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## Governance Committee

**Date:** September 25, 2023  
**Time:** 1:00 PM  
**Location:** Council Chambers, Civic Centre, 2nd Floor  
300 City Centre Drive, Mississauga, Ontario, L5B 3C1  
and Online Video Conference

### Members

Mayor Bonnie Crombie	
Councillor Joe Horneck	Ward 6
Councillor Dipika Damerla	Ward 7 (Chair)
Councillor Matt Mahoney	Ward 8 (Vice-Chair)
Councillor Brad Butt	Ward 11
Harminder Dhillon	Citizen Member
Jennifer Green Frank	Citizen Member

**To Request to Speak on Agenda Items** - Advance registration is required. To make a Deputation, please email Megan Piercey, Legislative Coordinator at [megan.piercey@mississauga.ca](mailto:megan.piercey@mississauga.ca) or call 905-615-3200 ext. 4915 no later than Friday, September 22, 2023 before 12:00 PM.

**Questions for Public Question Period** - Questions for Public Question Period should be provided to the Legislative Coordinator at least 24 hours in advance of the meeting.

Comments submitted will be considered as public information and entered into the public record.

**Please note the Governance Committee meeting will be streamed and a video will be posted afterwards.**

### Contact

Megan Piercey, Legislative Coordinator, Legislative Services  
905-615-3200 ext. 4915 | Email: [megan.piercey@mississauga.ca](mailto:megan.piercey@mississauga.ca)

### Find it Online

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

An asterisk (\*) symbol indicates an Item that has been either Revised or Added

1. **CALL TO ORDER**

2. **INDIGENOUS LAND STATEMENT**

"We acknowledge the lands which constitute the present-day City of Mississauga as being part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy the Huron-Wendat and Wyandotte Nations. We recognize these peoples and their ancestors as peoples who inhabited these lands since time immemorial. The City of Mississauga is home to many global Indigenous Peoples.

As a municipality, the City of Mississauga is actively working towards reconciliation by confronting our past and our present, providing space for Indigenous peoples within their territory, to recognize and uphold their Treaty Rights and to support Indigenous Peoples. We formally recognize the Anishinaabe origins of our name and continue to make Mississauga a safe space for all Indigenous peoples."

3. **APPROVAL OF AGENDA**

4. **DECLARATION OF CONFLICT OF INTEREST**

5. **MINUTES OF PREVIOUS MEETING**

5.1 Governance Committee Draft Minutes - May 29, 2023

6. **PRESENTATIONS - Nil**

7. **DEPUTATIONS**

Any member of the public interested in making a deputation to an item listed on the agenda must register by calling 905-615-3200 ext. 4915 or by emailing [megan.piercey@mississauga.ca](mailto:megan.piercey@mississauga.ca) by Friday, September 22, 2023 by 12:00 PM.

Each Deputation to Committee is limited to speaking not more than 10 minutes.

Pursuant to Section 57.1 of the Council Procedure By-law 0044-2022, as amended:

Deputations shall be received and the matter shall be referred to staff for a report, unless there is a resolution or recommendation passed to "receive" the Deputation. After a Deputation is completed, Members shall each have one opportunity to make a preamble statement and ask questions to the Deputant(s) or staff for clarification purposes only, and without debate.

8. **PUBLIC QUESTION PERIOD - 15 Minute Limit**

**Public Comments:** Advance registration is required to participate and/or to make comments

in the 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. 4915 or by emailing [megan.piercey@mississauga.ca](mailto:megan.piercey@mississauga.ca) by **Friday, September 22, 2023 before 12:00PM.**

Pursuant to Section 58 of the Council Procedure By-law 0044-2022, 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. Questions may 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 speaking time shall be five (5) minutes maximum, per speaker, unless extended by the Mayor or Chair; and
4. Any response not provided at the meeting will be provided in the format of a written response.

9. **CONSENT AGENDA**

10. **MATTERS TO BE CONSIDERED**

10.1 Status of the Governance Committee Work Plan

10.2 Review of City Policy 06-02-01 – Civic Protocol

11. **MATTERS PERTAINING TO THE COUNCIL PROCEDURE BY-LAW - Nil**

12. **INFORMATION ITEMS - Nil**

13. **OTHER BUSINESS**

14. **DATE OF NEXT MEETING**

November 13, 2023

15. **ADJOURNMENT**

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## Governance Committee

**Date:** May 29, 2023  
**Time:** 1:04 PM  
**Location:** Council Chambers, Civic Centre, 2nd Floor  
300 City Centre Drive, Mississauga, Ontario, L5B 3C1  
And Online Video Conference

