
Governance Committee

Date: November 16, 2020
Time: 1:00 PM
Location: Online Video Conference

Members

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

Participate Virtually

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 at allyson.dovidio@mississauga.ca by **Friday, November 13, 2020 before 4:00 PM**.

Residents without access to the internet, via computer, smartphone or tablet, can participate and/or make comment in the meeting via telephone. To register, please call Allyson D'Ovidio 905-615-3200 ext 8587 no later than **Friday, November 13, 2020 before 4:00 PM**. For a live stream of the Governance Committee meeting visit: <https://www.mississauga.ca/council/council-activities/council-and-committee-videos/livecouncil-and-committee-videos/>

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

Contact

Allyson D'Ovidio, Legislative Coordinator, Legislative Services
905-615-3200 ext. 8587
Email allyson.dovidio@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 Minutes - September 28, 2020

5. PRESENTATIONS - Nil

6. DEPUTATIONS - Nil

7. PUBLIC QUESTION PERIOD - 15 Minute Limit (5 minutes per speaker)

Advance registration is required to participate 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 at allyson.dovidio@mississauga.ca by Friday, November 13, 2020 before 4:00 PM.

8. CONSENT AGENDA

9. MATTERS TO BE CONSIDERED

9.1. Integrity Commissioner Request for Proposals

9.2. Proxy Voting at Council Meetings

9.3. Potential Citizen committee for Election related matters

Council Resolution 0335-2020 attached for reference

9.4. Status of the Governance Committee Work Plan

10. MATTERS PERTAINING TO THE COUNCIL PROCEDURE BY-LAW

10.1. Discussion with respect to Public Question Period

11. INFORMATION ITEMS

11.1. 2021 Governance Committee Meetings Dates

12. OTHER BUSINESS

13. DATE OF NEXT MEETING

January 25, 2021

14. ADJOURNMENT

Governance Committee

Date: September 28, 2020
Time: 1:00 PM
Location: Online Video Conference

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

Staff Present

Paul Mitcham, City Manager and Chief Administrative Officer
Gary Kent, Commissioner, Corporate Services and Chief Financial Officer
Andra Maxwell, City Solicitor, Legal Services
Diana Rusnov, Director, Legislative Services and City Clerk
Sacha Smith, Manager, Legislative Services and Deputy Clerk
Allyson D'Ovidio, Legislative Coordinator, Legislative Services

Find it online

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

1. CALL TO ORDER

1:00 PM

2. APPROVAL OF AGENDA

Councillor Carlson requested that consideration of adding a "consent agenda" to the Heritage Advisory Committee agendas, be added under item 9.1, "Matters Related to the Council Procedure By-law".

Councillor Saito spoke to raising a discussion under item 9.1 "Matters Related to the Council Procedure By-law" with respect to "Public Question Period".

RECOMMENDATION

Moved By G. Carlson

Approved

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. MINUTES OF PREVIOUS MEETING

4.1 Governance Committee Draft Minutes - January 28, 2020

RECOMMENDATION

Moved By C. Parrish

Approved

5. PRESENTATIONS - Nil

6. DEPUTATIONS - Nil

7. PUBLIC QUESTION PERIOD - 15 Minute Limit (5 minutes per speaker)

Mr. Alan Kan, resident, addressed the Committee and requested clarity with respect to the City's position on Ranked Choice Voting as outlined in item 8.1.

In response to Mr. Kan, Diana Rusnov, Director, Legislative Services and City Clerk spoke to the mock voting process and its purpose, noting it allows the public to understand how the voting results are formed.

8. MATTERS CONSIDERED

8.1 Establishing an Ad Hoc Ranked Choice Voting Review Subcommittee of the Governance Committee

Councillor Saito spoke to the subject matter and provided the background information on the requested review. Diana Rusnov, Director of Legislative Services and City Clerk

spoke to the memorandum outlining the timing and costs associated with the request to establish an Ad Hoc Ranked Choice Voting Review Subcommittee. Further, Ms. Rusnov advised that direction from the Governance Committee is needed as a determination and by-law would be required to be passed by May 2021.

Councillor Parrish spoke in support of Ranked Choice Voting for the 2022 Municipal Election.

Councillor Ras spoke in support of the Ranked Choice Voting and addressed concerns with respect to costs and timing that would be associated with establishing an Ad Hoc Subcommittee and making a recommendation before the deadline in 2021. Councillor Ras spoke in support of Ranked Choice Voting and a boundary review in time for the 2026 Municipal Election. Sandy Milakovic arrived via telephone at, 1:10 PM.

In response to Councillor Saito, Ms. Rusnov spoke to the requirements of conducting a ward boundary review noting it would not be completed before the 2026 Election. Further, Ms. Rusnov identified the concerns with timing to establish a committee and conduct a mock election, noting it would be more appropriate to prepare for 2026.

