



AGENDA

GOVERNANCE COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA
(www.mississauga.ca)

MONDAY, FEBRUARY 27, 2012 – 1:00 P.M.

COUNCIL CHAMBER, SECOND FLOOR, CIVIC CENTRE

300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1

Members

Councillor Jim Tovey, Ward 1 (Chair)
Councillor Chris Fonseca, Ward 3
Councillor Bonnie Crombie, Ward 5
Councillor Pat Saito, Ward 9 (Vice-Chair)
Councillor George Carlson, Ward 11

Contact: Sacha Smith, Legislative Coordinator, Office of the City Clerk
905-615-3200 ext. 4516 Fax: 905-615-4181
sacha.smith@mississauga.ca

CALL TO ORDER

DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

DEPUTATIONS

PUBLIC QUESTION PERIOD

(Persons who wish to address the Governance Committee about a matter on the Agenda.)

MATTERS TO BE CONSIDERED:

1. Approval of Minutes of Previous Meeting

Minutes of the Governance Committee meeting held on January 23, 2012.

2. Integrity Commissioner – Request for Proposals

Corporate Report dated February 17, 2012 from the City Solicitor with respect to the mandate of the Integrity Commissioner and a Request for Proposal for the Integrity Commissioner position.

RECOMMENDATION

1. That the Governance Committee reaffirm that the mandate of the Integrity Commissioner shall be to act as an advisor to Members of Council on matters relating to ethics and the Council Code of Conduct, to act as an educational resource to Members of Council in this respect, and to independently receive and investigate complaints regarding a possible breach of the Council Code of Conduct by a Member of Council;
2. That staff be authorized to issue a Request For Proposal (RFP) seeking applicants for the position of Integrity Commissioner for a five-year term, substantially in the form of the RFP attached as Appendix 1 to this report.

3. Revised Elected Officials' Policy

Corporate Report dated February 22, 2012 from the Commissioner of Corporate Services and Treasurer with respect to revisions to the Elected Officials' Expense Policy.

RECOMMENDATION

1. That the draft revised Elected Officials' Expenses Policy as outlined in the report dated February 22, 2012 from the Commissioner of Corporate Services and Treasurer be received for discussion and direction to staff.
 2. That, subject to final direction with regard to the Elected Officials' Expenses policy revisions, any other policy which may require amendments to align with the Elected Officials' Expenses Policy be brought forward for approval.
4. City Council Committee Structure Review: Survey to Assist in Scoping the Review

Memorandum dated February 14, 2012 from the City Manager and Chief Administrative Officer with respect to the proposed survey and circulation.

OTHER BUSINESS

ADJOURNMENT

Revised February 21, 2012



Governance Committee

FEB 27 2012

MINUTES

GOVERNANCE COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA
(www.mississauga.ca)

MONDAY, JANUARY 23, 2012 – 1:09 P.M.

COUNCIL CHAMBER, SECOND FLOOR, CIVIC CENTRE

300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1

Members Present: Councillor Jim Tovey, Ward 1 (Chair)
Councillor Chris Fonseca, Ward 3
Councillor Bonnie Crombie, Ward 5
Councillor Pat Saito, Ward 9 (Vice-Chair)
Councillor George Carlson, Ward 11
Mayor Hazel McCallion (ex-officio)

Members Absent: Nil

Staff Present: Janice Baker, City Manager and CAO
Brenda Breault, Commissioner, Corporate Services and Treasurer
Mary Ellen Bench, City Solicitor
Ivana Di Millo, Director, Communications
Crystal Greer, Director, Legislative Services and City Clerk
Karen Spencer, Advisor
Sacha Smith, Legislative Coordinator

CALL TO ORDER - 1:09 P.M.**DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST - Nil****APPROVAL OF THE AGENDA**

Councillor Pat Saito moved approval of the agenda as presented. This motion was voted on and carried.

Approved (Councillor P. Saito)

DEPUTATIONS - Nil**PUBLIC QUESTION PERIOD - Nil**

(Persons who wish to address the Governance Committee about a matter on the Agenda.)

MATTERS CONSIDERED:

1. Approval of Minutes of Previous Meeting

Minutes of the Governance Committee meeting held on December 13, 2011

Approved (Councillor C. Fonseca)

2. Draft Terms of Reference for Approval – Mayor Hazel McCallion

Draft Terms of Reference for the Committee's approval.

Councillor Pat Saito noted the importance of the draft minutes to be circulated to members of Council and suggested that the Terms of Reference be amended to reflect the distribution of the minutes. Crystal Greer, Director, Legislative Services and City Clerk confirmed that the minutes could be distributed in draft form by email to members of Council.

RECOMMENDATION

That the draft Terms of Reference for the Governance Committee be approved as amended to include that the minutes of the Governance Committee meetings will be circulated to members of Council when available.

Amended/Approved (Mayor H. McCallion)
Recommendation GOV-0001-2012

3. Amending the Council Code of Conduct in Response to the Recommendations of the Judicial Inquiry

Corporate Report dated January 17, 2012 from the City Solicitor entitled "Amending the Council Code of Conduct in Response to the Recommendations of the Judicial Inquiry."

Mary Ellen Bench, City Solicitor explained that Appendix 2 to the report focuses on the recommendations from Commissioner Cunningham with respect to the Code of Conduct. She noted that recommendations from the Commissioner that pertain to the Integrity Commissioner would be addressed in a future report as discussion on how to amend the Code of Conduct would have an effect on how these matters are carried out. She explained the Commissioner's recommendations and the proposed changes to the Code of Conduct.

Councillor Bonnie Crombie spoke to the language in the proposed changes for the Code of Conduct and noted that it seemed to be subjective. Ms. Bench advised that the language was intended to be subjective. Discussion ensued with respect to the wording in the Code of Conduct and its appropriateness.

Councillor Pat Saito commented on the definition of a "reasonably well informed person" and suggested that it be reworded for the intent to remain in place. Ms. Bench advised that she would come back to the committee with options to address the definition. Councillor George Carlson expressed concern with the proposed change for recommendation 16 as there may be issues with defining preferential treatment. Councillor Chris Fonseca noted her concerns with respect to a "reasonably well informed person".

Ms. Bench spoke to Rule No. 2 with respect to gifts and benefits, as the Commissioner has recommended that the matter should be listed as detailed commentary. Councillor Saito noted that the wording in this section should be clarified for better understanding of the exemptions and what needs to be declared. Councillor George Carlson expressed concern with the wording in the gifts and benefits section. Councillor Saito further noted that there are situations as a Board member, councillors are expected to attend events as a member and that it should be addressed in the Code of Conduct.

Ms. Bench advised that Rule No. 3 in the Code of Conduct includes councillor expenses and noted that typically councillor expenses are not included in a Code of Conduct as there is an expense policy. She suggested that Rule No. 3 be deleted and moved to the Councillor Expense Policy to avoid overlap. Members of Committee discussed donations/ sponsorships to organizations and how it is addressed in the Code of Conduct and the Councillor Expense Policy. Councillor Saito suggested that the Councillor Expense Policy be listed as commentary in the Code. Councillor Fonseca suggested that the word sponsorship in Rule No. 3 should be reviewed for further clarification.

Councillor Saito referred to the Commissioner's recommendation for Rule No. 7 and expressed concern. Mayor McCallion spoke in support of the Commissioner's recommendation for Rule No. 7. Ms. Bench advised that she could clarify the Commissioner's recommendation where appearing before a tribunal as an advocate would be an issue, but writing a letter would be acceptable. Discussion ensued with respect to a definition for "official duties" as noted in Rule No. 7.

Councillor Saito suggested that the Code of Conduct should reflect what a member of Council should do or can't do with a lobbyist instead of what a lobbyist can do. Councillor Bonnie Crombie suggested that the Code should address who a lobbyist is and what they do. Councillor Chris Fonseca suggested clarification on the financial stipulations for the municipality with implementing a Lobbyist Code. Councillor Carlson supported Councillor Saito's comments with respect to the code of conduct addressing the behavior of councillors with lobbyists. In response to the direction that was requested in the report, there was a general consensus that the Code of Conduct include the conduct of members of Council with lobbyists and not the conduct of lobbyists.

Mayor McCallion requested that there be a statement at the beginning of the Code of Conduct that the members of Council pledge their support to participate in any investigation by the Integrity Commissioner. Ms. Bench suggested that it be included in Rule No. 1.

RECOMMENDATION

That the report of the City Solicitor dated January 17, 2012 titled "Amending the Council Code of Conduct in Response to the Recommendations of the Judicial Inquiry" be received and that the commentary on the proposed amendments to the Council Code of Conduct be referred to the City Solicitor to report back to the Governance Committee.

Approved (Councillor P. Saito)
Recommendation (GOV-0002-2012)

Discussion ensued with respect to public input in the proposed changes to the Code of Conduct and that following review of the next draft there should be discussion on including public input.

4. Review of Councillors' Expenses

Mayor McCallion suggested that the committee review the Region of Peel's expense policy so that the residents are aware that the members of Council have two policies to adhere to. Janice Baker, City Manager explained that the Councillor Expense Policy needs to be amended to align with the Code of Conduct. Brenda Breault, Commissioner, Corporate Services advised that staff are working on a draft of changes to the Policy. Mayor McCallion suggested that the expenses of Councillors be posted on the City website.

Councillor Pat Saito noted concerns with the interpretation of statements in the Councillor Expense Policy. Ms. Breault advised that a draft of the Policy could be available by the next meeting date. Councillor Crombie noted that clarification in the Policy is needed for: Councillor websites under office expenses, the number of newsletters per year, legal expenses and electronic devices for home offices. Councillor Chris Fonseca noted that the Policy needs clarification on what is allowed with websites, business entertainment, sponsorship and staff recognition. Ms. Breault explained that the expense Policy for the Region of Peel is structured differently from the City of Mississauga, as the City's policy is more specific.

RECOMMENDATION

That the matter regarding the Elected Officials' Expense Policy be referred to staff for a report back to the Governance Committee on proposed changes to the Policy.

Deferred (Mayor H. McCallion)

Recommendation GOV-0003-2012

5. City Council Committee Structure Review

Janice Baker, City Manager spoke to the matter and noted that direction is needed from the committee as to what resources can be used to conduct the review and determine the scope of work. She further noted that a consultant would provide an independent opinion and their experience with other municipalities. Discussion ensued with respect to the methodology to review the Council and Committee Structure.

Mayor McCallion noted that there was no urgency with the matter and suggested that the City Manager look into feedback on the current structure. Councillor Saito suggested that there be a review of the standing committees of Council first and that it be reviewed separately from the other committees. She noted that Crystal Greer, City Clerk could provide options to the committee on how to improve and maximize efficiency of the committees. Councillor George Carlson suggested that Councillors and committee members be consulted on any changes to the structure. Councillor Bonnie Crombie noted that she would be interested in best practices with other municipalities.

RECOMMENDATION

1. That the City Clerk be directed to report back to the Governance Committee with proposed options for standing committees with respect to the City Council Committee Structure Review.
2. That staff be directed to come back with a proposed survey and circulation of the survey for the City Council Committee Structure Review at the next Governance Committee.

Approved (Mayor H. McCallion)
Recommendation GOV-0004-2012

6. Correspondence

6.1 Municipal Election Campaign Funding

Letter dated December 8, 2011 from Edna Toth, Chair, Peel Poverty Action Group with respect to municipal election campaign funding.

Mayor McCallion noted the importance of the matter and that the committee should review it at some point. Councillor Saito noted that staff should respond to Ms. Toth in writing on behalf of the Mayor to advise her that the matter is in the committee's work plan.

6.2 Governance Committee Composition

Email dated January 10, 2012 from John Walmark, resident and member of Orchard Heights Homeowners Association with respect to the Governance Committee composition.

Councillor Saito suggested that staff respond to Mr. Walmark on behalf of the Mayor explaining that there is a process that was established for public input in the committee's terms of reference.

6.3 Mississauga Tax Free Ends

Email dated December 3, 2011 from David Culham, resident with respect to reconsidering standing committees of Council and appointing a councillor as budget chief.

Councillor Saito suggested that staff respond to Mr. Culham that there is a review of the current Council committee structure.

RECOMMENDATION

That the Letter dated December 8, 2011 from Edna Toth, Chair, Peel Poverty Action Group with respect to municipal election campaign funding be received and referred to a future Governance Committee agenda when the subject matter is reviewed.

GOV-0005-2012

RECOMMENDATION

That the email dated January 10, 2012 from John Walmark, resident and member of Orchard Heights Homeowners Association with respect to the Governance Committee composition be received.

GOV-0006-2012

RECOMMENDATION

That the email dated December 3, 2011 from David Culham, resident with respect to reconsidering standing committees of Council and appointing a councillor as budget chief be received.

GOV-0007-2012

Received (Councillor P. Saito)

Recommendation GOV-0005-2012 – GOV-0007-2012

OTHER BUSINESS

Mayor McCallion noted that as a result of some candidates not being re-elected, records in the Ward office are discarded. She further noted that this is an issue that needs to be addressed. Mary Ellen Bench, City Solicitor noted that there are privacy concerns and that she could bring material back to the committee on this matter.

Councillor Pat Saito enquired about the RFP for an Integrity Commissioner. Janice Baker, City Manager noted that material could be brought back to another meeting date on the RFP that was used for the interim Integrity Commissioner. She further noted that the Code of Conduct would help with determining the depth of work involved.

ADJOURNMENT - 3:50 p.m.



Corporate Report

Clerk's Files

Originator's
Files

DATE: February 17, 2012

TO: Chair and Members of Governance Committee
Meeting Date: February 27, 2012

FROM: Mary Ellen Bench, BA, JD, CS
City Solicitor

SUBJECT: **Integrity Commissioner – Request for Proposals**

Governance Committee

FEB 27 2012

- RECOMMENDATIONS:**
1. That the Governance Committee reaffirm that the mandate of the Integrity Commissioner shall be to act as an advisor to Members of Council on matters relating to ethics and the Council Code of Conduct, to act as an educational resource to Members of Council in this respect, and to independently receive and investigate complaints regarding a possible breach of the Council Code of Conduct by a Member of Council;
 2. That staff be authorized to issue a Request For Proposal (RFP) seeking applicants for the position of Integrity Commissioner for a five-year term, substantially in the form of the RFP attached as Appendix 1 to this report.

BACKGROUND: The Code of Conduct for Mayor and Members of Council became effective on December 1, 2010 when the new term of Council took office. City Council at its meeting of September 22, 2010 adopted the Council Code of Conduct in the form attached to the City Solicitor's report dated September 22, 2010 entitled "Code of Conduct for Mayor and Members of Council and Appointment of an Integrity

Commissioner". At that time, Council appointed George Rust-D'Eye as the City's interim Integrity Commissioner. In April 2011 the City issued an RFP for the appointment of an Integrity Commissioner for a term of five years, however consideration respecting the actual appointment of a permanent Integrity Commissioner was delayed pending the anticipated issuance of the report of Commissioner Cunningham. That report was not forthcoming until October. The Council ad hoc committee who considered this matter deemed it appropriate to recommend to Council that the appointment be delayed given the expectation that Commissioner Cunningham would make recommendations that would impact both the Code of Conduct and the role and responsibilities of the Integrity Commissioner. Following the release of Commissioner Cunningham's report, consideration of the appointment of a permanent Integrity Commissioner was referred to the Governance Committee.

