2021</p> <p>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</p> <p>9.3</p>
<p>5. Follow up from Council Strategic Direction Setting Workshop</p>	<p>Ongoing</p>	<p>Update:</p> <p>GOV-0008-2019</p> <p>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>

<p><b>6. Proxy Voting at Council Meetings</b></p>	<p><b>Deferred until Fall 2021</b></p>	<p><b>GC-0387-2020</b> <span style="float: right;">9.3</span>  <b>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”.</b></p>
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Updated items in **Bold**

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.	<div>GC-0064-2020 <span>9.3</span></div> <ol style="list-style-type: none"> <li>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:</li> <li>2. That electronic participation be permitted for Accessibility Advisory Committee members to allow voting and to count for quorum.</li> <li>3. That the current procedure for the Consent Agenda remain the status quo.</li> </ol> <div>(GOV-0004-2020)</div>
3. Survey of Election Candidates	Completed	<div>GC-0152-2020</div> <ol style="list-style-type: none"> <li>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.</li> <li>2. That the Mississauga's 2022 Election Campaign Contribution Rebate Program be referred to the Budget Committee.</li> </ol>
4. Tour de Mississauga Delivery Model for 2016 and beyond	<div>Completed.</div> <div>Adopted by Council on February 10, 2016.</div>	<div>MCAC-0004-2016</div> <ol style="list-style-type: none"> <li>1. That the letter dated December 18, 2015 from Glenn Gumulka, Executive Director, SustainMobility, regarding the management of the Tour de Mississauga, be received for information.</li> <li>2. That the Members of the Mississauga Cycling Advisory Committee support the transfer of the management of the Tour de Mississauga to SustainMobility.</li> <li>3. That the Tour de Mississauga Subcommittee of the Mississauga Cycling Advisory Committee continue to work with SustainMobility on the Terms and Conditions relating to the transfer of the management of the Tour de Mississauga to SustainMobility.</li> </ol>

5. Feasibility Study for Internet Voting	Completed	<p>The following recommendation was approved by Governance on June 20, 2016: 9.3</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
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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"> <li>1. That the Corporate Report dated August 8, 2016 from the Commissioner of Corporate Services and Chief Financial Officer titled. "Video streaming and On-demand videos for Additional Committee meetings" be received.</li> <li>2. That staff be directed to implement video streaming and on-demand videos for the Audit and Governance Committees as a one year pilot project.</li> </ol>
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"> <li>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</li> <li>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.</li> </ol>

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"> <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 outlined in this report be added to the Governance Committee work plan.</li> </ol>

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
24.	<p><b>GOV – 0004-2018</b></p> <p><b>1. a. Completed at the beginning of each term.</b>  <b>b. Completed at the beginning of each term.</b></p> <p><b>2. a. Completed during the annual budget process.</b></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"> <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><b>3. a. &amp; b. Ongoing by the Community Relations section of the Planning and Building Department.</b>  <b>c. Ongoing by staff as required and during the budget process.</b></p> <p><b>4. a., b., &amp; c. Ongoing by the Community Relations section of the Planning and Building Department as part of the Community Engagement Strategy.</b></p> <p><b>5. a. Ongoing by staff in the City Manager's Office and with direction from Council.</b></p> <p><b>6. a. Completed</b>  <b>b., c., d., e., Ongoing implementation of recommendations.</b></p>	<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>

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"> <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>
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 15<sup>th</sup>, 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"> <li>1. That the Governance Subcommittee discussed election related matters be disbanded effective immediately. (March 1, 2021)</li> </ol>
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<p><b>28. RFP Integrity Commissioner and Evaluation of Proposals</b></p>	<p><b>Completed</b></p>	<p><b>GC-0386-2020</b></p> <ol style="list-style-type: none"> <li>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;</li> <li>2. That the qualifications of an Integrity Commissioner, beyond being independent and impartial, as set out in this report be affirmed;</li> <li>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;</li> <li>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</li> <li>5. That the new Integrity Commissioner be appointed for a four-year non-renewable term commencing July 2021 and ending June 2025.</li> </ol>
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# City of Mississauga Corporate Report