Councillor Parrish spoke to the process; impacts of seat changes at the Regional level and the potential to set up a committee to deal with all matters related decisions about the election process. Members of the Committee discussed the potential membership of such a subcommittee.

Mayor Crombie spoke to the Terms of Reference of the Governance Committee and the determination of ward boundaries. Mayor Crombie noted she was not in favour of Ranked Choice Voting until the Province supports and provides funding for education on the program.

In response to Councillor Saito, Ms. Rusnov spoke to the process of Ranked Choice Voting; how the votes are reallocated for Mayor and Members of Council only; confirmed the trustee portion of a ballot would not be counted if redistributed and that we are waiting for the Subcommittee at the Region to determine the number of seats before reviewing ward boundaries. Councillor Saito spoke to challenges with the timelines.

John Magill, Citizen Member spoke in support of the process at a later time due to the additional challenges and limitations associated with the COVID-19 Pandemic, timing and technical concerns. In response to Mr. Magill, Councillor Parrish clarified that any changes reviewed after 2022 will not take effect until the 2022-2026 term of Council.

Councillor Ras spoke to provide clarity, noting if we choose to do a boundary review at the Region it will be in effect for 2026. Further Councillor Ras suggested that a committee be established to review all matters such as Ranked Choice Voting, ward boundaries, electronic voting in depth during the next term of Council.

Sandy Milakovic, Vice-Chair spoke to concerns with respect to timing to establish and prepare a subcommittee to make a recommendation prior to May 2021.

Councillor Parrish withdrew her motion to establish an ad hoc Committee to review ranked choice voting.

RECOMMENDATION GOV-0006-2020

Moved By Mayor Crombie

That the Memorandum dated September 9, 2020 from Diana Rusnov, Director, Legislative Services and City Clerk, entitled “Establishing an Ad Hoc Ranked Choice Voting Review Subcommittee of Governance Committee” be received.

YES (6): Mayor Crombie, Councillor K. Ras, P. Saito, G. Carlson, J. Magill, and S. Milakovic

NO (1): C. Parrish

Carried (6 to 1)

8.2 Proxy Voting at Council Meetings

Diana Rusnov, Director of Legislative Services and City Clerk provided background information on the subject matter. Councillor Saito spoke to a previous decision at Regional Council; the process, and noted City Councillors lose their vote if absent from a City Council meeting. Councillor Saito further noted that the Province allows proxy voting at the Regional and Municipal levels.

Mayor Crombie spoke in support of extending the period of electronic voting from August 2021.

Councillor Ras and John Magill, Citizen Member spoke in support of proxy voting.

Councillor Parrish noted that she is not in favour of proxy voting at the municipal level. Members of the Committee engaged in a discussion with respect to establishing parameters for the process. Direction was given to staff to prepare a report on the process, including criteria and return to the Governance Committee for review.

RECOMMENDATION GOV-0007-2020

Moved By Councillor K. Ras

That staff prepare a report regarding Proxy Voting at City Council meetings which outlines specific guidelines for Members of Council and that the report be brought to the Governance Committee for further review at the November 16, 2020 meeting.

YES (5): Mayor Crombie, Councillor K. Ras, P. Saito, J. Magill, and S. Milakovic

NO (2): G. Carlson, and C. Parrish

Carried (5 to 2)

8.3 Additional Agenda Deadlines

Diana Rusnov, Director, Legislative Services and City Clerk spoke to the subject matter; timelines in the Council Procedure By-law and deadline for late reports.

Members of the Committee engaged in a discussion with respect to concerns about late agenda items and in support of maintaining the 24 hour rule to ensure adequate preparation time before meetings.

Paul Mitcham, City Manager and Chief Administrative Officer spoke in support of the 24 hour rule; the exception of the State of Emergency orders and further that consultation between the Mayor and City Manager take place under special circumstances.

RECOMMENDATION GOV-0008-2020

Moved By Mayor Crombie

That the verbal update with respect to maintaining the requirement that distribution of agendas be made 24 hours in advance of the commencement of Committee meetings, as per the Council Procedure By-law 0139-2013, be received.

YES (7): Mayor Crombie, Councillor K. Ras, P. Saito, G. Carlson, C. Parrish, J. Magill, and S. Milakovic

Carried (7 to 0)

8.4 Status of Governance Committee Work Plan Items

No discussion took place.

RECOMMENDATION GOV-0009-2020

Moved By Councillor K. Ras

That the status of the Governance Committee Work Plan items, updated for the September 28, 2020 Governance Committee meeting, be received.