Members Present	Mayor Bonnie Crombie	
	Councillor Dipika Damerla	Ward 7
	Councillor Joe Horneck	Ward 6
	Councillor Matt Mahoney	Ward 8
	Councillor Brad Butt	Ward 11
	Harminder Dhillon	Citizen Member
	Jennifer Green Frank	Citizen Member

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Shari Lichterman, City Manager and CAO  
Andra Maxwell, City Solicitor  
Diana Rusnov, Director, Legislative Services and Clerk  
Sacha Smith, Manager of Legislative Services and Deputy Clerk  
Michelle Sanstra, Legislative Coordinator

1. CALL TO ORDER - 1:04 PM

1.1 Appointment of Chair

Diana Rusnov, Director of Legislative Services and City Clerk, called the meeting to order and called for nominations for appointment to the office of the Chair for the Governance Committee for the term ending November 14, 2026. Councillor Matt Mahoney nominated Councillor Dipika Damerla. No further nominations were received.

RECOMMENDATION GOV-0002-2023

Moved By Councillor M. Mahoney

That Councillor Dipika Damerla be appointed Chair of the Governance Committee for the term ending November 2026 or until a successor is appointed.

Approved

1.2 Appointment of Vice-Chair

At this time Councillor Dipika Damerla took over as chair.

Councillor Dipika Damerla called for nominations for appointment to the office of the Vice-Chair for the Governance Committee for the term ending November 14, 2026. Mayor Bonnie Crombie nominated Councillor Matt Mahoney. No further nominations were received.

RECOMMENDATION GOV-0003-2023

Moved By Mayor Crombie

That Councillor Matt Mahoney be appointed Vice-chair of the Governance Committee for the term ending November 2026 or until a successor is appointed.

Approved

2. INDIGENOUS LAND STATEMENT

Councillor Dipika Damerla recited the Indigenous Land Statement.

3. APPROVAL OF AGENDA

Approved (Councillor M. Mahoney)

4. DECLARATION OF CONFLICT OF INTEREST - Nil

5. MINUTES OF PREVIOUS MEETING

5.1 Governance Committee Draft Meeting Minutes - January 30, 2023

Approved (Councillor B. Butt)

6. PRESENTATIONS - Nil
7. DEPUTATIONS - Nil
8. PUBLIC QUESTION PERIOD - 15 Minute Limit - Nil
9. CONSENT AGENDA

RECOMMENDATION GOV-0004-2023

Moved By H. Dhillon

That the following items were approved on Consent Agenda:

- 10.1 Procurement of Integrity Commissioner Services
- 11.1 Council Procedure By-law Review
- 12.1 2023 Governance Committee Meeting Dates and Meeting Structure

Approved

10. MATTERS CONSIDERED

10.1 Procurement of Integrity Commissioner Services (CONSENT)

RECOMMENDATION GOV-0005-2023

Moved By H. Dhillon

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 *Municipal Conflict of Interest Act*, to act as an educational resource in this respect, and to independently receive and investigate complaints regarding possible breaches of the code of conduct or *Municipal Conflict of Interest Act* 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 the report titled "Procurement of Integrity Commissioner Services" dated May 15, 2023 from the City Solicitor, be approved.
3. That staff be authorized to issue a request for proposals (RFP) seeking applicants for the position of Integrity Commissioner for a term of up to two years, renewable for an additional term of up to four years, to carry out this mandate and any additional duties that may be placed upon the Integrity Commissioner by legislation.
4. That the City Clerk, the City Solicitor and the City Manager be appointed to the evaluation committee responsible for evaluating proposals and making a recommendation to City Council on a new Integrity Commissioner.

Approved10.2 Governance Committee Work Plan 2022-2026

Councillor Dipika Damerla enquired about the strategic direction setting workshop, and survey of election candidates and bench-marking from other municipalities. Councillor Joe Horneck enquired about a future ward boundary review and the potential of reporting back based on future populations and further enquired about tools to encourage voter turnout. Diana Rusnov, Director of Legislative Services and City Clerk and Shari Lichterman, City Manager and CAO advised that a report on the 2022 election would be coming forward, which would include subjects such as turnout, bench-marking, and tools to encourage voting.

RECOMMENDATION GOV-0006-2023

Moved By Councillor M. Mahoney

That the status of the Governance Committee Work Plan items, updated for May 29, 2023 Governance meeting, be received.

Received11. MATTERS PERTAINING TO THE COUNCIL PROCEDURE BY-LAW11.1 Council Procedure By-law Review - (CONSENT)RECOMMENDATION GOV-0007-2023

Moved By H. Dhillon

That the Council Procedure By-law be received for information.

