

## Status of Governance Committee Work Plan Items – January 2022

Issue	Timeline	Details	
1. Proposed Amendments to the Council Procedure By-law 0139-2013	January 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.	
2. Proxy Voting at Council Meetings	This matter has been deferred until the end of March 2022.	GC-0022-2021 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”.	
3. 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.	
4. Governance Subcommittee- Elections Terms of Reference	Ongoing	GOV-0005-2021 2. That staff be requested to update the report entitled “Ward Boundary Review – Preliminary Boundary Scenarios” dated January 14th, 2020 when the results of the 2021 census become available and bring it forward for consideration by the Governance Committee immediately following the 2022 election. 3. That any work undertaken by a new Subcommittee with respect to changes to ward boundaries should build upon the staff reports on the subject. 4. That the Governance Committee should add an item to its current workplan calling for the identification of any and all election and voting related issues and opportunities, including those which flow from potential new citizen attitudes and preferences following the COVID-19 pandemic, and any issues that may arise from the 2022 elections be referred to the new subcommittee	

<p><b>5. Follow up from Council Strategic Direction Setting Workshop</b></p>	<p><b>Ongoing</b></p>	<p><b>Update:</b> <b>GOV-0008-2019</b> That the report dated September 4, 2019, from the City Manager and Chief Administrative Officer: Council Strategic Direction Setting Workshop Debrief, be received and referred to staff to obtain feedback from Members of Council and report back to Governance</p>	

Updated items in **Bold**

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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>

<p>5. Feasibility Study for Internet Voting</p>	<p>Completed</p>	<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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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.

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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	

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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>

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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  That staff be directed to incorporate the following changes to the Civic Protocol Policy 06-02-01 and report back to General Committee:</p> <ul style="list-style-type: none"> <li>a) Move the Regional Chair to appear directly following Members of Council in the Order of Precedence for Processions.</li> <li>b) Move the Regional Chair to speak directly following the Mayor or Acting Mayor in the Speaking Order at Official City Openings/Events.</li> <li>c) Clarify that Federal and Provincial Government representatives be invited to speak if there is a partnership/funding agreement in place.</li> </ul>

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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>

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24.	<p><b>GOV – 0004-2018</b></p> <p><b>1. a. Completed at the beginning of each term.</b>  <b>b. Completed at the beginning of each term.</b></p> <p><b>2. a. Completed during the annual budget process.</b></p>	<p>(GOV-0004-2018)                      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>

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	<p><b>3. a. &amp; b. Ongoing by the Community Relations section of the Planning and Building Department.</b>  <b>c. Ongoing by staff as required and during the budget process.</b></p> <p><b>4. a., b., &amp; c. Ongoing by the Community Relations section of the Planning and Building Department as part of the Community Engagement Strategy.</b></p> <p><b>5. a. Ongoing by staff in the City Manager’s Office and with direction from Council.</b></p> <p><b>6. a. Completed</b>  <b>b., c., d., e., Ongoing implementation of recommendations.</b></p>	<p>informative and user friendly format.</p> <ul style="list-style-type: none"> <li>a. Include an executive summary to large documents</li> <li>b. Provide simplified information for the public</li> <li>c. Staff to present an executive summary to Council following approval of the Budget regarding major projects coming forward.</li> </ul> <p>4. Effectively and efficiently expand and experiment with methods for consultation with the public including the hard to access for:</p> <ul style="list-style-type: none"> <li>a. Consensus building around priorities and unique City characteristics</li> <li>b. Strategic planning</li> <li>c. Decision making</li> </ul> <p>5. Manage relationships more effectively</p> <ul style="list-style-type: none"> <li>a. Establish a plan of action with specific objectives and resources for approaching other levels of government for support of the City’s strategic priorities and asset requirements utilizing all appropriate staff and Council members.</li> </ul> <p>6. Process improvements and the role of the Governance Committee</p> <ul style="list-style-type: none"> <li>a. Report to Governance Committee and Council on the</li> </ul>

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		<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 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. (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>

27. Governance  
Subcommittee-  
Elections Terms of  
Reference

Completed

GOV-0005-2021

1. That the Governance Subcommittee discussed election related matters be disbanded effective immediately. (March 1, 2021)

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

**Completed on November 15, 2021**

**GOV-0017-2021**

**That the Councillor use of Social Media Policy be revised to include a clause "not to conceal your identity".**

**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.**