YES (7): Mayor Crombie, Councillor K. Ras, P. Saito, G. Carlson, C. Parrish, J. Magill, and S. Milakovic

Carried (7 to 0)

9. MATTERS RELATED TO THE COUNCIL PROCEDURE BY-LAW

9.1 Members of Governance Committee to discuss matters in the Procedure By-law such as: Notice of Motions, Consent Agenda for Advisory Committees, Consent Agenda Approvals for Motions from Members of Council

Diana Rusnov, Director, Legislative Services and City Clerk provided clarity on the subject matters; spoke to adding definitions for Notice of Motion versus Motions in the Council Procedure By-Law and requested direction for each matter. Mayor Crombie spoke in support of providing clarity surrounding rules regarding walk on motions as well.

Ms. Rusnov will provide definitions and clarity on Motions, Notice of Motions, Walk on Motions and the rules for when each is appropriate to the Mayor and Members of Council.

Councillor Carlson spoke to a request to add Consent Agenda as a standing item on Heritage Advisory Committee agendas. Councillors Saito and Ras spoke in support of adding a Consent Agenda on all committee agendas.

Councillors Parrish and Saito raised concerns with Motions of other Councillors being approved on "Consent Agenda" and the recorded mover. Ms. Rusnov advised the best practice is to hold items where Councillors wish to ensure they are recorded as movers. Members of the Committee engaged in a discussion with respect to the matter. Direction was given to Ms. Rusnov to share details with the Mayor and Members of Council on this matter moving forward.

Councillor Saito spoke to the options for allowing the "Public Question Period" to be moved on agendas to accommodate the public. Ms. Rusnov provided clarity, noting it can be moved. Ms. Rusnov to provide the Mayor and Members of Council with clarity on the rules for "Public Question Period" in the Council Procedure By-Law.

Sandy Milakovic, Vice-Chair requested that a copy of the Committee reports be shared with members following adoption at Council.

RECOMMENDATION GOV-0010-2020

Moved By Councillor K. Ras

That the Council Procedure By-law 0139-2013, be amended to permit the addition of a "Consent Agenda" as a standing item for all Committees.

YES (7): Mayor Crombie, Councillor K. Ras, P. Saito, G. Carlson, C. Parrish, J. Magill, and S. Milakovic

Carried (7 to 0)

10. INFORMATION ITEMS - Nil

11. OTHER BUSINESS - Nil

12. DATE OF NEXT MEETING

November 16, 2020

13. ADJOURNMENT

2:47 PM (Councillor K. Ras)

City of Mississauga Corporate Report



<p>Date: October 30, 2020</p> <p>To: Chair and Members of Governance Committee</p> <p>From: Andra L. Maxwell B.A., LL.B., CIC.C, City Solicitor</p>	<p>Originator's files:</p>
	<p>Meeting date: November 16, 2020</p>

Subject

Integrity Commissioner Request for Proposals

Recommendation

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 a possible breach 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 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 direction be provided on the appropriate individuals to be 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.

Report Highlights

- The City's contract with the current Integrity Commissioner, Principles Integrity, has a four-

year non-renewable term and expires June 30, 2021.

- It is proposed to issue an RFP to retain the services of a new Integrity Commissioner, with the same mandate as the current Integrity Commissioner.
- It is recommended that the appointment of the new Integrity Commissioner remain at a four-year non-renewable term, so that it would fall to the outgoing Council to make the appointment and confirm the mandate of the Integrity Commissioner going forward.

Background

Section 223.3 of the *Municipal Act, 2001* authorizes municipalities to appoint an Integrity Commissioner who reports to Council. The Act requires that the Integrity Commissioner be independent and perform the function identified in the legislation and as assigned by the municipality. The Integrity Commissioner must be independent and impartial, and best practices indicate that they should not be employed by the municipality and should be appointed on a part-time basis for a tenure that is non-renewable. Remuneration should be fixed at a reasonable level to avoid concerns about undue influence. If a municipality does not appoint an Integrity Commissioner, it must make arrangements for the function to be provided by an Integrity Commissioner of another municipality.

Effective March 1, 2019, the Integrity Commissioner's responsibilities were expanded. In addition to application of the code of conduct and rules regarding ethical behaviour for members of council and of local boards, responsibilities now also include:

- application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
- requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member
- requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
- requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
- provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

As well, the *Municipal Act, 2001* has expanded the category of persons who can file a complaint under the *Municipal Conflict of Interest Act* beyond those who are electors in the municipality to a broader "person demonstrably acting in the public interest".

The *Municipal Act, 2001* sets out rules and time restrictions in the conduct of inquiries by the Integrity Commissioner.