Received12. INFORMATION ITEMS12.1 2023 Governance Committee Meeting Dates and Meeting Structure - (CONSENT)RECOMMENDATION GOV-0008-2023

Moved By H. Dhillon

That the memorandum dated May 29, 2023 from Megan Piercey, Legislative Coordinator entitled "2023 Governance Committee Meeting Dates and Meeting Structure" be received.

Received13. OTHER BUSINESS

Diana Rusnov, Director of Legislative Services and City Clerk enquired if the committee would like meetings to be held, hybrid, virtual or in person moving forward. Councillor Matt Mahoney requested that committee meetings be held in a hybrid format in the Council Chambers moving forward.

RECOMMENDATION GOV-0009-2023

Moved By Councillor M. Mahoney

That the Governance Committee meetings take place in a hybrid format as required.

Approved

14. DATE OF NEXT MEETING - September 25, 2023 at 1:00 PM
15. ADJOURNMENT - 1:19 PM (H. Dhillon)



## Status of Governance Committee Work Plan Items – Sept 2023

Issue	Timeline	Details
1. Council Procedure By-law Review 0044-2022	Update anticipated for November 13, 2023	
2. Elected Officials Expense Policy	Ongoing	For staff to benchmark other municipalities' policies, best practices and report back to the Committee its findings regarding the Writ period for Members of Council running for other public offices.

3. Governance Subcommittee- Elections Terms of Reference	Ongoing	<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.</p> <p>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.</p> <p>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>
4. Follow up from Council Strategic Direction Setting Workshop	Ongoing	<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 Governance Committee.</p>

Updated items in **Bold**

Status of Governance Committee Work Plan 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"> <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> <p>(GOV-0004-2020)</p>
3. Survey of Election Candidates	Completed	<p>GC-0152-2020</p> <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	<p>Completed.</p> <p>Adopted by Council on February 10, 2016.</p>	<p>MCAC-0004-2016</p> <ol style="list-style-type: none"> <li>1. That the letter dated December 18, 2015 from Glenn Gumulka, Executive Director, SustainMobility, regarding the management of the Tour de Mississauga, be received for information.</li> <li>2. That the Members of the Mississauga Cycling Advisory Committee support the transfer of the management of the Tour de Mississauga to SustainMobility.</li> <li>3. That the Tour de Mississauga Subcommittee of the Mississauga Cycling Advisory Committee continue to work with SustainMobility on the Terms and Conditions relating to the transfer of the management of the Tour de Mississauga to SustainMobility.</li> </ol>

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"> <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 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>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"> <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>3. a. &amp; 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., &amp; 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"> <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>28. RFP Integrity Commissioner and Evaluation of Proposals</p>	<p>Completed</p>	<p>GC-0386-2020</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> <p>(GOV-0011-2020)</p>
<p>29. Councillor's Use of Social Media</p>	<p>Completed on November 15, 2021</p>	<p>GOV-0017-2021</p> <p>That the Councillor use of Social Media Policy be revised to include a clause "not to conceal your identity".</p>

30. Code of Conduct Overview with Robert Swayze, Integrity Commissioner	Completed on November 15, 2021	Robert Swayze, Integrity Commissioner to revise and update the Code of Conduct Rule 5, Clause 5, Rule 6, Clause 3 and B 9(4) in accordance with the Use of the City Resources Corporate Policy.
31. Options for Closed Meeting Investigation Services	Completed on Nov. 15, 2021  To be reviewed for renewal before the end of Council term of 2026.	GOV-0004-2021 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.
32. Proposed Amendments to the Council Procedure By-law 0139-2013	March 2022	The Council Procedure By-law ("the By-law") governs the calling, place and proceedings of Council and Committee meetings in accordance with the <i>Municipal Act, 2001</i> . The City's current Council Procedure By-law was enacted by Council on June 19, 2013, subsequently there have been 13 amendments. On March 1, 2021, the Governance Committee was advised that staff would undertake a full review of the Council Procedure By-law with the purpose to reorganize and make necessary administrative changes to include a separate schedule focused on procedures at Committees.
33. Proxy Voting at Council Meetings	Completed April 2022	GC-0240-2022 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".



# Corporate Policy & Procedure



**Policy Title: Civic Protocol**

**Policy Number: 06-02-01**

Section:	<b>Public Relations</b>	Subsection:	<b>Events</b>
Effective Date:	<b>March 28, 2018</b>	Last Review Date:	<b>October 2017</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Communications Division Corporate Services Department</b>		

## Policy Statement

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

## Purpose

The purpose of this policy is to outline current procedures and provide direction to staff to ensure consistency of events, activities, programs and services that will enhance the image of the City of Mississauga. City events which have a significant profile will be executed according to the standards established by this policy.