At its meeting of January 23, 2012 the Governance Committee considered the report of the City Solicitor dated January 17, 2012 entitled "Amending the Council Code of Conduct in Response to the Recommendations of the Judicial Inquiry". In so doing, the Governance Committee considered the recommendations of Commissioner Cunningham respecting the Council Code of Conduct and regarding the Office of the Integrity Commissioner. Commissioner Cunningham's recommendations in respect of the role of the Integrity Commissioner were reviewed and the conclusions from that discussion are reflected in the draft RFP.

COMMENTS:

The Draft RFP attached to this report was developed using the City's standard documents, and the draft agreement that forms part of the RFP was developed using information obtained from other municipalities who have engaged an Integrity Commissioner so that it reflected that the best practices identified at the time. The contract attached to the RFP has been revised to take into account comments received from those who bid on the initial procurement as well as Commissioner Cunningham's recommendations, and comments from members of the Governance Committee that were made at its last meeting.

The revised RFP also reflects comments made from various Integrity

Commissioners who attended at Council educational sessions on the invitation of City Council, to explain how they carried out their role and responsibilities.

Qualifications of the Integrity Commissioner

The appointment of an Integrity Commissioner is authorized under Section 223.3 of the *Municipal Act, 2001*. The Act requires that this position be independent, report to Council, and that it performs the functions assigned by the municipality. Commissioner Cunningham has acknowledged the importance of an independent Integrity Commissioner. Commissioner Cunningham advises that “to enhance impartiality, the Integrity Commissioner should not be an employee of the Municipality. An Integrity Commissioner should not only be independent from municipal Council but also be seen to be independent. The appointment process for the Integrity Commissioner should be fair and transparent. The Integrity Commissioner’s tenure should also be fixed in length, non-renewable and reasonably long.”¹

Commissioner Cunningham recommends a term of 5-7 years arranged on a part-time or half-time basis as appropriate, and advises that remuneration of the Integrity Commissioner should be fixed at a reasonable level to avoid concerns about undue influence. This is consistent with City Council’s approach from the outset which has recommended appointment of an independent Integrity Commissioner for a term of five years with compensation being set at the beginning of the term.

Commissioner Cunningham did not address qualifications of an Integrity Commissioner, beyond the need to be independent and impartial. After reviewing the transcripts of the expert panel that provided evidence at the Judicial Inquiry, there is very little guidance in respect of the qualifications for this position. It is therefore recommended that the qualifications considered and adopted by Council in September 2009 continue to be requirements that candidates for the position of Integrity Commissioner should possess.

¹ The Honourable J. Douglas Cunningham, Report of the Mississauga Judicial Inquiry: Updating the Ethical Infrastructure, 2011, p. 180.

These qualifications are:

- 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.

Mandate

Commissioner Cunningham supports the City's practice of defining the role of the Integrity Commissioner to include educational, advisory and investigatory functions. The investigatory role of the Integrity Commissioner is to receive, investigate and report on formal and informal complaints respecting the conduct of Members of Council and potential breaches of the Council Code of Conduct. Commissioner Cunningham also supports the Integrity Commissioner providing outreach and education, as well as performing an important advisory function, for Members of Council and municipal staff.

Commissioner Cunningham notes that while it has been suggested that the Commissioner's advisory role should be extend to third parties, he

does not feel it is advisable for the Integrity Commissioner to provide formal advice to third parties. He advises that there is a heightened risk of a conflict of interest developing were he to provide this role and also notes that it could quickly become very expensive. Commissioner Cunningham suggests that third parties can engage lawyers and other professionals to provide them with such advice.²

Commissioner Cunningham notes that the Judicial Inquiry may have been avoidable had the City had an Integrity Commissioner in place early on, as an Integrity Commissioner could have provided an education and outreach respecting what is potentially a conflict of interest. If an Integrity Commissioner had been in place sooner, Commissioner Cunningham notes that the Integrity Commissioner could have conducted an investigation and report in lieu of the Judicial Inquiry. In this respect he states "should Mississauga decide to create the office of the Integrity Commissioner, it would be incumbent on the Mayor and Members of Council to avail themselves of its services." At the previous meeting of the Governance Committee, Mayor McCallion requested there be a statement in the Code of Conduct that Members of Council pledge their support to participate in any investigation by the Integrity Commissioner, this provision would be consistent with Commissioner Cunningham's observations.

In Recommendation 27 of his report, Commissioner Cunningham has recommended that Mississauga create a "concise lobbyist code of conduct, and that the Integrity Commissioner be given responsibility for overseeing the lobbyist code and educating third parties about it." Commissioner Cunningham did not recommend Mississauga create a lobbyist registry because of the expense involved. After reviewing the testimony of the expert panel in addition to the Commissioner's report, there is no reference to a model in which a lobbyist code of conduct exists without a lobbyist registry. Commission counsel could not provide an example in this respect either. The *Municipal Act, 2001* does not specifically contemplate an Integrity Commissioner fulfilling this role, however Council could authorize it under its broad general powers. In accordance with direction given by the Governance Committee at its meeting of January 23, 2012 the draft agreement for the Integrity Commissioner does not include this role

² Cunningham, p. 180.

for the Integrity Commissioner.

Recommendation 13 of Commissioner Cunningham's report provides that the *Municipal Conflict of Interest Act (MCIA)* should be amended to recognize the role of the Integrity Commissioner to investigate and to report on matters covered by that legislation. He notes that the powers of the Integrity Commissioner are recognized in the *Municipal Act, 2001* in this respect, but not in the *MCIA*. He goes on to state that careful consideration must be given to how the *MCIA* meshes with a Council Code of Conduct to ensure that procedural fairness is protected.³

Recommendation 14 recognizes that a conflict could be investigated by the Integrity Commissioner under a Council Code of Conduct and that the findings could be referred to in a proceeding under the *MCIA*, as long as Members of Council are afforded procedural fairness. In this respect, Commissioner Cunningham has also included Recommendation 18 that the *MCIA* takes precedence over the Council Code of Conduct when an actual complaint is made under the *MCIA* involving the same matter. Commissioner Cunningham recommends that specific provision be contained in the Code of Conduct requiring the Integrity Commissioner to suspend an investigation or proceeding when a proceeding is launched under the *MCIA* in respect of the same matter, until such time as the *MCIA* matter has been completed. These directions concerning how the Integrity Commissioner is to carry out his or her role have been included in the revised agreement attached to the RFP for added certainty.

Reporting Process

One of the recommendations contained in the report of the City Solicitor dated September 22, 2010 and adopted by City Council at its meeting of September 29, entitled "Code of Conduct for Mayor and Members of Council and Appointment of an Integrity Commissioner", provided that staff would consult with the interim Integrity Commissioner, Mr. Rust-D'Eye, and report back for approval by Council on a complaint protocol that would allow for the processing of both formal and informal complaints respecting alleged breaches of

³ Cunningham, p. 173.

the Council Code of Conduct and on an enforcement process. Mr. Rust-D'Eye attended at City Council at its meeting of December 8, 2010 at which time he presented the draft complaint protocol that was developed in communication with the City Solicitor and City Clerk. The protocol provided that the process to begin a complaint would require an application to be filed confidentially with the City Clerk or alternatively with the Integrity Commissioner directly. Filing with the City Clerk is similar to procedures used in many of the municipalities benchmarked, including the City of Toronto and Vaughan, respecting formal complaints. Recommendation 23 of Commissioner Cunningham's report advises that transparency and procedural fairness would be improved if the process was amended to direct all complaints to the Integrity Commissioner rather than through the civic administration. The volume of work carried out by the Integrity Commissioner to date has not required permanent office space to be provided at the Civic Centre, and it is possible that the Commissioner's recommendation will inconvenience members of the public in that they will be required to submit any formal or informal complaints through mail or email, and will not have the option to leave them at City Hall.

Commissioner Cunningham states that "the Integrity Commissioner should report publicly on complaints received, as well as advice provided. In the interest of encouraging Members of Council and municipal staff to seek advice from the Integrity Commissioner, the names of those requesting advice from the Integrity Commissioner should be removed from the published version of any such report."⁴ This recommended procedure aligns with the requirements of the *Municipal Act, 2001* and is reflected in the draft agreement.

FINANCIAL IMPACT: \$100,000 has been budgeted for the services of an Integrity Commissioner in 2012. This amount appears appropriate, recognizing that the cost of this office for 2011 totalled \$54,521.31.

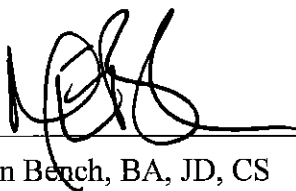
CONCLUSION: The Council Code of Conduct took effect December 1, 2010 at the beginning of the new term of Council. At that time Council appointed

⁴ Cunningham, p. 180.

George Rust-D'Eye as interim Integrity Commissioner empowering him to perform an advisory, educational and investigatory role in this office. At that time Council established certain criteria to retain an independent Integrity Commissioner for a period of five years, however the search was postponed in anticipation that Commissioner Cunningham's report would soon be issued. Commissioner Cunningham's report was issued October 3, 2011, and recommendations were referred to the newly formed Governance Committee. The purpose of this report is to seek authority to issue a Request For Proposal seeking applicants for the position of Integrity Commissioner for a five-year term. It is proposed that the mandate of the Integrity Commissioner shall continue to be to act as an advisor to Members of Council on matters relating to ethics and the Council Code of Conduct, to act as an educational resource to Members of Council in this respect, and to independently receive and investigate complaints regarding a possible breach of the Council Code of Conduct by a Member of Council. Commissioner Cunningham's recommendations concerning this role have been taken into account in this regard.

ATTACHMENTS:

Appendix 1: Request For Proposal and draft agreement



Mary Ellen Bench, BA, JD, CS
City Solicitor

Prepared By: Mary Ellen Bench, City Solicitor

THE CORPORATION OF THE CITY OF MISSISSAUGA



MATERIEL MANAGEMENT

REQUEST FOR PROPOSAL

Procurement No: FA.49.233-11

FOR

**Appointment of an Integrity Commissioner for
A Term of Five (5) Years**

Closing Date: _____, 2012

Closing Time: 2:00 p.m., Local Time

LATE BIDS WILL NOT BE ACCEPTED

Materiel Management

2(i)

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Attachment:

STANDARD INSTRUCTIONS FOR BIDDING & PROPOSING



THE CORPORATION OF THE CITY OF MISSISSAUGA
FORM OF OFFER

Procurement No: **FA.49.233-11**

**Appointment of an Integrity Commissioner
For a Term of Five (5) Years**

Closing Date: _____, 2012
2:00 P.M., Local Time

To receive consideration, all submissions must be received by the Closing Date prior to the above noted closing time. Please submit your response in accordance with the Bid Request Document (which may include: Instructions, Terms and Conditions, specifications, drawings, Standard Health and Safety Bid Terms, etc.), in the envelope provided, or, clearly marked with the procurement name and number and addressed to the Manager, Materiel Management, Corporate Services Department, The Corporation of the City of Mississauga, 300 City Centre Drive, 4th Floor, Facade, Mississauga ON L5B 3C1

TOTAL COST TO THE CITY OF MISSISSAUGA: \$ N/A *(Taxes Included)*

This Bid Is Submitted By:

Full Legal Name
of Firm/Individual

Name of Contact _____

Address _____

City _____ Province _____ Postal Code _____

Email
Address _____

Telephone _____ Fax _____

2(k)

**TO THE MAYOR AND COUNCIL OF THE CORPORATION OF THE CITY OF
MISSISSAUGA:**

I _____ of the _____
(Declarant's Name)

of _____ in the _____
(City/Town) (Region/County)

make the following declaration on behalf of _____
(Firm Name)

(hereinafter referred to as "the Bidder) and I have authority to make this declaration on behalf

of, and to bind the Bidder to its contents. I declare:

1. **THAT** no person, firm or corporation other than the one that is submitting this bid has any interest in this bid or in any contract that may result from this bid ("Contract").
2. **THAT** the person whose name appears above (Declarant) has the adequate and sufficient authority to bind the person, firm or corporation that is submitting this bid and that, where the bidder is a corporation, its corporate seal, if it should have one, is affixed to this bid.
3. **THAT** this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same work and is in all respects fair and without collusion or fraud.
4. **THAT** no member of the City Council, or any officer or employee of The Corporation of the City of Mississauga (the "City") is, or will become interested directly or indirectly as a contracting party or otherwise in, or in the performance of, any Contract, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or any of the monies to be derived therefrom.
5. **THAT:**
 - a) each of the Bidder and its subcontractors and suppliers is in compliance with all municipal laws and regulations as they pertain to the City of Mississauga in respect of the operation of its business.
 - b) neither the Bidder nor any of its subcontractors or suppliers is:
 - (i) involved in judicial or arbitral proceedings against the City;
 - (ii) involved in a claim against or by the City with respect to any other contract, proposal, submission or business transaction;
 - (iii) convicted of a statutory offence relating to the City which has not been cured; or
 - (iv) related to or controlled by another person or entity to whom/which paragraph (i), (ii) or (iii) immediately above applies; or
 - (v) related to or controlled by another person or entity that is not in

compliance with paragraph 5(a) above.

6. **THAT** the Bidder declares that only the subcontractors, equipment and material suppliers identified below will be used by the Bidder in respect of the performance of the Contract and the Bidder will notify the City in writing of any changes within five (5) business days.

LIST OF SUBCONTRACTORS:

LIST OF EQUIPMENT SUPPLIERS:

LIST OF MATERIAL SUPPLIERS:

7. **THAT** the Bidder agrees that if any statement contained in Clauses #1, 2, 3, 4, 5, or 6 is untrue or incorrect, the City shall be entitled at its sole discretion to reject this bid or, if such untruth or incorrectness comes to light after the bid is accepted, to terminate or refuse to enter into, as applicable, any Contract and to pursue any other legal recourse the City deems appropriate and that such untruth or incorrectness shall be a default under the Contract.
8. **THAT** if this bid is accepted, for the duration of any Contract:
- a) the Bidder shall continue to comply with all municipal laws and regulations as they pertain to the City of Mississauga in respect of the operation of the Bidder's business and shall ensure that its subcontractors and suppliers also remain in compliance in respect of the performance of any Contract; and
 - b) the Bidder shall comply with all federal and provincial laws and regulations, as well as any applicable City of Mississauga bylaws and policies in respect of the performance of any Contract.
9. **THAT** the Bidder has satisfied itself by such means as it prefers as to the actual conditions and requirements of the work and has secured all the information necessary to submit a bona fide bid.