Comments

It is recommended that an RFP be issued to select a new Integrity Commissioner. It is also recommended that the term of the appointment remain at four years, ending June 2025, in order that the outgoing Council may, prior to the municipal election in 2026, make the appointment and confirm the mandate of a new Integrity Commissioner going forward.

Best practices indicate that the term of the Integrity Commissioner should be non-renewable, to ensure that the Integrity Commissioner remains independent and does not become too familiar with members of City Council and staff.

The mandate of the current Integrity Commissioner includes the responsibilities as expanded by the *Municipal Act, 2001* in 2019, and it is recommended that the mandate of the new Integrity Commissioner remain the same.

The qualifications of an Integrity Commissioner, beyond the need to be independent and impartial, as approved by City Council in previous appointments, include:

- proven impartiality and neutrality, comparable to that of a judge;
- ability to provide services on a part-time, flexible and as-needed basis without competing employment demands;
- no involvement in political campaigning/endorsements, no political party membership and no related conflict of interest;
- no financial interest in the work undertaken by the City;
- an independent person known to have high ethical standards;
- experience managing sensitive inquiries, conducting investigations and making appropriate recommendations;
- excellent communication skills;
- familiarity with investigatory procedures and applicable legal principles, particularly as they relate to evidence, legal interpretation and natural justice;
- general knowledge and appreciation of municipal government;
- ability to interpret and apply the provisions of various statutes, regulations, policies and other enabling documents;
- impartiality, wisdom, sound judgment combined with an ability to inspire trust and confidence;
- at least 10 years of senior-level management, legal, tribunal or judicial experience with preference given to those with judicial experience.

When the City last issued an RFP to select an Integrity Commissioner, the City Solicitor and City Clerk served on the evaluation committee to assess applications. Members of Council

were invited to attend interviews in the recruitment process. Direction is sought in respect of the composition of the evaluation committee for this new RFP.

Financial Impact

\$100,000 annually has been budgeted for the services of an Integrity Commissioner. Based on invoices received over the last three years and the current mandate, this is an appropriate budgeted amount.

Conclusion

The current Integrity Commissioner's contract has a four-year non-renewable term and expires in June 2021. Effective March 2019, the role of the Integrity Commissioner was expanded in the *Municipal Act, 2001*. The purpose of this report is to seek authority to issue a new RFP to retain an Integrity Commissioner and determine the qualifications and an evaluation committee, as set out in this report.



Andra L. Maxwell B.A., LL.B., CIC.C, City Solicitor

Prepared by: Eleonora Filippone, Legal Counsel

City of Mississauga

Corporate Report



Date: November 4, 2020

To: Chair and Members of Governance Committee

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

Originator's files:

Meeting date:
November 16, 2020

Subject

Proxy Voting at Council Meetings

Recommendation

That the Governance Committee provide direction on proxy voting at Council meetings as outlined in the report dated November 4, 2020 from the Commissioner of Corporate Services and Chief Financial Officer and Treasurer .

Background

Bill 197, *the COVID-19 Economic Recovery Act*, 2020 introduced amendments to various Provincial Legislations, including the *Municipal Act, 2001* ("The Act"). Among the amendments, municipal councils were given the authority to amend Procedure By-laws to permit Members of Council to appoint a proxy. On September 28, 2020, Governance Committee considered the *Proxy Voting at Council Meetings* report (Appendix 1) and directed staff to report back on guidelines for proxy voting at Council meetings.

The Municipal Act, 2001, sets out limits to the proxy appointment process for members of Council:

1. A member shall not appoint a proxy unless the proxyholder is a member of the same council as the appointing member.
2. A member shall not act as a proxy for more than one member of council at any one time.
3. The member appointing the proxy shall notify the clerk of the appointment in accordance with the process established by the Clerk
4. For the purpose of determining whether or not a quorum of members is present at any point in time, a proxyholder shall be counted as one member and shall not be counted as both appointing member and the proxyholder.
5. A proxy shall be revoked if the appointing member or the proxyholder requests that the proxy be revoked and complies with the proxy revocation process established by the Clerk.

6. Where a recorded vote is requested, under section 246, the Clerk shall record the name of each proxyholder, the name of the member of Council for whom the proxyholder is voting and the vote cast on behalf of that member.
7. A member who appoints a proxy for a meeting shall be considered absent from the meeting for purposes of determining whether the office of the member is vacant under clause 259(1)(c).

Comments

The Act provides flexibility to municipalities to establish a process on establishing and revoking proxies, how proxies can be used during a meeting (i.e. voting, speaking and asking questions) and when to use or not use a proxy. In situations, where a member has a pecuniary interest in a matter under the *Municipal Conflict of Interest Act*, a member cannot appoint a proxy or serve as a proxy holder.