## Scope

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

## Related Policies

Refer to the following Corporate Policies and Procedures for additional information on:

- Event categories and the roles and responsibilities of staff – Public Relations – Official City Openings/Events
- Flag etiquette and half-masting – Public Relations - Flag Protocol at City Facilities

## Definitions

For the purposes of this policy:

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

Policy Number: 06-02-01

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- An official invitation sent to the approved guest list using the City's official invitation template
- All or some of the following elements: agenda, speakers, plaque wording, speaking notes, ribbon cutting, plaque unveiling, etc.

"Protocol" means the official procedure or system of rules governing City-wide events and other official functions associated with the Mayor's office, such as diplomatic occasions.

## **Mayor's Attendance**

All requests for the Mayor's attendance at, or participation in, functions associated with the Mayor's office, must be submitted in writing to the Mayor's office. If the Mayor is not able to attend an Official City Opening/Event, the Mayor shall ask, with the permission of the event organizer, the Acting Mayor to attend in their place. If the Acting Mayor is unable to attend, the Mayor shall ask the councillor for the ward where the event is being held to attend. This process shall repeat until a councillor is able to attend as Acting Mayor. If no councillor is able to attend as Acting Mayor, the Mayor's Office will inform the event organizer accordingly.

When the Mayor attends a function that is of concern to the ward councillor, the councillor is also asked to attend. Mayor and Members of Council require a minimum of six weeks' notice for these events, when possible.

## **Visitors to Council**

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

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

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

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

## **Order of Precedence for Parades/Processions**

Elected officials appear in parades/processions in the following order:

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

## City Events

### Speaking Order at Official City Openings/Events

The Mayor and Members of Council are hosts for Official City Openings/Events, with the councillor for the ward in which the property is located chairs the opening. All other councillors attending the event are recognized as special guests, as are other dignitaries in attendance. Elected officials speak before other speakers, in the following order:

- Mayor or Acting Mayor – brings greetings from the City (the Mayor may defer to the local ward councillor)
- Regional Chair
- Area MP, and
- Area MPP
- Other speaking guests (non-elected officials)

Note: Federal and Provincial Government representatives will only be invited to speak when there is a partnership/funding agreement in place. In this case no more than one federal representative and one provincial representative will speak at the event. In cases where there is no partnership/funding agreement in place the Mayor and/or ward councillor may choose to make an exception and invite the Federal and/or Provincial Government representative to speak.

### Ward-Specific Events

The ward councillor handles all aspects of ward-specific events and is the host and master of ceremonies and brings greetings from the City. Other speaking guests will follow the ward councillor. These events are less formal than Official City Events and the program agenda and invitees are at the discretion of the ward councillor. The Mayor and Members of Council and the Leadership Team may be invited guests.

## Traditional Events

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

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## External Partner Events

The City or the external partner may be the lead host at external partner events. These events celebrate facility/site openings or promote programs which were constructed, developed or significantly funded through a partnership with an outside organization or government entity. Where the Mayor and Members of Council are hosts of partnership events, the Mayor will bring greetings from the City (the Mayor may defer greetings to the ward councillor). As the facility's or program's purpose is to serve the needs of the community, the applicable ward councillor may be the master of ceremonies for the event, depending on the event's City-wide impact. A representative of the partnership organization will then formally welcome the guests. Other speaking guests will follow the Mayor, councillor and partnership organization representative.

Partnership events where the City is not the host may follow City Protocol; however, the opening ceremony varies in accordance with the partnership agreement.

## Community Events

Community Events are funded by an external organization where the Mayor and Members of Council are invited guests. Generally, the Mayor brings greetings from the City (the Mayor may defer greetings to the ward councillor) and speaks immediately after the master of ceremonies' opening remarks and introductions, followed by the ward councillor, if applicable, and then other speaking guests. However, the program agenda is at the discretion of the community event organizer.

## Banquets

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

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

## Flags

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

## Chain of Office

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

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## Security Protocol

Security for senior levels of government, including the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario, attending an event at the City or whose visit will include a public-facing element (photo opportunity, brief address to the public) will be the primary responsibility of the visiting party.

Security Services, Corporate Services Department, will consult with the party's security detail to coordinate operational plans and ensure that all needs are met. Security Services will continue to perform their normal duties unless requested to do otherwise. Any significant impacts to stakeholder operations will be communicated by Security Services to the affected parties on an "as required" basis. Operational and informational security considerations will take precedence over informing stakeholders of potential impacts.

## Revision History

Reference	Description
1974 12 09; Resolution 43 1976 01 26	
2009 06 03	Housekeeping change to clarify last sentence
GOV-0012-2017	
GC-0754-2017 – 2017 12 13	
GC-0178-2018 – 2018 03 28	Revised to align with new policy Official City Openings/Events.