9.4

Date: August 23, 2021

To: Chair and Members of General Committee

From: Geoff Wright, P.Eng, MBA, Commissioner of  
Transportation and Works

Originator's files:

Meeting date:  
September 8, 2021

## Subject

**Correction to Corporate Report dated June 8, 2021 - Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List**

## Recommendation

That the corporate report entitled, "Correction to Corporate Report dated June 8, 2021 - Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List" dated August 23, 2021 from the Commissioner of Transportation and Works, be received for information.

## Background

On June 23, 2021, General Committee considered a report titled "Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List" dated June 8, 2021 from the Commissioner of Transportation and Works, attached as Appendix 1. The report recommended the addition of three (3) new street names to the City of Mississauga Approved Street Name Reserve List – Onofrio, Jasjit and Jasjit Singh. The report was prepared by staff in accordance with the City's *Street Names Policy*, and was approved by General Committee on June 23, 2021, and subsequently by Council on June 30, 2021.

In the background section of that report, staff stated that Jasjit Singh Bhullar was a prominent community leader and founding member of Ontario Khalsa Darbar.

The City was contacted by several members of the Ontario Khalsa Darbar advising that Mr. Bhullar was not a founding member and requesting that the Council record be corrected. This report addresses this request.

## Comments

In accordance with the City's *Street Names Policy*, when the City is requested to consider a name in honour of an individual, staff ask for a brief written description of the person's significant

contribution to Mississauga, which should help explain why the honour should be granted. With that information, staff then request that the name be reviewed by the Region of Peel Street Names Committee. The Committee reviews the name from the perspective of ease of provision of emergency services and considers such things as duplication of street names, potential for spelling errors and ease of pronunciation. Once accepted by that Committee, City staff then prepare a Corporate Report for Council's review and approval.

With respect to the request received to name a street in honour of Mr. Jasjit Singh Bhullar, City staff did follow the above process. The submission that was received regarding Mr. Bhullar's contribution within his community included a significant list of contributions and accomplishments. The Corporate Report that was prepared did not include all of his accomplishments, but did make reference to Mr. Bhullar being a founding member of the Ontario Khalsa Darbar.

In response to the concerns raised, staff undertook an independent review of the articles of incorporation of the Ontario Khalsa Darbar and verified that Mr. Bhullar was not a founding member. As a result, the purpose of this report is to correct the information contained in the June 8, 2021 Corporate Report.

Members of the Ontario Khalsa Darbar were advised that the City was undertaking the independent review, and that staff would report back to Council with the results. Staff also apologized for any stress this matter may have caused, as it was not the City's intent.

## Financial Impact

There are no financial impacts resulting from the adoption of the recommendations in this report.

## Conclusion

City staff conducted an independent review of the articles of incorporation for the Ontario Khalsa Darbar, and has verified that Jasjit Singh Bhullar was not a founding member. Notwithstanding Mr. Bhullar's other contributions and accomplishments, the findings of the review are intended to set the record straight with respect to the concerns that were raised.

## Attachments

Appendix 1: Corporate Report - Proposed Street Names for Reserve List - 0459-2021



Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works

Prepared by: Emma Calvert, Manager Development Engineering and Construction

Date: June 8, 2021  To: Chair and Members of General Committee  From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Originator's files:
	Meeting date: June 23, 2021

## Subject

**Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List**

## Recommendation

That the street names **Onofrio**, **Jasjit** and **Jasjit Singh**, be approved for use in the City of Mississauga and be added to the City of Mississauga Approved Street Name Reserve List, as outlined in the Corporate Report dated June 8, 2021 from the Commissioner of Transportation and Works, Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List.

## Background

Staff received a request from the office of Councillor McFadden to consider the name Onofrio for use as a possible street name within the City of Mississauga.