The following is a suggested process for appointing and revoking proxy votes

Process to Appoint a Proxy Vote

Subject to the limitations in the *Municipal Act* and the *Municipal Conflict of Interest Act*:

1. A member of Council may appoint a proxy vote to one member of Council in the event of an absence at a Council meeting for any reason. The proxy holder may speak, vote or ask questions on behalf of the appointing member.
2. The appointing member shall notify the Clerk and/or designate in writing at least 24 hours before the scheduled commencement of a Council meeting. The notice shall include the name of the proxyholder and the Council meeting date the appointment is for.
3. The Clerk and/or designate shall notify members of Council of the appointment prior to the scheduled commencement of the Council meeting.
4. At the commencement of the meeting, the Mayor/Acting Mayor shall advise of the proxy appointment(s).
5. When voting, the proxy holder shall first indicate their vote (electronically or by raising their hand) and then provide a verbal vote as a proxyholder.

Process to Revoke a Proxy Vote

1. If the member of Council who was to be absent and after notification of the proxy vote appointment has been provided in writing:
 - a) Attends the Council meeting before the start of the meeting, the proxyholder shall immediately withdraw from voting on behalf of the appointing member.
 - b) Attends the Council meeting after the start of the meeting, shall state for the record that the proxy vote is revoked. The proxyholder shall immediately withdraw from voting on behalf of the appointing member.

Financial Impact

N/A

Conclusion

Proxy Voting allows members of Council to participate when absent at a meeting, subject to the limitations set out in the Act and the Municipal Conflict of Interest Act. To implement proxy voting an amendment to the Procedure By-law 139-13 is required that sets out the process outlined in this report to appoint and revoke proxies.

Attachments

Appendix 1 Proxy Voting at Council Meetings Report (Bill 197 and the Resumption of Council and Committee Meetings) dated July 24, 2020.



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

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

City of Mississauga

Corporate Report



<p>Date: July 24, 2020</p> <p>To: Mayor and Members of Council</p> <p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: August 5, 2020</p>
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Subject

Bill 197 and the Resumption of Council and Committee Meetings

Recommendation

1. That the report from the Commissioner of Corporate Services dated July 24, 2020 entitled "Bill 197 and the Resumption of Council and Committee Meetings" be received.
2. That Council and Committee meetings resume with their regular schedule effective September 8, 2020.
3. That the Council Procedure By-law 193-2013 be amended to allow for electronic participation at all Council and Committee meetings until August 1st 2021.
4. That the Committee of Adjustment Procedure By-law 0350-2007 be amended to allow for electronic participation until August 1st 2021.
5. That the Rules of Practice and Procedure for Property Standards and Mississauga Appeal Tribunal be amended to allow for electronic participation until August 1st 2021.
6. That prior to the August 1st 2021 expiry date of the extension of electronic participation at Council and Committee meetings, that staff report back to Governance Committee on the option of continuing with the provision of electronic participation at Council and/or Committee meetings and Quasi-Judicial Hearings.
7. That Council provide direction related to implementing proxy voting for Council meetings.

Report Highlights

- Bill 197 has introduced legislation that would allow Council to amend their Procedure By-law to allow for electronic participation in Council, local boards and committee meetings on a permanent basis.
- Bill 197 also introduces the option of allowing proxy voting during Council meetings.
- Electronic participation at Council and Committee meetings during the post-COVID transition period provides flexibility in the resumption of Council, Standing and Advisory Committee meetings and the Committee of Adjustment.
- By extending the electronic participation provisions in the Procedure By-laws until August 1, 2021, it allows Council and staff to review the desire and appropriateness of making these provisions permanent.

Background

The *Municipal Emergency Act, 2020*, allowed municipalities to allow for electronic participation in open and closed meetings and for those participating electronically to be counted for purposes of quorum. Council adopted By-law 50-2020, which amended the Council Procedure By-law to implement these changes during a declared emergency for Council and its Standing Committees (Audit, Budget, General Committee and Planning and Development Committee).

Since the declaration of the Provincial Emergency, all meetings have been held virtually, including Council, which has met on a weekly basis, Audit and Budget Committees. Planning and Development Committee and the Committee of Adjustment have resumed with virtual participation of Committee members, applicants and the public. All other Committees and Quasi-judicial tribunals were cancelled during this period.

Bill 197, *the COVID-19 Economic Recovery Act, 2020*, which received Royal Assent on July 21, 2020, amends among other Acts, the Municipal Act, 2001 by allowing municipal councils, committees and boards to determine whether they choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings on a permanent basis;
- state whether members can participate electronically in both open meeting and closed meetings;
- state whether members participating electronically count towards quorum;
- allow the use of proxy voting

Appendix 1 and 2 are the Ministry of Municipal Affairs and Housing Information Guides related to the legislative changes.