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10. **THAT** the Bidder agrees that this offer shall continue to be open for acceptance for a period of One Hundred and Twenty (120) days from the day of closing of the bid request and that the City may at any time within that period and without prior notice accept this bid whether any other bid has been previously accepted or not.
11. **THAT** the Bidder acknowledges that failure to supply satisfactory references may result, in the City's sole discretion, in the bid being rejected by the City.
12. **THAT** the Bidder agrees that if this bid is withdrawn before the Council or Purchasing Agent of the City has considered the bids and awarded a Contract, the amount of the deposit accompanying this bid, if any, shall be forfeited to the City.
13. **THAT** the Bidder has carefully examined the locality and site(s), if applicable, of the proposed work, as well as all of the instructions, terms and conditions and specifications or other information contained in the bid request and does hereby bid and offer to enter into a Contract to do all of the work and to provide all of the labour and to provide, furnish, deliver, place and erect all materials mentioned and described or implied therein including in every case freight, duty, exchange and sales tax in effect on the date of acceptance of the bid, and all other charges, on the terms and conditions and under the provisions therein set forth and to accept in full payment therefor the sums calculated in accordance with the actual measured quantities and prices set forth in this bid.
14. **THAT** the Bidder agrees that the issuance of an executed Contract based on this bid shall be an acceptance of this bid.
15. **THAT** if this bid is accepted, the Bidder agrees to furnish the required contract surety, WSIB Clearance and Insurance Certificate as/where required within seven (7) days after being notified so to do. In the event of default or failure on its part to do so, the Bidder agrees that the City shall be at liberty to retain the bid deposit, if any, for the use of the City, and to accept the next lowest or any bid or to advertise for new bids, or to carry out the works in any other way they deem best. The Bidder also agrees to pay the City the difference between this bid and any greater sum that the City may expend or incur by reason of such default or failure, or by reason of such acting, as aforesaid, on their part, including the cost of any advertisement for new bids; and to indemnify and save harmless the City and its Mayor and Councillors, officers, employees and agents from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on the Bidder's part.
16. **THAT**, if contract surety is required, the Bidder proposes a company which is willing to become bound with the Bidder in the amount designated for the due performance and fulfilment of any Contract.
17. **THAT** a bid deposit, if required, is enclosed.
18. **THAT** a safety acknowledgement form, if required, is enclosed.
19. **THAT** the Form of Offer and the Price Schedule are enclosed. **The Bidder agrees that bids received without these documents will be automatically rejected.**

20. **THAT** the Bidder agrees that:

- if any other requested information is not included in the bid submission, the City may notify the Bidder and ask the Bidder to provide the missing information within the time period specified in the notice;
- if the Bidder fails to provide the information within the specified time period, the bid will not be considered for an award.

21. **THAT**, if the Bid Request Document includes a form of agreement that a successful bidder would be required to execute, then the Bidder agrees that, if it is the successful bidder, it will execute the agreement substantially in the form in which appears in the Bid Request Document, except for those provisions to which the Bidder has indicated its objections in its bid.

22. **THAT** the matters stated in the bid are in all respects true.

By my signature hereunder, it shall be understood that, on behalf of the Bidder as the Bidder's authorized agent, I have read, understood and agree to abide by the instructions, terms, conditions and specifications contained in this Request Document, including the Bidder Information Package and any/all Special, Standard, and/or Supplementary Instructions and/or any/all Special and/or Standard Terms and Conditions of Contract, and Addenda No. _____ to _____.

Authorized Signature _____

Name _____
(Please Print)

Title _____
(Please Print)

(Failure to sign here may result in rejection of this submission.)

EXECUTIVE SUMMARY

The Corporation of the City of Mississauga ("City") is seeking proposals from Bidders who are interested in serving the City of Mississauga as its Integrity Commissioner. The appointment will be on a part-time, as required basis, for a term of 5 years, non-renewable.

Council adopted a "Code of Conduct for Mayor and Members of Council" (attached as Appendix A), at its meeting on September 29, 2010.

Three members of Council have been appointed to interview candidates and evaluate responses received, facilitated by representatives from The Office of the City Clerk, Legal Services and Materiel Management. The evaluation committee will make a recommendation to Council on an individual to be appointed Integrity Commissioner.

The role of the appointed Integrity Commissioner will be to:

1. Provide educational training to City Council on matters, as requested
2. Provide advise to the Mayor and Members of Council, in respect of the Council Code of Conduct, either collectively or individually as required
3. Investigate complaints and alleged breaches of the Council Code of Conduct

The Integrity Commissioner will work independently and it is expected that the bulk of the work will be carried out at his/her workplace and will not be located on City property. However, office space at a City facility will be made available as required.

Responses to this Request for Proposals ("RFP") will be evaluated by the evaluation committee based on criteria established in this RFP. Bidders may also be asked to attend an interview with the evaluation committee. The recommended Bidder will be requested to give a presentation to the Mayor and all members of Council.

SPECIAL INSTRUCTIONS FOR BIDDING AND PROPOSING

1.0 The RFP Document

This Request for Proposals document consists of the City's standard cover page and all the documentation as provided in the Table of Contents. This package, taken together is referred to as the "Request for Proposals" or "RFP".

2.0 Deadline for Proposal Submissions

Bidders responding to this RFP should submit **at least one (1) original plus three (3) copies** of their complete response.

All copies of the Bidder's proposal should be submitted in a sealed envelope to:

Attn: Manager, Materiel Management, Corporate Services Department, The Corporation of the City of Mississauga, 300 City Centre Drive, Ground Floor, Mississauga ON L5B 3C1.

The Bidder must assume full responsibility for the delivery and deposit of the completed proposal. The City accepts no responsibility for any loss or delay with respect to proposals that are delivered to any location other than that specified.

PROPOSALS SENT UNSEALED, BY FACSIMILE OR BY E-MAIL WILL NOT BE CONSIDERED. LATE PROPOSALS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES, AND WILL BE RETURNED TO THE BIDDER, UNOPENED.

3.0 Bidder Qualifications

The qualifications that a candidate for the position of Integrity Commissioner should possess 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 other involvement in political campaigning/endorsements, no political party membership and no related conflicts of interest;
- no financial interest in any other 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 of 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 the 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.

4.0 Conflict of Interest

In addition to complying with any rules as established by a Bidder's governing body, if any, the Bidder shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Bidder's participation in this RFP process, and if selected, the performance of the Bidder's responsibilities pursuant to the Retainer.

The City reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Bidder on such basis.

5.0 Proposal Response Format

The City discourages overly lengthy and costly proposals; however, in order for the City to evaluate proposals fairly and completely, Bidders should follow the format set out herein and provide all of the information as requested. Bidders are encouraged to provide further details that may demonstrate the excellence of their proposals. Bidders are encouraged to provide any additional information not specifically outlined in the context of this RFP.

Bidders are asked to read these instructions and adhere to the format set out below when preparing their RFP. Failure to comply with this requirement may, solely at the City's discretion, result in the Bidder's proposal being disqualified from further consideration.

Part 1 – Form of Offer

The first part (cover page) of the Bidder's response will consist of a completed "Form of Offer" with authorizing signatures. The "Form of Offer" identifies the Bidder; the number of addenda received, and certifies that the offer complies in every respect to the requirements stated in this RFP except where explicitly noted in the Bidder's proposal.

Part 2 –Bidder Qualifications

The second part of the Bidder's response shall discuss the Bidder's qualifications to undertake an appointment to the position of Integrity Commissioner. The Bidder shall include, at a minimum, the following information:

1. The Bidder's name, address, telephone, email, and fax number for all communication.
2. A general description of the individual's or company's business, including any specific, relevant expertise.
3. The name, title and curriculum vita of the proposed Integrity Commissioner.
4. The name, title and curriculum vita for any staff to which work may be delegated, if applicable.
5. Confirmation of any error and omissions insurance coverage maintained by the Integrity Commissioner proposed to provide the services outlined herein.
6. A description of available support staff and resources, if any.
7. A declaration of all actual and potential conflict of interests that exists now or may exist in the future, together with the proposal of managing and dealing with conflict of interests (as specified in section 4.0 above).

Part 3 – Proposed Work Plan

The third part of the Bidder's response shall provide detail to the following:

1. A statement acknowledging an understanding of the requirements.
2. A work plan setting out how the Bidder would ensure that the work will be assigned and performed by the appropriate staff (including any work that may be assigned to students or staff), such that quality of work, cost effectiveness and avoidance of duplication of work will be achieved. The work plan shall also set out proposed response times and any communication and co-ordination procedures that the Bidder proposes, where it is appropriate to do. A protocol for the confidential receipt and forwarding of complaints will be developed with the successful Bidder.

Part 4 – Proposed Fee Schedule

One component for consideration of the responses to this RFP will be the fee structure proposed. Bidders are encouraged to provide any alternative fee structure as may be available to the City, such as block billing, per diem rates, annual caps on fees etc., in addition to hourly rates.

As such, the fourth part of the Bidder's response shall consist of:

1. The proposed fee structure and billing methods, including the proposed billing rate for the Integrity Commissioner and any other pertinent staff members;
2. Any alternative fee structures and proposed disbursement rates;

3. An undertaking that the rates proposed in the fee structure will be guaranteed for the duration of the Retainer.

All prices must be net and firm.

The Bidder will be solely responsible for any and all payments and/or deductions required, including those required for Canada Pension Plans, Employment Insurance, Workplace Safety and Insurance Board and Income Tax.

Part 5 – References

The fifth part of the Bidder's response must consist of a minimum of four (4) references. Each reference should include the identity of the client organization, a contact name, address and phone number, and a brief description of the work that the Bidder has done, either as Integrity Commissioner or in a similar or complimentary role that is reflective of the qualifications listed under Part 3.

The City may contact any or all of the references provided in its evaluation of the Bidder's proposal.

Please note that the City will not accept any City staff as references from Bidders.

Part 6 – Draft Professional Services Agreement

The sixth part of the Bidder's response shall indicate the Bidder's willingness to enter into a Professional Services Agreement with the City in accordance with the terms of the Draft Professional Services Agreement attached to this RFP. If a Bidder has concerns with any particular provision of the Draft Professional Services Agreement, the Bidder must clearly indicate the sections by number and propose specific replacement language that will form part of the proposal. The City will consider any modifications that may be so identified and in its sole discretion, may choose to reject or negotiate such modifications proposed.

6.0 Evaluation

6.1 Bidder Qualifications

Qualified Bidders are those that have relevant education, training and experience in conducting similar services and satisfy all the qualifications stated in this RFP. Relevant experience with other municipalities or other government agencies would be an asset.

6.2 Method

Proposals will be evaluated on the basis of the information provided by the Bidder at the time of submission of its proposal and the evaluation criteria, as detailed below.

An evaluation committee has been established for evaluation purposes. The evaluation of all proposals received will be conducted in a structured manner, ensuring fair and consistent assessment, and selection of the successful Bidder. The process will consist of the following steps:

Step 1

Proposals received by the date & time indicated will be reviewed and deviations to the requirements of this RFP will be noted and assessed. Bidders may be contacted to explain or clarify their proposals. Bidders will be notified if there are irregularities and their bid is being rejected in accordance with City policy.

Step 2

Compliant proposals will be scored by the evaluation committee and ranked accordingly.

Step 3

The evaluation committee may interview short-listed Bidders. No scores will be communicated to the Bidders. The interview will serve as the mechanism for further evaluation of the proposals of short-listed Bidders at an in-depth and more detailed level in order to establish a finalist. The further detailed evaluation will take into account discussions, presentations and clarifications with/by short-listed Bidders and analysis by the City, together with such other considerations as the City, in its sole discretion, deems necessary to complete its assessment of the short-listed Bidders. In responding to the questions and providing additional information, a Bidder cannot alter their original proposal.

The individual who will be recommended to Council to be appointed Integrity Commissioner will be agreed upon by the evaluation committee.

Step 4

References or any other type of information that will aid the City in its selection may be obtained. The City reserves the right to consider all or any information received from all available sources, whether internally or externally obtained. The City may reject bids from further consideration based on results of reference checks. The City shall not disclose the results of said reference checks to any party outside the City.

Step 5

Notification will be provided to all unsuccessful Bidders who responded to the RFP, with the names of the recommended Bidder.

6.3 Criteria

The evaluation criteria may include, but is not limited to the following:

- a) the qualifications and experience of the Bidder, including results of the reference checks;
- b) the fee structure proposed, including any flexibility and creativity in cost savings;
- c) acceptance of the terms of the Professional Services Agreement attached hereto.

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7.0 Schedule of Events

The City cannot guarantee a fixed time schedule for this RFP; however, this section provides an estimate as to the time required.

Advertise/Issue RFP	
RFP Closes	
Short Listed Interviews (if required)	
Notice of Award	
Contract Commences	Immediately upon execution of Professional Services Agreement

8.0 Contracts for Inquiries

The City has endeavoured to provide complete, correct information and estimates to enable Bidders to properly assess and determine the scope and complexity of the work required prior to submitting proposals. Bidders are solely responsible for determining if they need more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFP if they have any questions whatsoever – prior to the closing date. Clarifications requested by Bidders must be submitted in writing, and delivered by hand, sent by facsimile or by e-mail and received by the individual noted below not less than four (4) business days before the closing date for the receipt of proposals.

Any clarifications issued by the City will be in the form of an addendum. All Bidders must acknowledge receipt of all addenda received by indicating the number of addenda on the Form of Offer.

Information obtained from any source other than the individual indicated below is not official and may be inaccurate. The City will not be responsible for any verbal statement, instruction or representations.

The contact person for this RFP is:

Erica Edwards, Senior Buyer
300 City Centre Drive
Mississauga, Ontario
L5B 3C1
Tel: 905-615-3200 x 5238
Fax: 905-615-4186
Email: erica.edwards@mississauga.ca

DRAFT PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of _____, 2012.

BETWEEN:

THE CORPORATION OF THE CITY OF MISSISSAUGA

(hereinafter called the "City")

- and -

(hereinafter called the "Integrity Commissioner")

Recitals:

WHEREAS City Council by the adoption of Resolution 0256-2010 approved the mandate of the Integrity Commissioner, authorized staff to advertise the position and determined that a review panel of three Councillors would assess qualified applicants for this position, and that _____ be appointed Integrity Commissioner for a non-renewable period of five years;

WHEREAS Section 223.3 of the *Municipal Act, 2001* authorizes the City to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by Council in accordance with the legislation;

WHEREAS the City wishes to retain _____ as its Integrity Commissioner under the authority of Section 223.3 of the *Municipal Act, 2001* to perform the duties and responsibilities of that office pursuant to the terms of the legislation and this agreement;

NOW THEREFORE, in consideration of the foregoing background, the covenants in this Agreement, and other good and valuable consideration (the receipt and adequacy of which are hereby acknowledged), the Parties agree as follows:

ARTICLE I: INTERPRETATION

1.1 Definitions

In this Agreement, the following terms shall have the following meanings:

[This term is not used anywhere in the PSA.]

"Advice" means a request by City Council or a Member of City Council requesting the Integrity Commissioner to provide a general or specific interpretation of a provision of the Code of Conduct that may or may not reference a particular set of facts as an example of the conduct in question;

"Agreement" means this Agreement and all schedules attached hereto;

“City Personnel” means the City, its Mayor and Councillors, officers, employees (including but not limited to the City’s Contract Manager), agents, contractors, consultants, invitees, and licensees;

“City’s Contract Manager” means the City’s Clerk, or her designate;

“Code of Conduct” means the Code of Conduct for Mayor and Members of Council adopted by the Council of the Corporation of the City of Mississauga at its meeting on September 29, 2010 set out in Resolution 0256-2010;

“Complaint” means a request by City Council, a Member of Council, a City employee or any other person asking the Integrity Commissioner to conduct an inquiry into an alleged contravention of the Code of Conduct;

[This term is not used anywhere in the PSA.]