A resident also submitted a request through the Mayor's office to consider the name Jasjit Singh Bhullar to use as a possible street name within the City of Mississauga.

Jasjit Singh Bhullar was a prominent community leader and a founding member of Ontario Khalsa Darbar, recognized today as one of the largest Sikh gurdwaras in the world, outside of India, and one of the busiest in North America. He used his platform and his abilities to bring together community in the name of faith, sports, and the greater good, and leaves behind a legacy of championing young people, and building safer communities for those who call Mississauga home.

## Comments

Street names proposed within the City of Mississauga are reviewed by the Region of Peel Street Names Committee, which includes staff from the City of Mississauga's Transportation and Works Department and Fire and Emergency Services.

This committee reviews all names proposed for use from a regional perspective and determines whether the proposed names should be approved. Approved names that are not immediately used are added to a reserve list for future use.

In order to honour a specific individual who is not recognized as a national or international public figure, and in accordance with the Street Names Policy, consent has been provided by the next of kin for Jasjit Singh Bhullar.

The Region of Peel Street Names Committee has reviewed the names and has no objection to the use of Onofrio, Jasjit (as a one-name street name) and Jasjit Singh (as a two-name street name).

## Financial Impact

There are no financial impacts resulting from the adoption of the recommendations in this report.

## Conclusion

The names **Onofrio**, **Jasjit** and **Jasjit Singh** have been reviewed and approved by the Region of Peel Street Names Committee for use in the City of Mississauga. These names are to be added to the City of Mississauga Approved Street Name Reserve List, and used for assignment to future streets in the City of Mississauga.



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Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works

Prepared by: Cynthia Urdaneta, Coordinator, Development Engineering and Construction

# City of Mississauga Corporate Report



Date: September 1, 2021  To: Chair and Members of Governance Committee	Originator's files:
From: Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer	Meeting date: September 27, 2021

## Subject

**Elected Officials Communications Expenses during Election Periods**

## Recommendation

That the report titled "Elected Officials Communications Expenses during Election Periods" dated September 1, 2021 from the Commissioner of Corporate Services and Chief Financial Officer be received for information.

## Executive Summary

- At the request of Governance Committee, staff were asked to prepare a report outlining the ability for the Mayor and Members of Council to use their elected officials' expense budget when running in another election (e.g. provincial or federal elections).
- "The Elected Officials Expense Policy" and the Use of City Resources during an Election Campaign policies do not allow communication expenses to be incurred for election campaigning purposes.
- There is no provision in either policy to handle non-election related expenses if a member of Council is running in another election. Council direction to amend the "Elected Officials Expense Policy" would be required.

## Background

The Elected Officials Expense Policy (04-05-04) outlines the expenses which will be paid by the City for the Mayor and Members of Council while conducting official City business and performing their duties as elected officials. At the March 1, 2021 Governance Committee meeting, staff were requested to provide a report to Council regarding a member of Council's ability to issue newsletters and communicate using their elected officials expense budget if they are running in another election (e.g. provincial or federal office).

This report provides an overview of the current provisions in City policies on election related spending, and benchmarking from other municipalities on the ability for Elected Officials to use their expense budget when running for other office.

## Comments

### Current Policy Provisions

Currently, the Elected Officials Expense Policy outlines the following on election related expenses:

- Election Campaign Expenses: any costs associated with an election campaign, including the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year
- Communication services expenses or use of City facilities, materials or equipment for election campaigning purposes, in accordance with Corporate Policy and Procedure – Use of City Resources during an Election Campaign (02-04-01) are ineligible
- Costs associated with published telephone, pager or fax numbers, or published e-mail addresses used in conjunction with campaign information and communications are considered election related and are not funded through the elected officials' expense budget. Elected officials are responsible for declaring any communication services expenses, which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.
- Elected officials may fund promotional items that carry the elected official's contact information and/or identify the elected official through their expense account, provided that the items will be not be distributed or used *after June 30 of an election year*.