Comments

Resumption of Council and Committees and Electronic Participation

As we move towards recovery, the resumption of the regularly scheduled Council, Standing and Advisory Committees and Quasi-Judicial Tribunals is appropriate.

Bill 197, *the COVID-19 Economic Recovery Act*, 2020, amends the Municipal Act, 2001 to allow municipalities to amend their procedure by-laws to allow for electronic participation in open and closed meetings and allows those members of Council participating electronically be counted towards quorum outside of an emergency declaration period. Currently, the Procedure By-law 139-2013 only permits electronic participation during a declared emergency period; however it is recommended that the Procedure By-law be amended to allow for an extension of this provision until August 1, 2021 to provide greater flexibility during this transition period. Staff should report back prior to the extension period expires to determine whether to allow electronic participation a permanent provision in the By-law and where it should be subject to certain conditions such as medical leave, parental leave or business travel purposes. The flexibility of electronic participation allows for the resumption of Council and all committee meetings as originally scheduled from September 8th onward.

Council, General Committee, Budget, Audit, Planning and Development Committee and the Committee of Adjustment meetings are held in the Council Chambers. The Chambers are being modified to address physical distancing requirements, including the installation of plexi-glass dividers, seating decals and directional signage. The Chambers will be ready for in-person meetings effective September 8th, 2020 subject to delivery of materials. Should Council support the continuation of electronic participation in meetings, a member could chose to participate in these meetings electronically, a hybrid model could be used to allow for in-person and electronic participation in the meeting. Given the physical distancing requirements, the capacity of the Chambers is significantly reduced; however overflow for the public could be accommodated in the Great Hall. It is also recommended that the Committee of Adjustment Procedure By-law 350-2007 be amended to allow for an electronic or hybrid model. Electronic or hybrid meetings require additional staff resources and are more costly to run.

Legislative Services staff will work with committee members of all the advisory and quasi-judicial committees on a resumption plan. Most advisory committees meet in various committee rooms in the Civic Centre, given the need for physical distancing and space constraints of the meeting rooms, it may be difficult to accommodate the advisory committees. It is most appropriate to meet electronically for the foreseeable future. Over the past few months, it has been demonstrated that electronic meetings can be effective and have allowed for participation by all interested parties.

It is recommended that the current electronic meeting provisions be extended until August 1, 2021. This would give Council and Committees more experience with these types of meetings to determine whether this should be allowable on a permanent basis. Staff would report to Governance Committee prior to July 2021.

Proxy Voting

The COVID-19 Economic Recovery Act, 2002 amendments to the Municipal Act, 2001, allows a member of Council to appoint another member of Council as a proxy to act in their place when they are absent subject to certain rules:

1. A member shall not appoint a proxy unless the proxyholder is a member of the same council as the appointing member.
2. A member shall not act as a proxy for more than one member of council at any one time.
3. The member appointing the proxy shall notify the clerk of the appointment in accordance with the process established by the Clerk
4. For the purpose of determining whether or not a quorum of members is present at any point in time, a proxyholder shall be counted as one member and shall not be counted as both appointing member and the proxyholder
5. A proxy shall be revoked if the appointing member or the proxyholder requests that the proxy be revoked and complies with the proxy revocation process established by the Clerk
6. Where a recorded vote is requested, under section 246, the Clerk shall record the name of each proxyholder, the name of the member of Council for whom the proxyholder is voting and the vote cast on behalf of that member
7. A member who appoints a proxy for a meeting shall be considered absent from the meeting for purposes of determining whether the office of the member is vacant under clause 259(1)(c).

Proxy voting allows Members of Council the ability to participate in votes when absent from meetings subject to the provisions of Municipal Act. Should Council wish to investigate proxy voting for Council meeting purposes, staff should be requested to report back to Governance Committee in the fall on options for proxy voting such as general or specific proxies, rules and processes for its implementation.

Financial Impact

N/A

Conclusion

The ability for Council and Committee members to participate in meetings electronically and be counted towards quorum will ensure the continuity and/or resumption of meetings and the business of the City. This will allow for greater flexibility for advisory committees where physical distancing may not be feasible. By extending the electronic provisions in the Council and Committee and Committee of Adjustment Procedure By-laws flexibility is granted through the post COVID transition period and allows a review of the appropriateness and conditions by which this provision could be used on a more permanent basis.

The ability to have a proxy vote when unable to attend a meeting allows Council members to participate in votes however requires further review to determine the appropriate processes and implementation options.

Attachments

Appendix 1 - Information Sheet Electronic Participation in Municipal Meetings

Appendix 2 - Information Sheet Proxy Voting for Municipal Council Members



A handwritten signature in black ink that reads "G. Kent." with a period at the end.