“Confidential Information” has the meaning set out in Article V:

- (i) confidential, secret or proprietary information, including data, technical information, financial information, security information and plans, business information (including business plans, strategies and practices) of the City which is disclosed to or obtained by the Integrity Commissioner in connection with the fulfillment of the terms of this Agreement;
- (ii) all information related to the operations of the City upon which comes to the attention of the Integrity Commissioner in the course of carrying out the Services; and
- (iii) all data, formulae, preliminary findings, and other material developed in pursuance of the Position

but does not include any such information, which:

- (a) is or becomes publicly available;
- (b) is not subject to any pre-existing obligation of confidentiality;
- (c) are independently developed by the Integrity Commissioner outside the scope of this Agreement; or
- (d) is rightfully obtained by the Integrity Commissioner from third parties.

1.2 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein and shall be treated in all respects as an Ontario contract.

1.3 Schedules

The following are the Schedules which are attached to and form an integral part of this Agreement:

Schedule A: Scope of Services

Schedule B: Fee Schedule

ARTICLE II: DUTIES

2.1 Subject to and in accordance with the terms of this Agreement, the City retains the Integrity Commissioner to carry out the duties of the position in an independent manner, and the Integrity Commissioner agrees to assume this role and carry out the role of the Integrity Commissioner in respect of the Code of Conduct.

2.2 The Integrity Commissioner shall perform the following duties:

a) Advisory:

Upon request, provide advice to individual Members of Council regarding their ethical obligations and responsibilities under the Code of Conduct. The Integrity Commissioner may be requested to provide such advice confidentially to the Member of Council making the request in respect of specific facts, and in a way in which the Member may rely upon the advice provided. In such circumstances and where the Integrity Commissioner is requested to do so, he/she may provide advice in a general way to all Members of Council respecting the interpretation of the Code of Conduct.

b) Complaint Investigation and Adjudication:

Upon receipt of an informal or formal complaint, the Integrity Commissioner shall assess the validity of the complaint to determine if it is appropriate and within the mandate of the Integrity Commissioner to investigate any alleged contraventions of the Code of Conduct identified in the complaint. Where the Integrity Commissioner has determined that the allegations made would if substantiated constitute a breach of the Code of Conduct, and in such circumstances investigate the alleged breach.

If the Integrity Commissioner determines it is appropriate in the circumstances to initiate an inquiry under Subsection 223.4 of the *Municipal Act, 2001*, the Integrity Commissioner shall report to and seek instructions from Council before proceeding, setting out the reasons for the investigation and providing an estimate of the expected cost and time that the investigation will require.

c) Educational:

Upon the request of Council, provide such training and written reference materials for distribution to and use by Members of Council regarding the role of the Integrity Commissioner, the obligations and responsibilities of Members of

Council under the Code of Conduct and any other procedures, rules and policies governing or related to the matters covered by the Rules in the Code of Conduct. In this respect, the Integrity Commissioner may also be requested to prepare or edit written materials and content for the City's website or otherwise for distribution to or used by the public to aid them in their understanding of the role of the Integrity Commissioner and of the meaning of the Code of Conduct.

The Code of Conduct is a living document and the Integrity Commissioner shall prepare and deliver an annual report to Council containing a summary of his/her activities during the calendar year and provide advice and recommendations to Council regarding amendments to the Code of Conduct and any other procedures, rules or policies governing the matters addressed by the Rules in the Code of Conduct.

d) Clarification or Withdrawal:

If the Integrity Commissioner is unclear about the substance of a request for advice, or if the Integrity Commissioner is unclear as to whether a request received from a Member of Council is a request for advice or a request for an investigation, then before commencing work on the matter, the Integrity Commissioner will first seek clarification from the Member of Council who referred the matter. Likewise, if as a result of any action taken by the Integrity Commissioner the Member of Council who referred the matter believes the action is not what was intended, then the Member of Council may provide clarification to the Integrity Commissioner or may withdraw his or her request to provide advice or to conduct an investigation, whichever the case may be.

e) Report to Council:

The Integrity Commissioner is responsible for performing the duties set out in this section independently, and shall report directly to Council in respect of all such matters. The Integrity Commissioner shall file an annual report to City Council respecting the advice, education and investigations carried out in the previous year, and developments or recommendations of significance related to the role of the City's Integrity Commissioner.

- 2.3 The Integrity Commissioner shall provide electronic copies of his/her report to the City Clerk who shall be responsible for ensuring distribution to all Members of Council, except for matters received as confidential fact-specific requests from individual Members of Council, in which case the Integrity Commissioner shall correspond directly with that Member of Council.
- 2.4 The Integrity Commissioner shall not provide advice of any kind to persons contemplating filing a complaint or to persons seeking assistance in initiating the complaint procedure.
- 2.5 The City may in writing at any time after the execution of this Agreement or the commencement of the duties delete, extend, vary or otherwise alter the Code of Conduct and the duties forming the subject of this Agreement. The City shall consult with the Integrity Commissioner prior to changing the duties. The Integrity Commissioner shall

have the option of terminating this Agreement immediately if the scope of the duties is materially altered without the Integrity Commissioner's consent.

- 2.6 The City may at any time by notice in writing to the Integrity Commissioner, suspend or terminate this Agreement and the duties there under or any portion thereof at any stage of the retainer. Upon receipt of such written notice, the Integrity Commissioner shall perform no further duties other than those reasonably necessary to close out the Integrity Commissioner's duties. In such an event, the Integrity Commissioner shall be entitled to payment for those duties rendered and disbursements incurred to the date of such termination.
- 2.7 The Integrity Commissioner may at any time by notice in writing to the City, terminate this agreement and the duties there under. Upon giving such written notice, the Integrity Commissioner shall not, without the consent of Council, perform any further duties other than those reasonably necessary to close out the Integrity Commissioner's duties. In such an event, the Integrity Commissioner shall be entitled to payment for those duties rendered and disbursements incurred to the date of such termination.
- 2.8 The Integrity Commissioner shall perform the duties in an independent, professional and consistent manner, in compliance with all applicable laws and expeditiously to meet the requirements of the City. The Integrity Commissioner may in writing, delegate certain duties, including the exercise of powers under the *Public Inquiries Act* and the duty to report on an inquiry, in situations where the Integrity Commissioner has provided advice to an individual Member of Council respecting the same matter that is the subject of a request for an investigation or where the Integrity Commissioner has an actual or apparent conflict of interest.
- 2.9 The Integrity Commissioner shall complete any portion of the duties in such order as the City may require, and shall provide a status report to Council through the City Clerk from time to time as required or requested by Council. The parties acknowledge and agree that the Integrity Commissioner shall make all reports to Council using the proper administrative reporting procedures as directed by the City Clerk, whose role it is to transmit such reports to Council.
- 2.10 The City shall provide public access to the Code of Conduct through its website. The City shall also provide information about the Code of Conduct, the role of the Integrity Commissioner and the complaint process on its website. As such, the Integrity Commissioner's duties do not include development of a website or similar public information, but any concern surrounding appropriate dissemination of information relevant to the duties of the Integrity Commissioner may be forwarded to the City Clerk for consideration. Review of website content does not constitute part of the Integrity Commissioner's duties.
- 2.11 The Integrity Commissioner recognizes and agrees that he or she has been selected by the City to perform the duties based on the unique qualifications of the individual for this position. Any delegation of the duties by the Integrity Commissioner will be subject to approval of Council, which approval should not be unreasonably withheld, provided that the proposed delegate has the qualifications, experience and expertise necessary to perform the duties to the same standard as the Integrity Commissioner.

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- 2.12 The Integrity Commissioner acknowledges and advises that he or she does not have any conflicts of interest that would interfere with carrying out the duties under this Agreement and that he or she shall be impartial and neutral and shall perform all duties skilfully, competently, independently and in accordance with all applicable law.

ARTICLE III: FEES & PAYMENT

- 3.1 The City shall pay the Integrity Commissioner a retention fee of \$ _____ per year to be paid at the commencement of each year of the retainer.
- 3.2 For the performance of the duties under this Agreement, the City shall pay the Integrity Commissioner an hourly rate of \$ _____, to be billed monthly.
- 3.3 The City shall reimburse the Integrity Commissioner for the following expenses at the rates that apply to City staff, presently being:

Monthly rate for mileage:

\$0.52 per km - up to 600 km

\$0.46 per km - over 600 km

Long-distance telephone

Fax

Meals

Photocopying:

\$0.15 per page

Other disbursements at cost (receipts required)

Reasonable research and administrative costs will be reimbursed at the rates of \$ _____ per hour for administrative assistants and \$ _____ per hour for research assistants.

- 3.4 Should the Integrity Commissioner require a meeting space at the City during the course of an investigation, the City will provide such space in a City facility on an as needed and as available basis. In arranging for such space, the City will be mindful of the importance of confidentiality. The Integrity Commissioner may request space in another City facility where the space offered could, in the opinion of the Integrity Commissioner give rise for confidentiality concerns and the City will make all reasonable efforts to accommodate such requests in a timely fashion.
- 3.5 Any reports prepared by the Integrity Commissioner shall be provided to the City Clerk who will be responsible for printing and distributing the Integrity Commissioner's report at the expense of the City.
- 3.6 The Integrity Commissioner shall submit invoices for services performed to the City Solicitor who will be responsible for processing such expenses for payment. If the City Solicitor refuses to authorize any expense requested by the Integrity Commissioner and contemplated by this Agreement, the Integrity Commissioner shall have the right of appeal directly to the CAO and City Manager. The Integrity Commissioner shall have the option of appealing any subsequent decision to refuse payment directly to Council and any decision by Council shall be final and binding on the Integrity Commissioner.

- 3.7 The Integrity Commissioner shall not seek reimbursement from the City for any costs incurred by him or her which are not specifically set out in this agreement, unless such costs are pre-authorized in writing by the CAO and City Manager.
- 3.8 The City shall pay the amount of any invoice submitted in accordance with this Agreement within 30 days of the date of receipt.
- 3.9 Where duties are delegated with approval of Council, the Integrity Commissioner shall be reimbursed for costs of the delegate to an amount not exceeding the permitted hourly rate of the Integrity Commissioner.

ARTICLE IV: AUDIT

4.1 Reviewing Records

- 4.1.1 If requested by the City, the Integrity Commissioner shall make available to the City such time sheets, accounts, records, receipts, vouchers and other documents as the City Solicitor considers necessary for the purpose of substantiating the Integrity Commissioner's invoices.
- 4.1.2 The City may, at any time and from time to time during the term of this Agreement and seven (7) years following its termination or expiry, audit and inspect the Integrity Commissioner's accounts, records, receipts, vouchers, records of accessible customer service training (if applicable), and other similar documents relating to performance of the Duties and this Agreement and shall have the right to make copies thereof and take extracts therefrom.
- 4.1.3 The Integrity Commissioner shall make available to the City the materials referred to in this section 4.1 in order that the City may carry out audits and inspections as provided in this section 4.1 and shall furnish the City and its authorized representative with all such information as the City or such representatives may from time to time require with reference to such materials. The Integrity Commissioner shall furnish such materials to the City within such timeframe as reasonably required by the City. Without limiting the generality of the foregoing, the Integrity Commissioner shall furnish any required records of accessible customer service training to the City within ten (10) business days of the City's request, unless otherwise agreed upon by the City.

ARTICLE V: CONFIDENTIALITY

- 5.1 During the term of this Agreement, pursuant to Subsection 223.1 of the *Municipal Act, 2001*, the Integrity Commissioner is entitled to have access to all books, financial records, electronic data, processing records, reports, files and any other papers, things or property belonging to or used by the municipality that the Integrity Commissioner believes to be necessary for an inquiry.
- 5.2 The Integrity Commissioner and every person acting under the instructions of the Integrity Commissioner shall preserve secrecy with respect to all matters that come to his

or her knowledge in the course of carrying out any of the duties of the Integrity Commissioner under this Agreement, except as required by law in a criminal proceeding or in accordance with the provision of Subsection 223.5(1) of the *Municipal Act, 2001*.

- 5.3 Pursuant to Subsection 223.5(3) of the *Municipal Act, 2001*, Subsection (a) prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.
- 5.4 Where the Integrity Commissioner reports to the City that in his or her opinion a Member of Council has contravened the Code of Conduct, the Integrity Commissioner may disclose in the report such matters as in the Integrity Commissioner's opinion are necessary, subject to applicable law.
- 5.5 If the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act or of the *Criminal Code of Canada*, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge has been finally disposed of, and shall report the suspension to Council.
- 5.6 Except as may be required by law, the Integrity Commissioner shall not disclose confidential information that was the subject of a closed meeting under Section 239 of the *Municipal Act, 2001*, or which could identify a person concerned.
- 5.7 In the event the Integrity Commissioner believes access is required to files and documents for which solicitor-client privilege is claimed, the Integrity Commissioner shall discuss such request with the City Solicitor and, if in the opinion of the City Solicitor, such request needs to be discussed with City Council, then the direction of City Council will be sought by the City Solicitor, with the exclusion of the Member(s) of Council, if any, under investigation.
- 5.8 Upon receipt of a formal complaint pursuant to the Code of Conduct, and where the Integrity Commissioner determines that the complaint meets the criteria to be investigated, the Integrity Commissioner may elect to conduct an informal investigation or alternatively to exercise the powers of a Commission under Parts I and II of the *Public Inquiries Act*, as contemplated by Subsection 223.4(2) of the Act.
- 5.9 Upon receipt of a formal complaint pursuant to the Code of Conduct, the Integrity Commissioner will first determine whether the complaint is invalid by virtue of the reason that the Integrity Commissioner determines the complaint to be
 - a) outside of the jurisdiction of the Integrity Commissioner;
 - b) frivolous or vexatious;
 - c) made in bad faith or without substance; or
 - d) insufficient basis to conduct an investigation, including not relevant to the objectives of the *Municipal Act, 2001*, the Council Code of Conduct or in the public interest;

Where the Integrity Commissioner so determines, he or she shall report the nature of the formal complaint and the reason for not investigating to City Council.

- 5.10 If the Integrity Commissioner is satisfied that a formal complaint regarding a Member of Council does not contain sufficient information to set out in a *prima facie* contravention of the Code of Conduct, the Integrity Commissioner shall stay any inquiry into the complaint. The Integrity Commissioner shall notify the complainant that the matter is stayed and provide an opportunity for the complainant to provide additional information to allow the Integrity Commissioner to determine whether there has been a possible contravention of the Code of Conduct. Where satisfied that the information sets out a *prima facie* contravention of the Code of Conduct, the Integrity Commissioner shall lift the stay and conduct the inquiry and where not satisfied, the Integrity Commissioner shall file a report setting out that decision.
- 5.11 If the Integrity Commissioner is satisfied, after considering the information contained in the complaint and any other relevant information, that a complaint regarding a Member of Council is frivolous, vexatious or not made in good faith, or where the complaint is not within the mandate of the Integrity Commissioner, he or she shall not conduct an inquiry. Where this becomes apparent in the course of an inquiry, the Integrity Commissioner shall terminate the inquiry and prepare and file a report to Council.

ARTICLE VI: INSURANCE & INDEMNITY

6.1 Insurance

- 6.1.1 During the term of this Agreement, the Integrity Commissioner shall procure and maintain errors and omissions insurance of not less than \$1 million.
- 6.1.2 The insurance as required under subsection 6.1.1 shall not be terminated, cancelled or materially altered unless written notice of such termination, cancellation or material is given by the insurers to the City at least sixty (60) clear days before the effective date thereof. Any revisions must be submitted to the City's Contract Manager for approval.
- 6.1.3 The Integrity Commissioner shall provide the City with a certificate of insurance indicating compliance with this section 6.1 upon execution of this Agreement.