While the use of communication services expenses when running for office outside of Council is not explicitly ineligible in the Elected Officials Expense Policy, the scope of the Use of City Resources during an Election Campaign Policy applies to all Candidates for a provincial or federal election or by-election. Taken together, the use of communication services expenses for election campaigning purposes, regardless of the public office that a member of Council is campaigning for, would be ineligible to be paid from a Council expense budget.

### Municipal Benchmarking

A municipal benchmarking exercise was completed to review policies and procedures around elected officials' expenses and election related resources when running for other public office.

Municipality	Findings
<b>City of Toronto</b> <i>Constituency Services and Office Budget Policy</i>	<ul style="list-style-type: none"> <li>• The City of Toronto funds Council member expenses that do not support or feature any candidate in any municipal, school board, provincial, federal election or by-election, or promote consent or rejection of a question that has been submitted to electors.</li> <li>• Councillors' personal websites cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City, or candidates in any municipal, provincial, federal election or by-election, or promote consent or rejection of a question on a ballot that has been submitted to electors.</li> </ul>
<b>City of Ottawa</b> <i>Election-Related Resources Policy</i>	<ul style="list-style-type: none"> <li>• The use of municipal resources, both actual municipal property and staff time, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies not only to a Member's personal campaign for office, but also other campaigns for municipal, provincial and federal office.</li> <li>• At no time shall Corporate resources and/or Members' budgets be used to sponsor or produce any campaign-related materials. For the purposes of this clause, the phrase "campaign-related materials" means those materials that promote or oppose the candidacy of a person for elected office."</li> </ul>
<b>City of Burlington</b> <i>Council Expense Manual</i>	<ul style="list-style-type: none"> <li>• Advertising expenses that promotes for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns is ineligible.</li> <li>• Newsletters cannot advocate for a political party, other levels of government, particular for-profit organizations or individuals not related to the business of the City.</li> <li>• The Council Member's own internet sites cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City, or candidates in any election campaign.</li> </ul>
<b>City of Brampton</b> <i>Mayor and Councillors' Expense Policy</i>	<ul style="list-style-type: none"> <li>• Any expenses incurred that promote for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns will be ineligible for reimbursement.</li> </ul>
<b>Region of Peel</b> <i>Use of Corporate Resources for</i>	<ul style="list-style-type: none"> <li>• Members of Council shall not print or distribute any material paid for by municipal funds that indicates that a member of Council or any other individual is registered in any election or</li> </ul>



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Municipality	Findings
<i>Elections Policy</i>	where they will be running for office
<b>City of London</b> <i>Use of City of London Resources for Election Purposes Policy</i>	<ul style="list-style-type: none"> <li>City resources, assets and funding that shall not be used by any party to directly or indirectly benefit a municipal, provincial, or federal election campaign or campaigns related to a question on a ballot election campaign.</li> </ul>

The benchmarking exercise confirmed that comparator municipalities have policies in place similar to the City of Mississauga where municipal funds are not to be used for election campaign purposes, regardless of the election that is taking place.

In none of the findings however, were there provisions to handle non-election campaign related communication services expenses for members of Council in the Elected Officials Expense Policy if they are running for other office. The City of London, for example, has language in its Use of City of London Resources for Election Purposes Policy that states:

*“Nothing in this Policy is intended to prohibit a Member of Council from performing their job as an elected representative to represent the interests of their constituents regarding City business, during their period of office.”*

Should Council wish to limit the use of Elected Officials’ expense accounts while running for other office, an amendment to the Elected Officials Expense Policy will be required.

## Financial Impact

There are no financial impacts resulting from the recommendations in this report.

## Conclusion

The City's Elected Officials Expense Policy and Use of City Resources during an Election Campaigns Policy do not allow elected officials expense budgets to be used for the purposes of election campaigning, regardless of the election that is taking place.

There are no provisions in either policy to limit the use of an elected official's expense account when running for other office if their communications expenses are non-election related. Council direction would be required if changes to either policy are needed.



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Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Wes Anderson, Manager, Financial & Treasury Services