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

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

Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public ([subject to certain exceptions](#))

The *Municipal Act* [specifies requirements for open meetings](#) to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

Contact

If you have questions regarding how these new provisions might impact your municipality, contact your [local Municipal Services Office](#).

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

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Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
 - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
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Additional Resources

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Appendix 3

The COVID-19 Economic Recovery Act, 2020 – Proxy Voting

Process to Appoint a Member of Council as a Proxy for Council Meetings

1. A Member of Council appointing a proxy shall by email simultaneously notify the City Clerk and the proxyholder of their absence as soon as possible before the scheduled Council meeting.
 - a. The email appointing the proxy shall detail whether the Proxyholder is given the proxy to vote on all matters or only on specific agenda items;
 - b. If the proxy is only for specific agenda items, these are to be listed in the email.
2. The Proxyholder shall by email response, acknowledge their ability to fulfill their responsibility as a proxyholder for the matters outlined.
3. The City Clerk shall by email notify all members of Council of the designation of the proxy member for the Council meeting.

Revoking a Proxy

1. If the Member of Council who was to be absent wishes to revoke the proxy, the Member of Council shall by email notify the City Clerk and proxyholder of this change as soon as possible prior to the meeting.
2. The City Clerk shall by email notify all Members of Council notice of the revocation prior to the commencement of the meeting.

Conflict of Interest

1. If after appointing a proxy, a Member of Council discovers that they have a pecuniary interest described in subsection 5 (1) of the Municipal Conflict of Interest Act in a matter to be considered at a meeting that is to be attended by the proxyholder; the Member of Council shall:
 - a. as soon as possible, notify the proxyholder of the Conflict of Interest in the matter;
 - b. indicate that the proxy will be revoked in respect of the matter; and
 - c. request that the City Clerk revoke the proxy with respect to the matter in accordance with the proxy revocation process established by the City Clerk.
2. If, after appointing a proxy, a Member of Council discovers that they have a pecuniary interest described in subsection 5 (1) of the Municipal Conflict of Interest Act in a matter that was considered at a meeting attended by the proxyholder, the appointing member shall comply with subsection 5 (3) of the Municipal Conflict of Interest Act with respect to the interest at the next meeting attended by the appointing member after they discover the interest.

3. If the Proxyholder discovers that they have a Conflict of Interest in a matter to be considered at the meeting where they have proxy



RESOLUTION 0335-2020
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on October 28, 2020

0335-2020

Moved by: J. Kovac

Seconded by: S. McFadden

WHEREAS on October 14, 2020, Council adopted Resolution 0324-2020, being the General Committee report including recommendation GC-0217-2020 which states: 1. That the Memorandum dated September 9, 2020 from Diana Rusnov, Director, Legislative Services and City Clerk, entitled “Establishing an Ad Hoc Ranked Choice Voting Review Subcommittee of Governance Committee” be received. 2. That staff prepare a consolidated report to the Governance Committee with respect to “Ranked Choice Voting”, “Electronic Voting” and “Conducting a Ward Boundary Review” for the purpose of discussing the establishment of an advisory group that includes citizens to review the information. (GOV-0006-2020);

WHEREAS on October 20, 2020, Bill 218 was introduced by the Provincial government, which among other things is proposing changes to the Municipal Elections Act to remove the option of ranked choice ballots and other changes;

WHEREAS given the upcoming legislative changes, further discussion amongst Governance Committee members would be appropriate;

NOW THEREFORE BE IT RESOLVED THAT the matter be discussed at an upcoming Governance Committee and that the previously requested consolidated report be waived.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie	X			
Councillor S. Dasko	X			
Councillor K. Ras	X			
Councillor C. Fonseca	x			
Councillor J. Kovac	X			
Councillor C. Parrish	X			
Councillor R. Starr	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor P. Saito	X			
Councillor S. McFadden	x			
Councillor G. Carlson	X			

Unanimous (12, 0, 0 – Absent)

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. Follow up from Council Strategic Direction Setting Workshop	Ongoing	<p>Update:</p> <p>GOV-0008-2019 That the report dated September 4, 2019, from the City Manager and Chief Administrative Officer: Council Strategic Direction Setting Workshop Debrief, be received and referred to staff to obtain feedback from Members of Council and report back to Governance Committee.</p>
3. 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.

Status of Governance Committee Workplan Items

Issue	Timeline	Details
4. Survey of Election Candidates	Completed	GC-0152-2020 <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.
5. Issues resulting from the Region of Peel representation discussions	Ongoing.	On-going consultation at the Region of Peel.
6. Tour de Mississauga Delivery Model for 2016 and beyond	Completed. Adopted by Council on February 10, 2016.	MCAC-0004-2016 <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.