6.2 General Indemnity

- a) The Integrity Commissioner shall, both during and following the term of this Agreement, save harmless and fully indemnify the City and City Personnel from and against all costs, actions, suits, claims, and demands whatsoever which may be brought against or upon the City and/or any of the City Personnel as a result of, or that arise from or are in any way incidental to, the misconduct of the Integrity Commissioner and/or Integrity Commissioner Personnel, or the failure to perform, or the failure to exercise reasonable care, skill or diligence in the performance of this Agreement by the Integrity Commissioner and/or the Integrity Commissioner Personnel.
- b) The City will save harmless and fully indemnify the Integrity Commissioner, both during and following the term of this Agreement, from and against all costs, actions,

suits, claims, demands whatsoever incurred in the course of actions taken within the terms of the Duties described in Article II herein.

6.3 Intellectual Property Indemnity

6.3.1 The Integrity Commissioner shall defend, at its expense, any action brought against the City and/or any City Personnel to the extent that the action is based on a claim that any of the Services or deliverables provided by the Integrity Commissioner or any part thereof infringes any third-party's intellectual property rights including, without limiting the generality of the foregoing, copyright, trade secret, patent or industrial design rights and the Integrity Commissioner shall indemnify and hold the City and City Personnel harmless with respect to all resulting court costs, damages or settlements awarded against the City and/or City Personnel provided that:

- a) the City promptly notifies the Integrity Commissioner of any matter in respect of which the foregoing may apply and of which the City has knowledge;
- b) the Integrity Commissioner has sole control over the defence, settlement or compromise of any such action as long as such defence, settlement or compromise does not place any liability or obligation on the City; and
- c) the action is not over any content or data provided to the Integrity Commissioner by the City.

6.3.2 If any of the Services or deliverables or any part thereof becomes, or in the Integrity Commissioner's opinion are likely to become, the subject of a claim based on an alleged infringement or breach as aforesaid, the Integrity Commissioner may, at its expense and option, with prior written notice to the City do one of the following:

- a) modify the applicable part of the Services or deliverable so that there is no longer any infringement or breach, provided that such modification does not adversely affect the functional capabilities of the Services or deliverable as set out herein or Change Order;
- b) procure for the City the right to continue to use the applicable part of the Services or deliverables; or
- c) substitute for the applicable part of the Services or deliverables with other components having a capability equivalent to the replaced part of the Services or deliverables which would satisfy the Integrity Commissioner's obligations as set out herein.

ARTICLE VII: TERM & TERMINATION

- 7.1 This agreement shall be effective on _____ 2012 and expire _____ 2017 unless otherwise terminated in accordance with the terms of this Agreement or by mutual agreement of the City and the Integrity Commissioner in writing.
- 7.2 To best ensure independence, the term of this Agreement shall not be extended or renewed.
- 7.3 Upon termination of this Agreement, the Integrity Commissioner shall forthwith deliver all material and documentation related to any investigations underway to the City's next Integrity Commissioner, and all such material and documentation shall become the property of the new Integrity Commissioner of the City. In the event of the City not having contracted the services of a new Integrity Commissioner, upon termination of this agreement the Integrity Commissioner shall make arrangements with the City Clerk to transfer the material and documentation related to ongoing investigations in such a manner that satisfies the Integrity Commissioner's concerns respecting the confidentiality of the records, while allowing their use for the purposes that they were created.
- 7.4 The Integrity Commissioner shall retain all other records and documentation relating to his or her duties for a period of seven years following termination of this agreement and then shall dispose of such records in a secure fashion of by utilizing the City's Corporate Records Management Program.
- 7.5 Subject to the *Municipal Freedom of Information and Protection of Privacy Act* and subject to any other legislative requirement and the provisions of this Agreement, both during and after the term of this Agreement, the Integrity Commissioner shall not publish or issue any information respecting his or her duties under this Agreement without the prior written consent of the City's Council.

ARTICLE VIII: REPRESENTATION & WARRANTIES

8.1 Integrity Commissioner's Representation & Warranties

The Integrity Commissioner represents and warrants to and in favour of the City and acknowledges that the City is relying thereon as follows:

- 8.1.1 The Integrity Commissioner has full power and authority and has obtained all necessary approvals to execute, deliver and perform this Agreement.
- 8.1.2 The Integrity Commissioner's execution, delivery and performance of this Agreement shall not constitute:
- a) a violation of any judgment, order or decree;
 - b) a material default under any material contract by which it or any of its material assets are bound; or
 - c) an event that would with notice or lapse of time, constitute such a default.

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- 8.1.3 The obligations and Services of the Integrity Commissioner hereunder will be performed in a professional manner consistent with the highest industry standards reasonably applicable to the performance of such obligations.
- 8.1.4 The Integrity Commissioner does not have any conflicts of interest that would interfere with carrying out the duties under this Agreement. Without limiting the generality of the foregoing, the Integrity Commissioner specifically acknowledges that he or she:
- a) is not an employee of the City;
 - b) does not have a financial interest in any matters involving the City;
 - c) does not have an interest in matters before City Council or in any work undertaken by the City;
 - d) does not have and never has had, any involvement in the municipal politics of the City of Mississauga.
- 8.1.5 The Integrity Commissioner will be impartial and neutral and shall perform all duties skilfully, competently, independently and in accordance with all applicable law.
- 8.1.6 The Services, including any deliverables to be completed under this Agreement, may contain or be derived from portions of materials provided by third-party suppliers and service providers under license to the Integrity Commissioner. The Integrity Commissioner represents and warrants to the City that it has the full and unencumbered right to grant to the City such materials either through ownership or license, including updates, modifications of and/or enhancements thereto, and that the ownership, license to and use of such materials by the City in accordance with the terms of this Agreement will not violate the terms of its agreements with its third-party suppliers and service providers.

8.2 Termination for Breach of Representations & Warranties

The Integrity Commissioner acknowledges and agrees that the representations and warranties provided in section 8.1 are ongoing obligations owed to the City during the term of this Agreement. Subject to section 8.3, the City may terminate this Agreement immediately if, in its sole discretion, a breach of any of the provisions in section 8.1 is found.

8.3 Conflict of Interest

- 8.3.1 If the Integrity Commissioner becomes aware of a situation where a conflict of interest could arise, the Integrity Commissioner shall:
- a) advise the City Manager immediately in writing of the nature of the conflict;
 - b) refrain from conducting any further investigation or providing advice on the matter at issue until further direction is given by the City Manager in accordance with section 8.3.2.

8.3.2 Upon receipt of a notice in writing from the Integrity Commissioner in accordance with section 8.3.1, the City Manager may:

- a) terminate this Agreement in which case Article VII would apply; or
- b) request the Integrity Commissioner to remove himself or herself from an investigation/inquiry or to stop any further work on a matter, in which case, the Integrity Commissioner shall immediately make arrangements to transfer all related documentation to the City Clerk as soon as possible. In that case, the City Manager may retain another person to conduct the investigation/inquiry or to carry on the work in question in place of the Integrity Commissioner, as the City Manager deems appropriate.

ARTICLE IX: GENERAL

9.1 Not an Employee

The Integrity Commissioner is appointed pursuant to Subsection 223.1 of the *Municipal Act, 2001* as such as is responsible for performing the duties under this Agreement in an independent manner. The Integrity Commissioner may be identified publicly as the City of Mississauga's Integrity Commissioner however the Integrity Commissioner in an independent contractor and shall not be considered at any time to be an agent or employee of the City.

9.2 Notice

Where in this Agreement any notice is required to be given or made by either party to this Agreement, it shall be in writing and is effective if delivered in person, sent by ordinary or registered mail, or by facsimile transmission or email addressed to the other party for whom it is intended at the following addresses, and any notice shall be deemed to have been given:

- a) if delivered personally, on the date of such delivery;
- b) if by ordinary mail, on the second business day following the date of mailing;
- c) if by registered mail, on the day the postal receipt is acknowledged by the other party;
- d) if by facsimile transmission or email, when transmitted (if received before 4:30pm local time at the recipient's office or failing which on the next business day).

Any notices intended for the City shall be delivered and addressed to:

City of Mississauga
Office of the City Clerk

Attention: Crystal Greer
Tel: (905) 615-3200 ext. 5419
Fax: (905)
Email: crystal.greer@mississauga.ca

Any notices intended for the Integrity Commissioner shall be delivered and addressed to:

[INTEGRITY COMMISSIONER'S NAME & ADDRESS]

Attention:
Tel:
Fax:
Email:

The address of either party may be changed by notice in the manner set out in this section.

9.3 No Amendment

This Agreement may only be changed or amended in writing duly executed by the duly authorized representatives of both parties.

9.4 Waiver of Breaches

In the event of a breach of any provision of this Agreement by one party to this Agreement, no action or failure to act by the other party shall constitute a waiver of any right or duty afforded by that party under this Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any such breach, except as may be specifically agreed to in writing by the party that is not in breach.

9.5 Severability of Provisions

If any of the provisions of this Agreement shall be illegal or invalid, such illegality or invalidity shall not render the whole agreement illegal or invalid, but the Agreement shall be construed as if it did not contain the illegal or invalid provision(s), and the rights and obligations of the Parties shall be construed and enforced accordingly.

9.6 Entire Agreement

This Agreement, the RFP and any addendum issued, any Change Order and purchase order issued by the City, and the Integrity Commissioner's proposal in response to the RFP

constitute the entire agreement between the parties with respect to the subject matter of the Agreement and supersede all previous negotiations, proposals, commitments, writings and understandings of any nature whatsoever, whether oral or written, unless they are expressly incorporated by additional reference in the Agreement.

9.7 Survival

Articles 4, 5, 6, and sections 7.2 and 7.3 shall survive upon termination of this Agreement.

9.8 Time

Time shall be of the essence in all respects of this Agreement.

9.9 Further Assurances

Each of the parties hereby covenants and agrees to execute and deliver such further and other agreements, assurances, undertakings, acknowledgements or documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence and do and perform and cause to be done and performed any further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part hereof.

Any dispute, difference or disagreement between the parties in relation to this agreement may, with the consent of Council and the Integrity Commissioner, be referred to arbitration. No person shall be appointed to ask as arbitrator who is any way interested, financially or otherwise, in the conduct of the duties or in the business or other affairs of either the City or the Integrity Commissioner. The determination of the arbitrator shall be final and binding upon the parties.

IN WITNESS WHEREOF the City and the Integrity Commissioner have executed this Agreement.

Date: _____

**THE CORPORATION OF THE CITY OF
MISSISSAUGA**

Name: Hazel McCallion
Title: Mayor

2(k)(k)

The Corporation of the City of Mississauga
Procurement No.: FA.49.233-11; Request for Proposal for:
Appointment of an Integrity Commissioner for a Term of Five (5) Years

Date: _____

**THE CORPORATION OF THE CITY OF
MISSISSAUGA**

Name: Crystal Greer

Title: City Clerk

Date: _____

Name:

Title: Integrity Commissioner

SCHEDULE A

THE SERVICES

[Outline the scope of the services, make any references to proposals/RFP etc. as required]

SCHEDULE B

FEE SCHEDULE

[To be inserted]



Corporate Report

Clerk's Files

Originator's
Files

DATE: February 22, 2012

TO: Chair and Members of Governance Committee
Meeting Date: February 27, 2012

FROM: Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

SUBJECT: **Revisions to Elected Officials' Expenses Policy (04-05-04)**

Governance Committee

FEB 27 2012

- RECOMMENDATION:**
1. That the draft revised Elected Officials' Expenses Policy as outlined in the report dated February 22, 2012 from the Commissioner of Corporate Services and Treasurer be received for discussion and direction to staff.
 2. That, subject to final direction with regard to the Elected Officials' Expenses policy revisions, any other policy which may require amendments to align with the Elected Officials' Expenses Policy be brought forward for approval.

BACKGROUND: The current Elected Officials' Expenses Policy provides guidelines for expenses incurred by elected officials while acting as members of Council. Elected officials are accountable to the public and are responsible for ensuring their expenses are reasonable, appropriate, and within budgeted amounts. The Policy was last amended in 2009.

In the last quarter of 2011, as a result of a variety of comments and questions received from Councillors regarding eligible expenses over the last few years, the Commissioner of Corporate Services and Treasurer and the Manager of Corporate Financial Services conducted one-on-one meetings with all elected officials to discuss their concerns

and suggestions with regard to revisions to the existing Elected Officials' Expenses Policy.

As well, in the report from the City Solicitor on amending the Council Code of Conduct in response to the recommendations of the Judicial Inquiry, considered by the Governance Committee on January 23, 2012, it was suggested that Rule No. 3 of the Code which deals with expenses of members of Council be deleted and moved to the Elected Officials' Expenses Policy in order to avoid overlap and duplication.

COMMENTS:

The Elected Officials' Expenses Policy (04-05-04) has been redrafted to address the feedback and comments received from members of Council and to incorporate the provisions included in the Code of Conduct Rule No. 3 which are not specifically addressed in the existing expenses policy.

The Policy has been substantially revised in order to provide more clarity with regard to expenditures which are eligible for funding under the Policy and to include some additional eligible expenditures as requested by members of Council. The revised draft policy is attached as Appendix 1 to this report.

Some of the major changes incorporated in the draft policy are as follows:

- expenses not explicitly identified in this policy are not eligible for funding
- the Elected Officials' Expenditure Summary prepared by Finance will be posted quarterly on the City's website, following distribution of this report to the members of Council for review
- a listing of ineligible expenses is included in the policy. Alcohol, raffle tickets, gaming tickets are included in this list, consistent with provisions of the Code of Conduct
- the budget consolidates funding for expenses and the Councillor newsletters—they are no longer separate budget provisions.
- a one time office set up budget of up to \$2,000 will be made available to a newly elected official to acquire furnishings, office equipment and decor and initial business supplies (ie business cards, stationary etc)
- costs associated with maintenance of a website are identified as eligible expenses
- floral arrangement expenditures are no longer limited per term of Council but a maximum of \$250 per event has been identified

- donations of items, services or financial contributions towards specific activities, programs or fund raising initiatives of a local community group are eligible expenses up to an annual maximum of \$500 per group
- reasonable expenditures associated with ward events hosted by elected officials are eligible expenses. Funds raised for a ward initiated event will not be held by the City.
- credit card memberships are no longer eligible for reimbursement. All members of Council will now have use of City issued procurement cards.
- bills for home services, including 407, are to be issued by the service provider in the name and address of the elected official
- memberships in local community organizations, in broader based national or international organizations such as Rotary or Lions Clubs and in professional organizations such as the Association of Professional Engineers, Planners or Accountants are eligible expenses if these memberships are deemed by the member of Council to be relevant to his/her work.

Appendix 2 attached provides a detailed comparison of the existing policy to the proposed policy.

FINANCIAL IMPACT: There is no financial impact on the City's operating budget as a result of the revised draft policy. Members of Council will continue to determine the expenditures they wish to make which are eligible for funding by the City within the provisions of this policy and which fall within the budget allocated for this purpose.

It is proposed as part of this policy revision that the annual Councillor budget allocation for a newsletter (ie \$7,000) be consolidated with the Councillor's expense budget (ie \$19,800) for a total annual budget provision for both expenses and newsletter of \$26,800. (Note: This budget provisions does not include the councillor's annual vehicle allowance expense of \$17,304).

Any increases in the overall annual budget provisions must be approved by Council.

CONCLUSION:

The Elected Officials' Expenses policy has been redrafted based on input received from members of Council with regard to the need to more clearly identify expenditures eligible for payment by the City and to incorporate some expenditures not currently included in the policy which may be deemed relevant by members of Council in order to carry out their duties as elected officials. The redrafted policy also incorporates the provisions related to expenses contained in the Code of Conduct. The draft policy is being tabled for review and discussion by members of Council and for direction to staff regarding these revisions.

ATTACHMENTS:

Appendix 1: Elected Official Expense Policy #04-05-04

Appendix 2: Comparison of Current and Proposed Elected
Official Expense Policy



Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

*Prepared By: Mark Beauparlant, Manager, Corporate Financial
Services*

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TAB: FINANCE AND ACCOUNTING
SECTION: BUSINESS EXPENSES
SUBJECT: ELECTED OFFICIALS' EXPENSES

POLICY STATEMENT Expenses incurred by elected officials while acting as members of Council are paid by the City, subject to the limitations and restrictions outlined in this policy.

PURPOSE Elected officials (the Mayor and councillors) are accountable to the public and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts.

This policy outlines the expenses which will be paid by the City and provides information on payment and approval methods. Any expenses not explicitly identified in this policy are not eligible for funding by the City.

SCOPE This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official City business and performing their duties as elected officials.

PUBLIC NOTICE On a monthly basis, Corporate Finance will prepare an Elected Official Expenditure Summary. For public transparency purposes, the Elected Officials' Expenditure Summary will be posted quarterly on the City's website, following distribution to elected officials for review and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as amended.

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EXCLUDED EXPENSES

The following list of expenses are excluded from this policy, as they are accounted for through other City of Mississauga Corporate Policies, by-laws or budget provisions:

- Elected officials Salaries and Benefits - (refer to the Remuneration By-Law - 0511-2002, as amended);
- Council Support Staff Expenses (i.e. salaries and related payroll costs; mileage; staff training and development; office supplies, office equipment rental; etc.);
- Vehicle allowance for councillors (refer to the Remuneration By-Law 0511-2002, Appendix A, as amended);
- Mayor's vehicle costs - (refer to Corporate Policy and Procedure - Finance and Accounting - City Vehicles Provided for Business and Personal Use);
- General Office Supplies (e.g. office consumables such as stationery, office supplies, printer cartridges/toners, CD's, memory keys/USB storage devices, etc.) which may be charged to a corporate assigned budget; and
- Attendance at Functions as a City representative specifically approved by Council. In these cases, costs related to attendance will be charged to a designated corporate operating budget.

INELIGIBLE EXPENSES

While not an exhaustive list, the following items are examples of expenses that are the responsibility of the individual elected official and are not eligible for reimbursement under this policy:

- Personal expenses - expenses for goods or services of a personal nature, such as grooming; invitations to meals or events with friends; etc.;
- Tickets - raffle tickets, table prize tickets and other gaming tickets;
- Beer, alcohol, wine purchases;
- Provincial Offence fines or parking tickets;
- Passports;

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- Expenses of a spouse or companion who accompanies an elected official to a conference, seminar, workshop or convention, unless the expense is associated with the Business Meals and Entertainment section of this policy;
- Payment to others for assistance with ward or City events, such as delivering newsletters or notices in their ward, working events, etc.; and
- Election Campaign Expenses: As of June 30th of an election year, any costs associated with an election campaign, including:

- the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year.
- communications services expenses or use of City facilities, materials or equipment for election campaigning purposes.

Note: Costs associated with published telephone, pager or fax numbers, or published e-mail addresses used in conjunction with campaign information and communications are considered election related and are not funded through the elected officials' expense budget. Elected officials are responsible for declaring any communication services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.

ELIGIBLE ELECTED OFFICIALS' OPERATING BUDGET EXPENSES

GENERAL BUDGET INFORMATION

As part of the annual operating budget approval, a budget amount is established for elected officials' discretionary expenses. This budget is to cover expenses incurred by each elected official while conducting City business or promoting the City, including funding for councillor newsletters, as well as other expenses.

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Each elected official may choose how to allocate their budget, based on their business needs, in accordance with the eligibility provisions of this policy.

Elected official expense budgets are analyzed and reports are distributed monthly to the Mayor and Members of Council by the Finance Division, Corporate Services Department. Elected officials are ultimately responsible for the integrity and compliance of all expenses they claim under this policy. An elected official expense report is also presented to Council annually in accordance with the *Municipal Act, 2001* C.25, Section 284.

Newly Elected Official - Office Setup Allowance

Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a pro-rated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationary, etc. in order to create an office environment suitable to the elected official.

COMMUNICATION EXPENSES

Cell Phone, Home Telephone /Fax/Internet

The following monthly costs associated with the operation of communication equipment may be charged to the elected official's expense budget:

- one cellular or smart phone service plan for City business use, including air time or data charges;
- service plan for one City standard tablet/notepad or equivalent device; and
- the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is primarily for City business.

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Elected officials are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (PCard) or pay the service provider directly and submit the expense to the City as an Incidental Expense Report Form E2421 reimbursement.

Note: The City will not be responsible for any late payment charges.

General Communication With Constituents

The following eligible expenses related to communication and paid through the elected officials' expense budget include:

- expenses incurred in the communication of City and/or ward issues or items of interest to constituents;
- expenses related to the publication and distribution of ward-related newsletters, greeting cards, or other business and ward related notices; and
- newspaper columns/ notices; or advertisements.

Websites - City and Personal

Costs associated with licensing, maintenance and support of an elected official's external website in order to carry out his or her duties of office are eligible for reimbursement.

The City provides maintenance and support for the elected official's City website.

Facility Rentals

Elected officials may charge reasonable facility rentals to their expense budget, either to host events or to support community group events. Funding of facility rentals or rooms for ongoing regular meetings of a specific group is not eligible. (e.g. a community group's weekly meetings).

Floral Arrangements

Floral arrangements, to a maximum of \$250 per event, are eligible. Charitable donations in lieu of a floral arrangement may

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be substituted at the elected official's discretion. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.

EQUIPMENT AND OFFICE ACCESSORY EXPENSES

Support Staff Cell Phone Costs

Elected officials may charge support staff cell phone costs not covered by the elected officials' support staff budget to their expense budget.

Office Accessories and Furnishings

City office accessories and furniture items (i.e. desk lamps, plants, mini-fridge, art, picture/certificate framing, coffee makers, etc.), briefcases, purchased publications (maps, guide books, etc.), and other reasonable office items may be charged to the expense budget at the elected official's discretion. Furniture, furnishings, office décor and equipment items are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.

Miscellaneous Equipment

Reasonable miscellaneous equipment considered necessary to carry out the duties of office or for ward events, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable signs, event equipment, etc. will be eligible for reimbursement. Equipment purchases are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.

BUSINESS MEALS AND ENTERTAINMENT

Business Meals and Tickets

Reasonable expenses associated with the entertainment of business contacts, such as business meals (e.g. meetings conducted during normal meal periods) or tickets to retirement

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events, banquets, fundraisers, or other entertainment events, will be reimbursed when the attendance or entertainment is considered to be necessary for the advancement of the interests of the City or to support a local community group.

Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending.

Business Meeting Refreshments

Reasonable expenses associated with providing coffee, refreshments, snacks or sandwiches for community or business meetings are permitted.

Prepaid Season Tickets

Elected officials may purchase pre-paid season tickets to an entertainment facility (i.e. Mississauga Majors Hockey Club) if the use is intended for ward or City business-related purposes.

When pre-paid season tickets are purchased and used as business entertainment or given to a community group, the elected official will be responsible for providing Finance with a list of "intended" recipients of the tickets for the entire season with their monthly incidental expense reimbursement, or alternately, they may provide Finance with a detailed list of all "actual game" recipients during or at the end of the season.

The elected official will be responsible and accountable for providing this list to Finance for record and audit purposes.

Hospitality

Elected officials may incur expenses as the result of being required to extend hospitality to external parties as part of their official duties and/or when attending functions. Elected officials may be reimbursed for hospitality expenses for meetings that include:

- a. engaging representatives of other levels of government,

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international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;

- b. providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government;
- c. honouring persons from the City in recognition of exceptional public service and staff appreciation events;
- d. recognition events for various agencies, boards and commissions of the City; and
- e. ratepayers associations, minor league sports associations and other community groups.

Spouse or Companion Expenses

An elected official's spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.

ATTENDANCE AT FUNCTIONS

Conferences, Seminars, Workshops, Conventions

Elected officials may charge expenses incurred to attend conferences, seminars, workshops, courses, conventions, formal study tours, etc. related to City business, including transportation (e.g. limo or taxi service to the airport), parking, trip cancellation insurance, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, currency exchange fees, etc.) to their operating budget. Receipts, if normally provided, are required.

The following restrictions and exceptions apply to payment of expenses while attending functions on City business:

- A copy of the registration form for conferences, conventions, seminars, etc., where applicable, must be attached to the request for reimbursement. The copy of the registration form

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will be used to confirm dates of required travel and/or accommodation, eligibility for per diem payments, etc.

- Transportation by air, rail or bus will be reimbursed at the lowest available price. For flights in excess of five hours, elected officials may choose business class travel. Claims for air travel must be supported by boarding passes.
- Car rentals for use while on an out-of-town business trip will be reimbursed only if the cost of the rental does not exceed the cost of taxi fares for the same purpose. A cost justification for the rental car must be included with the claim.
- Expenses incurred when using a personal vehicle for travel to attend a function located at least 100 km (60 mi.) from the City will be reimbursed at the City's standard car allowance rate established for City staff.
- Accommodation will be reimbursed at the lesser of the room rate charged for the function or the hotel's rate for a standard room.
- Meals and miscellaneous expenses will be reimbursed at actual costs upon submission of appropriate receipts. Alternatively, when an overnight stay is required, these expenses may be reimbursed on a per diem basis, with no receipts required, at a maximum rate of \$60.00 per day including travel days (US\$60.00 if the function takes place outside Canada).
- The expenses of a spouse or companion will not be reimbursed unless the expense is associated with the Business Meals and Entertainment section of this policy.

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CONTRIBUTIONS AND DONATIONS

To Community Groups

Formal sponsorship of groups or organizations is available through the Corporate Grant Program.

However, elected officials may charge the donation of items or services or financial contributions towards specific events, activities, programs or fundraising initiatives of local groups to their expense account, to an annual maximum of \$500 per group. Examples of eligible expenses include the purchase of fundraising items, the cost of a room rental or refreshments, payment of reasonable entertainment expenses on behalf of the group, or financial contributions to support a specific program or initiative of the group. The activities of the group being sponsored should be of benefit to the local community.

Expenses related to the sponsorship of teams or individuals, such as the provision of uniforms or equipment, or on-going financial support, will not be reimbursed.

Donations to national and/or international brand charities (i.e. Cancer, Diabetes, Lung Association, Heart and Stroke, etc.) will not be reimbursed, with the exception of donations in lieu of flowers for funerals. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.

Golf Tournaments and Charity Events

Reasonable expenses associated with buying tickets to sponsor, attend, or support a community golf tournament or charity event will be reimbursed when such entertainment is considered to be beneficial for the advancement of the interests of the City or support of a community organization. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending.

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MISCELLANEOUS EXPENSES

Staff Recognition

Reasonable expenses associated with the recognition of staff, such as business lunches, tickets to community events or small gifts of appreciation will be reimbursed when such expenditures are considered to be appropriate as a means of rewarding the efforts of staff. Recipients must be listed on the receipt provided for reimbursement.

Souvenirs and Give-Aways

City souvenirs and give-aways of nominal value are available for distribution at the discretion of each elected official and may be ordered on a charge-back basis from Central Stores. Elected officials may fund promotional items that carry the elected official's contact information, and/or identify the elected official, through their expense account, provided that the items will be not be distributed or used after June 30 of an election year.

Nominal gifts for special business related occasions (i.e. retirements, work anniversaries, taxpayer or community group recognitions, etc.) are eligible for reimbursement.

Campaign materials cannot be charged to the City.

Tips

Reasonable tips are permitted for the acquisition of business related services such as transportation, business meals, etc.

407 Charges

407 toll charges, including the cost of a transponder, will be eligible when used for City business purposes. Elected officials are responsible for ensuring that bills are in the name and address of the elected official and not that of the City. 407 bills may be charged to a City procurement card or paid by the elected official directly to the service provider and submitted to the City as an Incidental Expense Report reimbursement, Form E2421.

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Parking Expenses

Parking expenses for City related business are eligible for reimbursement.

WARD EVENTS

Ward Initiated Community Events

Elected officials may charge reasonable expenses related to the support of ward initiated community events (e.g. refreshments, entertainment, etc. for events such as picnics, fairs, yard sales, skating parties), to their specific operating expense budget. Any fundraising for a ward initiated community event must be managed independently, without involvement of City resources and with no funds being held by the City for this purpose.

MEMBERSHIPS AND SUBSCRIPTIONS

Memberships

Membership fees to organizations or associations deemed by the elected official to be relevant to his or her work will be eligible for reimbursement through the elected official's expense account. This includes membership to local community organizations which are focussed on goals and activities of benefit to the local community, broader based national and international organizations, such as the Rotary Club, Shriners Club, and Lions Club, and professional organizations such as the Association of Professional Engineers, Planners, Accountants, etc.

Subscriptions

Subscriptions to magazines and newspapers to assist the elected official in his/her role will be paid by the City.

ELIGIBLE CAPITAL EXPENSES

Capital Expenses

Capital equipment is provided to elected officials' offices within the Civic Centre, in accordance with standard City practices.

The costs of City-standard capital equipment (office furniture and furnishings, computer and communications equipment, e.g. cell phone, smart phone, laptop, desktop PC, tablet/notepad) are

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charged to the appropriate Information Technology or Facilities and Property Management capital budget account.

Requests for furniture or furnishings must be forwarded to the Director of Facilities and Property Management for approval prior to purchase.

Requests for computer or communications equipment must be forwarded to the Director of Information Technology for approval prior to purchase.

Refer to the Non City-Standard Equipment and Items section below for guidelines on the purchase of non City-standard communications equipment.

Non City-Standard Equipment and Items

Elected officials who choose to purchase communications equipment, such as cell phones, smart phones, tablet/notepads, laptops, desk top computers or ancillary devices (headsets, cases, etc.) that differ from or exceed standard City-provided equipment may utilize their elected officials' expense budget or choose to personally absorb the cost. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standard, as determined by the Director of Information Technology.

Items purchased through the elected officials' expense budget remain the property of the City until they have been fully depreciated.

Non City-standard equipment will not be supported (i.e. maintenance, troubleshooting) by the City's Information Technology staff.

Eligible Equipment for Business Use

Elected officials are entitled to the following City-standard capital

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equipment for business use:

- one smart phone or cell phone and related in-car installation;
- one lap top or desktop computer for Civic Centre office; and
- one tablet/notepad or equivalent device

Eligible home office equipment is listed below.