Status of Governance Committee Workplan Items

Issue	Timeline	Details
7. Feasibility Study for Internet Voting	Completed	<p>The following recommendation was approved by Governance on June 20, 2016:</p> <p>1. That the Corporate Report dated June 7, 2016 from the Director of Legislative Services and City Clerk, outlining the potential enhancements for the 2018 Municipal Election be received for information.</p> <p>2. That staff be directed to implement Vote Anywhere for the 2018 Municipal Election on Election Day and Advance Poll Days and that the City of Mississauga will wait for the Province to test the ranked ballot option before it is implemented for a municipal election.</p>
8. Procedure By-law Review	Completed	<p>The following recommendation was approved by Governance on November 14, 2016:</p> <p>That a by-law be enacted to amend By-law 0139-2013, being the Corporation of the City of Mississauga Council Procedure By-law as amended, in accordance with the Corporate Report dated October 5, 2016, from the Commissioner of Corporate Services and Chief Financial Officer titled 'Proposed Amendments to the Council Procedure By-law 0139-2016.</p>
9. Report on Pilot Committee of Adjustment Streaming	Completed	<p>The following recommendation was approved by Governance Committee on September 19, 2016:</p> <p>GOV-0014-2016</p> <p>1. That the Corporate Report dated August 8, 2016 from the</p>

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		<p>Commissioner of Corporate Services and Chief Financial Officer titled. "Video streaming and On-demand videos for Additional Committee meetings" be received.</p> <p>2. That staff be directed to implement video streaming and on-demand videos for the Audit and Governance Committees as a one year pilot project.</p>
10. Municipal Election Campaign Contribution Rebate Program for the 2018 Election	Completed	Adopted by Council on February 22, 2017.
11. Review of Section 29 of the Committee of Adjustment Procedure By-law	Completed	Adopted by Council on September 14, 2016.
12. Election Lawn Signs	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>

Status of Governance Committee Workplan Items

Issue	Timeline	Details
13. Community Group Support	Completed	<p>The following recommendation was approved by Governance Committee on March 6, 2017:</p> <p>GOV-0001-2017 That the report entitled Community Group Support Program Policy 08-01-01 dated February 28, 2017 from the Commissioner of Community Services be received for information.</p>
14. Budget Allocation Process for Advisory Committees	Completed	Adopted by Council on December 14, 2017.
15. Integrity Commissioner RFP and Recruitment	Completed	Integrity Commissioner appointed by Council on June 21, 2017.
16. Posting of comments from Planning Staff with respect to Committee of Adjustment applications	Completed	
17. Bill 8 (Accountability Act) implementation	Completed	

Status of Governance Committee Workplan Items

Issue	Timeline	Details
18. Procedure for establishing committees or task forces	Completed	
19. Corporate Policy Review pertaining to Municipal Elections	Completed.	<p>The following recommendation was approved by General Committee on November 15, 2017:</p> <p>GC-0742-2017</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>
20. 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> <p>1. That the report dated January 25, 2018, entitled 'Requirements for Citizen Appointments to Committees of Council', from Gary Kent, CPA, CGA, Commissioner of Corporate Services and Chief Financial Officer, be received.</p>

Updated items in **Bold**

Status of Governance Committee Workplan Items

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

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
		place.
24. Government Relations with Federal and Provincial Governments	Completed	<p>The following recommendation was approved by General Committee on February 28, 2018.</p> <p>GC-0137-2018 That the Draft Government Relations Protocol as outlined in Appendix 1, attached to the memorandum dated, February 6, 2018 from Robert Trewartha, Chief of Staff, Office of the Mayor, be approved as amended at the February 28, 2018 General Committee meeting.</p>
25. Governance Subcommittee - Municipal Governance Leadership Challenge	<p>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

Updated items in **Bold**

Status of Governance Committee Workplan Items

Issue	Timeline	Details
	<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>outlined in this report be added to the Governance Committee work plan.</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

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
26. 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>

City of Mississauga

Memorandum



To: Chair and Members of Governance Committee

From: Allyson D'Ovidio, Legislative Coordinator

Date: November 16, 2020

Subject: 2021 Governance Committee Meeting Dates

This memorandum is to advise of the following Governance Committee meeting dates that are scheduled for 2021 at 1:00 pm:

- Monday, January 25
- Monday, March 8
- Monday, May 10
- Monday, September 27
- Monday, November 15

All meetings are scheduled to commence at 1:00 pm via Online Video Conference until further notice. Please ensure that you include these dates in your calendar.

Thank you,

Allyson D'Ovidio
Legislative Coordinator
Legislative Services Division