Eligible Home Offices - Furniture

The following City-standard furniture will be supplied for home offices through the Facilities and Property Management Division:

- one workstation/desk including keyboard tray;
- one chair;
- one printer stand;
- one three-drawer filing cabinet.

Alternatively, elected officials may purchase non City-standard furniture of their choosing and request reimbursement by the City. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the Director, Facilities and Property Management Division.

Eligible Home Office Computer and Equipment

The following City-standard computer and communications equipment, and set up and installation, will be supplied for home offices through the Information and Technology Division:

- one computer and related hardware and software;
- one multi-function printer/fax/photocopier/scanner;
- one business telephone line and phone set; and
- one fax line.

Technical support for City-standard equipment and software will be provided by the Information and Technology Division. Refer to the Non City-Standard Equipment and Items section of this policy for information on the purchase of non City-standard communications equipment.

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Replacement/Upgrade/ Refurbishment of Capital Equipment and Furniture

Capital equipment and furniture will be replaced, upgraded, or refurbished in accordance with City standards. For the purposes of replacement/upgrade/refurbishment and depreciation, all furniture will be deemed to have a 12-year life span; computer and communications equipment will be deemed to have a four-year life span. All capital equipment and furniture provided by the City will remain the property of the City until it has been fully depreciated.

Replacement of any City-standard capital item prior to reaching its full life span is contingent upon the return to the City of the item to be replaced, unless the Director of Information Technology or the Director of Facilities & Property Management, as appropriate, deems the item to have no value to the City.

Where an elected official is reimbursed for non-standard furniture, the furniture need not be returned to the City. However, if the furniture is to be replaced or refurbished prior to the expiry of the 12-year life span, the elected official will be required to repay a percentage of the amount previously reimbursed. To facilitate this repayment, the reimbursement of the costs of new furniture or the costs of refurbishing existing furniture will be reduced by the amount of the repayment. The amount of the repayment will be determined by the following formula:

$(A \div 12) \times B$ (where A = the amount previously reimbursed and B = the number of years remaining in the 12-year life span)

Elected Official No Longer in Office

When the elected official is no longer in office, capital equipment and City-standard furniture must be either returned to the City or purchased at its depreciated value as determined by the Finance Division in consultation with the Facilities and Property Management Division or the Information Technology Division, as appropriate. Where the City has reimbursed an elected official

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for non-standard furniture, the elected official will be required to repay a percentage of the amount that had been reimbursed, according to the repayment formula above.

CLAIMS, APPROVALS AND REIMBURSEMENTS

How to Claim

Detailed procedures for obtaining services offered in-house and for submitting incidental expense claims are available from the Finance Division, Corporate Services Department. General information is provided below.

City Procurement Card (PCard) Purchases

Procurement cards (PCards), issued for the purchase of goods and/or services related to conducting City business and cheque requisitions are the primary and preferred methods used for direct payment of goods and/or services. PCard purchases must be conducted within assigned spending limits and must be used in accordance with all requirements of this policy and the Purchasing By-Law. Refer to Corporate Policy and Procedure - Business Expenses - Procurement Cards for detailed PCard information.

Internal Charge-back for Services Provided by the City

Expenses related to services provided in-house, such as City facility or picnic table rentals, printing and photocopying, and the purchase of City inventory items through SAP, the City's financial system, will be charged to the account number provided with the requisition. No additional authorizations are required.

Form E2421 - Incidental Expense Report for Reimbursement of Out of Pocket Expenses

Requests for reimbursement of out-of-pocket expenses not charged to a City procurement card may be made using Form E2421 - Incidental Expense Report. Expense claim forms should be submitted to Accounts Payable no later than the 15th of the month following the month in which the expense was incurred.

Accounts Payable processes payment for out-of-pocket expenses

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once per month. Elected officials may contact the Manager, Financial Services, to request more immediate payment for expense claims in excess of \$1,000.

Receipts/Proof of Payment

Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense. To avoid duplicate payments, copies of receipts are not acceptable. Copies of invoices, credit card slips or statements, or Interac payment slips (Purchase of Sale slips) are not acceptable as receipts. If a receipt is not normally provided by the vendor (e.g. for public transportation, tips, etc.) reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included on the expense claim form.

Form E195- Cheque Requisition

Goods or services that are not ordered through SAP and that cannot be paid by City procurement card may be paid for by a cheque issued directly to the vendor.

Form E195 - Cheque Requisition must be submitted to Accounts Payable, with supporting documentation. Refer to Corporate Policy and Procedure – Finance and Accounting – Cheque Requisitions for more information.

Form 461- Request for Travel Advances and Statement of Expenses

Travel expenses to attend functions on City business may be paid as an advance using Form 461 - Request for Travel Advances and Statement of Expenses or actual expenses incurred may be charged to a PCard, in which case an advance will not be provided.

If an advance is provided, the actual expenses must be reconciled with the advanced amount, and the form returned to Accounts Payable within 10 days of returning from the function. The elected official is responsible for reimbursing the City for any

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funds which were advanced in excess of eligible expenses. Whether or not advances are made, when an overnight stay is required, the expense claim must be made using Form 461. If no payments are made in advance, and if an overnight stay is not required by the function, the expenses may be reported using an Incidental Expense Report - Form E2421.

Approval

All reimbursements of incidental and travel expenses for the Mayor must be approved by the City Manager or, in the absence of the City Manager, by the Commissioner of Corporate Services and Treasurer. All reimbursements of incidental and travel expenses for councillors must be approved by the Commissioner of Corporate Services and Treasurer.

Claims in excess of the annual budget amounts will not be reimbursed without the approval of Council. In the event that the annual expenses exceed the budget, the elected official will be required to repay the excess amount to the City.

REFERENCE:

GC-0299-2006 – 2006 04 26
CA-0112-2009 – 2009 05 27
2011-03-16 Housekeeping – revise Form 180a to E2421

LAST REVIEW DATE:

September, 2011

CONTACT:

For more information contact Financial Services, Finance Division, Corporate Services Department.

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POLICY STATEMENT Expenses incurred by elected officials, while acting as members of Council, are paid by the City, subject to the limitations and restrictions outlined in this policy.	POLICY STATEMENT Expenses incurred by elected officials while acting as members of Council are paid by the City, subject to the limitations and restrictions outlined in this policy.	The additional wording reinforces that elected officials' expenses are limited to what is provided for in the Elected Officials' Expense policy.
PURPOSE Elected officials (the Mayor and councillors) are accountable to the public, and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts. This policy establishes outlines the types of expenses which will be paid by the City and specific restrictions which apply to those provides information on payment and approval methods. Any expenses not explicitly identified in this policy are and identifies those expenses which will not be paid eligible for funding by the City.	PURPOSE Elected officials (the Mayor and councillors) are accountable to the public and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts. This policy outlines the expenses which will be paid by the City and provides information on payment and approval methods. Any expenses not explicitly identified in this policy are not eligible for funding by the City.	Minor wording change, no change to intent. Wording revised to clearly state that only expenses outlined in the policy are eligible.
SCOPE This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official City business and performing their duties	SCOPE This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official City business and performing their duties as elected	Deleted statement is redundant.

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<p>as elected officials. Expenses are classified as either current budget expenses or capital budget expenses.</p>	<p>officials.</p>	
<p>PUBLIC NOTICE On a monthly basis, Corporate Finance will prepare an Elected Official Expenditure Summary. For public transparency purposes, the Elected Officials' Expenditure Summary will be posted quarterly on the City's website, following distribution to elected officials for review and subject to the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA), as amended.</p>	<p>PUBLIC NOTICE On a monthly basis, Corporate Finance will prepare an Elected Official Expenditure Summary. For public transparency purposes, the Elected Officials' Expenditure Summary will be posted quarterly on the City's website, following distribution to elected officials for review and subject to the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA), as amended.</p>	<p>This section is new to the policy and is consistent with the principles of transparent and accountable government.</p>
<p>Elected Officials' Salaries and Support Staff EXCLUDED EXPENSES The following list of expenses are excluded from this policy, as they are accounted for through other City of Mississauga Corporate policies or by-laws and budget provisions:</p> <ul style="list-style-type: none"> This policy does not apply to Elected officials Salaries and related payroll costs Benefits (refer to the Remuneration By-Law - 0511-2002, as amended); or to expenses incurred by elected officials' Council Support Staff Expenses (i.e. s-wages, 	<p>EXCLUDED EXPENSES The following list of expenses are excluded from this policy, as they are accounted for through other City of Mississauga Corporate policies or by-laws and budget provisions:</p> <ul style="list-style-type: none"> Elected officials Salaries and Benefits (refer to the Remuneration By-Law - 0511-2002, as amended); Council Support Staff Expenses (i.e. salaries and related payroll costs; mileage; staff training 	<p>All expenses that are accounted for through other City of Mississauga Corporate Policies, by-laws or budget guidelines are now grouped together at the beginning of the policy.</p>

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<p>salaries and related payroll costs; mileage; staff training and development; office supplies, office equipment rental; etc.);</p> <ul style="list-style-type: none"> • Vehicle allowance for councillors (refer to the Remuneration By-Law 0511-2002, Appendix A, as amended); • Mayor's vehicle costs – (refer to Corporate Policy and Procedure - Finance and Accounting - City Vehicles Provided for Business and Personal Use); • General Office Supplies (e.g. office consumables such as stationery, office supplies, printer cartridges/toners, CD's/memory keys/USB storage devices, etc.) which may be charged to a corporate assigned budget; • Attendance at Functions as a City representative specifically approved by Council. In these cases, costs related to attendance will be charged to a designated corporate operating budget. 	<p>and development; office supplies, office equipment rental; etc.);</p> <ul style="list-style-type: none"> • Vehicle allowance for councillors (refer to the Remuneration By-Law 0511-2002, Appendix A, as amended); • Mayor's vehicle costs – (refer to Corporate Policy and Procedure - Finance and Accounting - City Vehicles Provided for Business and Personal Use); • General Office Supplies (e.g. office consumables such as stationery, office supplies, printer cartridges/toners, CD's/memory keys/USB storage devices, etc.) which may be charged to a corporate assigned budget; • Attendance at Functions as a City representative specifically approved by Council. In these cases, costs related to attendance will be charged to a designated corporate operating budget. 	
<p>Personal Expenses Expenses for goods or services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.</p>		<p>Moved to Ineligible Expenses Section</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>INELIGIBLE EXPENSES</p> <p>While not an exhaustive list, the following items are examples of expenses that are the responsibility of the individual elected official and are not eligible for reimbursement under this policy:</p> <ul style="list-style-type: none"> • Personal expenses - expenses for goods or services of a personal nature, such as grooming; invitations to meals or events with friends; etc are the responsibility of the individual elected official and will not be paid by the City. • Tickets - raffle tickets, table prize tickets and other gaming tickets; • Beer, alcohol, wine purchases; • Provincial Offence fines or parking tickets; • Passports; • Expenses of a spouse or companion who accompanies an elected official to a conference, seminar, workshop or convention, unless the expense is associated with the Business Meals and Entertainment section of this policy; • Payment to others for assistance with ward or City events, such as delivering newsletters or notices in their ward, working events, etc.; and 	<p>INELIGIBLE EXPENSES</p> <p>While not an exhaustive list, the following items are examples of expenses that are the responsibility of the individual elected official and are not eligible for reimbursement under this policy:</p> <ul style="list-style-type: none"> • Personal expenses - expenses for goods or services of a personal nature, such as grooming; invitations to meals or events with friends; etc.; • Tickets - raffle tickets, table prize tickets and other gaming tickets; • Beer, alcohol, wine purchases; • Provincial Offence fines or parking tickets; • Passports; • Expenses of a spouse or companion who accompanies an elected official to a conference, seminar, workshop or convention, unless the expense is associated with the Business Meals and Entertainment section of this policy; • Payment to others for assistance with ward or City events, such as delivering newsletters or notices in their ward, working events, etc.; and 	<p>New section to include all ineligible expense items and to compile all of the items into one section of the policy for clarity, included election campaign expenses.</p>

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<ul style="list-style-type: none"> Election Campaign Expenses: As of June 30th of an election year, any costs associated with an election campaign, including: <ul style="list-style-type: none"> expenses incurred to produce or distribute the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year. However, all other communication processes will remain unchanged. communication services expenses or use of City facilities, materials or equipment for election campaigning purposes. Note: Costs associated with published telephone, pager or fax numbers, or a published Internet or published e-mail addresses in conjunction with campaign information and communications are considered election related use of the services for campaigning purposes and are not funded through the elected officials' expense budget. Elected officials are responsible for declaring any communication services expenses which have been 	<ul style="list-style-type: none"> Election Campaign Expenses: As of June 30th of an election year, any costs associated with an election campaign, including: <ul style="list-style-type: none"> the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year. communication services expenses or use of City facilities, materials or equipment for election campaigning purposes. Note: Costs associated with published telephone, pager or fax numbers or published e-mail addresses in conjunction with campaign information and communications are considered election related and are not funded through the elected officials' expense budget. Elected officials are responsible for declaring any communication services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed. 	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>paid by the City, but used for campaigning purposes, and the City must be reimbursed.</p>		
<p><u>ELIGIBLE COUNCILLOR OPERATING BUDGET EXPENSES</u> <u>GENERAL CURRENT BUDGET INFORMATION EXPENSES</u> As part of the annual current operating budget approval, Council establishes a fixed budget amount is established for elected officials' discretionary expenses. This budget is to cover expenses incurred by each elected official while conducting City business or promoting the City including funding for councillor newsletters, as well as other expenses. Each elected official may choose how to allocate their budget, based on their business needs, in accordance with the eligibility provisions of this policy. The budget is then allocated to specific accounts for each elected official.</p> <p>Accounts are monitored Elected official operating budgets are analyzed and reports are distributed monthly to the Mayor and Members of Council by the Finance Division, Corporate Services Department. Elected officials are</p>	<p><u>ELIGIBLE COUNCILLOR OPERATING BUDGET EXPENSES</u> <u>GENERAL BUDGET INFORMATION</u> As part of the annual operating budget approval, a budget amount is established for elected officials' discretionary expenses. This budget is to cover expenses incurred by each elected official while conducting City business or promoting the City, including funding for councillor newsletters, as well as other expenses. Each elected official may choose how to allocate their budget, based on their business needs, in accordance with the eligibility provisions of this policy.</p> <p>Elected official operating budgets are analyzed and reports are distributed monthly to the Mayor and Members of Council by the Finance Division, Corporate Services Department. Elected officials are ultimately responsible for the integrity and</p>	<p>Updated to reflect annual budget processes currently in effect, including the role of the Finance Division (2nd paragraph).</p> <p>Revised to align with the Council Code of Conduct language with respect to elected officials' accountability and integrity.</p>

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<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>ultimately responsible for the integrity and compliance of all expenses they claim under this policy. A statement of account is provided to the Mayor and councillors on a monthly basis, and An elected official expense report is also reported presented to Council annually in accordance with the <i>Municipal Act, 2001 C.25, Section 284.</i></p> <p>Current budget expense accounts are intended to cover all expenses incurred by each elected official, while conducting City business or promoting the City, including: expenses related to the management of the elected official's office, communication with constituents, sponsorships of a nominal value, business entertainment and staff recognition, promotion, local travel, and attendance at functions on City business.</p>	<p>compliance of all expenses they claim under this policy. An elected official expense report is also presented to Council annually in accordance with the <i>Municipal Act, 2001 C.25, Section 284.</i></p>	
<p>Office Expenses Office consumables (stationery, office supplies, printer cartridges/toners, diskettes/memory keys/USB storage devises, organizers, etc.) required for the elected official's office operations may be charged to a corporate current budget account. Office accessory items (desk</p>		<p>Items such as stationary now appear under the Excluded Items section of the policy, as they are charged to a corporate assigned budget. Office accessory items now appear in the Equipment and Office Accessory Expenses - Office Accessories</p>

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Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>lamps, picture/certificate framing, etc.); briefcases, purchased publications (maps, magazines, newspapers, etc.) will be charged to the elected official's individual account.</p>		<p>and Furnishings section below, page 11.</p>
<p>Newly Elected Official - Office Setup Allowance Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a pro-rated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationary, etc. in order to create an office environment suitable to the elected official.</p>	<p>Newly Elected Official - Office Setup Allowance Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a pro-rated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationary, etc. in order to create an office environment suitable to the elected official.</p>	<p>New section to reflect current practice. This detail was not previously included in the policy.</p>
<p>COMMUNICATION EXPENSES Cell Phone, Home Telephone /Fax/Internet The following monthly costs associated with the operation of communication equipment may be charged to the elected official's expense budget:</p> <ul style="list-style-type: none"> • one cellular or smart phone service plan for City business use, including air time or data charges; • service plan for one City standard 	<p>COMMUNICATION EXPENSES Cell Phone, Home Telephone /Fax/Internet The following monthly costs associated with the operation of communication equipment may be charged to the elected official's expense budget:</p> <ul style="list-style-type: none"> • one cellular or smart phone service plan for City business use, including air time or data charges; • service plan for one City standard 	<p>In order to group all communication expenses together in the policy, the information on the monthly costs for eligible communication expenses now appears in the Communication Expenses section.</p>

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Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>tablet/notepad or equivalent device; and</p> <ul style="list-style-type: none"> the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is dedicated to primarily for City business. <p>Elected officials are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (PCard) or pay the service provider directly and submit the expense to the City as an Incidental Expense Report Form E2421 reimbursement.</p>	<p>tablet/notepad or equivalent device; and</p> <ul style="list-style-type: none"> the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is primarily for City business. <p>Elected officials are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (PCard) or pay the service provider directly and submit the expense to the City as an Incidental Expense Report Form E2421 reimbursement.</p>	<p>Included the options available to elected officials' for payment of communications bills (e.g. cell phone, Internet, etc.)</p>
<p>General Communication With Constituents The following eligible expenses related to communication and paid through the elected officials' expense budget include but are not limited to:</p> <ul style="list-style-type: none"> expenses incurred in the communication of City and/or ward issues or items of interest to constituents are paid by the City; One newsletter will be charged to a corporate account each year; second and subsequent 	<p>General Communication With Constituents The following eligible expenses related to communication and paid through the elected officials' expense budget include:</p> <ul style="list-style-type: none"> expenses incurred in the communication of City and/or ward issues or items of interest to constituents; expenses related to the publication and distribution of ward-related newsletters, 	<p>General communication expenses are now grouped into appropriate categories and combined into bullet form for ease of reading, where warranted, or broken out into separate sections under Communication in order to provide additional information.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>expenses related to the publication and distribution of ward-related newsletters will be charged to the particular elected official's individual account. greeting cards, or other business and ward related notices; and</p> <ul style="list-style-type: none"> • mailings (printing, copying, postage, address lists), advertisements and inserts, room rentals, newspaper columns/notices, or advertisements. and television appearances, community association memberships, floral tributes or charitable donations in lieu of a floral tribute (to a maximum of \$500 per term); greeting cards, etc. 	<p>greeting cards, or other business and ward related notices; and</p> <ul style="list-style-type: none"> • newspaper columns/notices, or advertisements. 	<p>See Floral Arrangements section below.</p>
<p>Websites – City and Personal Costs of communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is dedicated to business associated with licensing, maintenance and support of an elected official's external website used for City business purposes to carry out his or her duties of office are eligible for reimbursement.</p> <p>The City provides maintenance and support for the elected official's City website.</p>	<p>Websites – City and Personal Costs associated with licensing, maintenance and support of an elected official's external website used for City business purposes to carry out his or her duties of office are eligible for reimbursement.</p> <p>The City provides maintenance and support for the elected official's City website.</p>	<p>The deleted information now appears in the Equipment and Office Accessory Expenses - Cell Phone, Home Telephone /Fax/Internet section below. A separate section on websites was added to include expanded information.</p>

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
Facility Rentals Elected officials may charge reasonable facility rentals to their expense budget, either to host events or to support community group events. Funding of facility rentals or rooms for ongoing regular meetings of a specific group is not eligible. (e.g. a community group's weekly meetings).	Facility Rentals Elected officials may charge reasonable facility rentals to their expense budget, either to host events or to support community group events. Funding of facility rentals or rooms for ongoing regular meetings of a specific group is not eligible. (e.g. a community group's weekly meetings).	Added a separate section to clarify eligibility of facility\room rental expenses.
Floral Arrangements Floral tributes arrangements, to a maximum of \$500-\$250 per term event, are eligible. or Charitable donations in lieu of a floral tribute arrangement may be substituted at the elected official's discretion. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.	Floral Arrangements Floral arrangements, to a maximum of \$250 per event, are eligible. Charitable donations in lieu of a floral arrangement may be substituted at the elected official's discretion. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.	Added a separate section to clarify eligibility of floral arrangement and charitable donation expenses. The maximum is now defined per event and not per term.
Campaign Expenses Expenses incurred to produce or distribute campaign literature or materials will not be paid for by the City. Newsletters may not be distributed after June 30 of an election year. However, all other communication processes will remain unchanged.		Moved to Excluded Expenses section, above.

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>The City will continue to pay expenses related to communications services (e.g. residential phone lines, cell phones, pagers, fax lines, Internet) required by the elected official to carry out the duties of his or her elected office during an election year. However, the City will not fund communications services expenses incurred for election campaigning purposes. Published telephone, pager or fax numbers, or a published Internet or e-mail address in conjunction with campaign information and communications are considered use of the services for campaigning purposes. Elected officials are responsible for declaring any communications services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.</p>		
<p>EQUIPMENT AND OFFICE ACCESSORY EXPENSES Support Staff Cell Phone Costs Elected officials may charge support staff cell phone costs not covered by the elected officials' support staff budget to their expense budget.</p>	<p>EQUIPMENT AND OFFICE ACCESSORY EXPENSES Support Staff Cell Phone Costs Elected officials may charge support staff cell phone costs not covered by the elected officials' support staff budget to their expense budget.</p>	<p>Separate section for support staff communication devices added to reflect current practice.</p>
<p>Office Expenses Accessories and Furnishings</p>	<p>Office Accessories and Furnishings</p>	

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>City office accessories and furniture items (i.e. desk lamps, plants, mini-fridge, art, picture/certificate framing, coffee makers, etc.), briefcases, purchased publications (maps, magazines, newspapers, guide books, etc.) and other reasonable office items will be charged to the elected official's individual account expense budget at the elected official's discretion. These Furniture, furnishings, office décor and equipment items will be classified as are deemed to be City property should the elected official leave office. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office at that time.</p>	<p>City office accessories and furniture items (i.e. desk lamps, plants, mini-fridge, art, picture/certificate framing, coffee makers, etc.), briefcases, purchased publications (maps, guide books, etc.), and other reasonable office items may be charged to the expense budget at the elected official's discretion. Furniture, furnishings, office décor and equipment items are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.</p>	<p>Office accessories and furnishings are now a separate section, with additional information provided with respect to items remaining the property of the City should the elected official leave office.</p>
<p>Miscellaneous Equipment Reasonable miscellaneous equipment deemed necessary to carry out the duties of office or for a ward event, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable signs, event equipment, etc. will be eligible for reimbursement. Equipment purchases are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.</p>	<p>Miscellaneous Equipment Reasonable miscellaneous equipment deemed necessary to carry out the duties of office or for a ward event, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable signs, event equipment, etc. will be eligible for reimbursement. Equipment purchases are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.</p>	<p>New section to capture miscellaneous items that were not previously part of the policy.</p>

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<p><i>Additions and deletions from Current Policy.</i> <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>BUSINESS MEALS AND ENTERTAINMENT Business Entertainment/ Staff Recognition Meals and Tickets Reasonable expenses associated with the entertainment of business contacts, or the recognition of staff, such as business lunches meals (e.g. meetings conducted during normal meal periods) or tickets to retirement events banquets, fundraisers, or other entertainment events, will be reimbursed when the attendance such or entertainment is considered to be either necessary for the advancement of the interests of the City or to support a local community group, or appropriate as a means of rewarding the efforts of staff.</p> <p>Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending being entertained or recognized. To meet this requirement when pre-paid season tickets to an entertainment facility are used as business entertainment or staff recognition, the elected official may either provide a list of intended recipients of the tickets with the request for reimbursement, or request reimbursement as each ticket is distributed. A</p>	<p>BUSINESS MEALS AND ENTERTAINMENT Business Meals and Tickets</p> <p>Reasonable expenses associated with the entertainment of business contacts, such as business meals (e.g. meetings conducted during normal meal periods) or tickets to retirement events, banquets, fundraisers, or other entertainment events, will be reimbursed when the attendance or entertainment is considered to be necessary for the advancement of the interests of the City or to support a local community group.</p> <p>Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending.</p>	<p>For clarity, eligible expenses related to business entertainment have been broken into clear sections: Business Meals and Tickets; Business Meeting Refreshments; Prepaid Season Tickets; Hospitality; and Spouse and Companion Expenses. Staff recognition is also now a separate section under Miscellaneous Expenses.</p> <p>The deleted information is now in the Prepaid Season Tickets section, below.</p>

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spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.		
Business Meeting Refreshments Reasonable expenses associated with providing coffee, refreshments, snacks or sandwiches for community or business meetings are permitted.	Business Meeting Refreshments Reasonable expenses associated with providing coffee, refreshments, snacks or sandwiches for community or business meetings are permitted.	New section. This level of detail was not previously included in the policy.
Prepaid Season Tickets To meet this requirement when Elected officials may purchase pre-paid season tickets to an entertainment facility (i.e. Mississauga Majors Hockey Club) are used as if the use is intended for ward or City business-related purposes. When pre-paid season tickets are purchased and used as business entertainment or staff recognition , given to a community group, the elected official may either provide will be responsible for providing Finance with a list of "intended" recipients of the tickets for the entire season with the request for their monthly incidental expense reimbursement, or request reimbursement as each ticket is distributed alternately, they may provide Finance with a	Prepaid Season Tickets Elected officials may purchase pre-paid season tickets to an entertainment facility (i.e. Mississauga Majors Hockey Club) if the use is intended for ward or City business-related purposes. When pre-paid season tickets are purchased and used as business entertainment or given to a community group, the elected official will be responsible for providing Finance with a list of "intended" recipients of the tickets for the entire season with their monthly incidental expense reimbursement, or alternately, they may provide Finance with a detailed list of all "actual game" recipients during or at the end of the season.	No change to the intent. Changes are for clarification.

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<p>detailed list of all “actual game” recipients during or at the end of the season. — A spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.</p> <p>The elected official will be responsible and accountable for providing this list to Finance for record and audit purposes.</p>	<p>The elected official will be responsible and accountable for providing this list to Finance for record and audit purposes.</p>	<p>There is now a separate section on Spouse and Companion Expenses, below.</p>
<p>Hospitality Elected officials may incur expenses as the result of being required to extend hospitality to external parties as part of their official duties and/or when attending functions. Elected officials may be reimbursed for hospitality expenses for meetings that include:</p> <ul style="list-style-type: none"> a. engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters; b. providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government; 	<p>Hospitality Elected officials may incur expenses as the result of being required to extend hospitality to external parties as part of their official duties and/or when attending functions. Elected officials may be reimbursed for hospitality expenses for meetings that include:</p> <ul style="list-style-type: none"> a. engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters; b. providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government; 	<p>New section to capture eligible expenses related to hospitality. The bullets “a.” through “e.” were originally contained in the Council Code of Conduct.</p>

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<p>c. honouring persons from the City in recognition of exceptional public service and staff appreciation events;</p> <p>d. recognition events for various agencies, boards and commissions of the City; and</p> <p>e. ratepayers associations, minor league sports associations and other community groups.</p>	<p>c. honouring persons from the City in recognition of exceptional public service and staff appreciation events;</p> <p>d. recognition events for various agencies, boards and commissions of the City; and</p> <p>e. ratepayers associations, minor league sports associations and other community groups.</p>	
<p>Spouse or Companion Expenses</p> <p>An elected official's spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.</p>	<p>Spouse or Companion Expenses</p> <p>An elected official's spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.</p>	<p>Separate section created for Spouse or Companion Expenses. Wording is from the existing policy.</p>
<p>ATTENDANCE AT FUNCTIONS</p> <p>Conferences, Seminars, Workshops, Conventions</p> <p>Elected officials may charge expenses incurred to attend functions conferences, courses, seminars, workshops or conventions, formal study tours, etc., related to a City business, including transportation (e.g. limo or taxi service to the airport), parking, trip cancellation insurance, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, currency exchange fees, etc.) will be paid</p>	<p>ATTENDANCE AT FUNCTIONS</p> <p>Conferences, Seminars, Workshops, Conventions</p> <p>Elected officials may charge expenses incurred to attend conferences, courses, seminars, workshops or conventions, formal study tours, etc. related to City business, including transportation (e.g. limo or taxi service to the airport), parking, trip cancellation insurance, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, currency exchange fees, etc.) to their operating budget. Receipts, if normally provided,</p>	<p>Minor wording changes for clarification (e.g. reference to optional conferences, etc., as attendance at Council-approved functions will be charged to a designated corporate operating budget.)</p>

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>to their operating budget Receipts, if normally provided, are required.</p> <p>The following restrictions and exceptions apply to payment of expenses while attending functions on City business:</p> <ul style="list-style-type: none"> • Regardless of any other supporting documentation that is required to support expense claims, A copy of the registration form for conferences, conventions, seminars, etc., where applicable, must be attached to the request for reimbursement. The copy of the registration form will be used to confirm dates of required travel and/or accommodation, eligibility for per diem payments, etc. • Transportation by air, rail or bus will be reimbursed at the lowest available price. For flights in excess of five hours, elected officials may choose business class travel. Claims for air travel must be supported by boarding passes. • Car rentals for use while on an out-of-town business trip will be reimbursed only if the cost of the rental does not exceed the cost of 	<p>are required.</p> <p>No Change</p> <ul style="list-style-type: none"> • A copy of the registration form for conferences, conventions, seminars, etc., where applicable, must be attached to the request for reimbursement. The copy of the registration form will be used to confirm dates of required travel and/or accommodation, eligibility for per diem payments, etc. <p>No Change.</p> <p>No Change</p>	<p>Deleted text redundant. Added "where applicable", as a function such as a formal study tour may not require a registration form.</p>

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<p>taxi fares for the same purpose. A cost justification for the rental car must be included with the claim.</p> <ul style="list-style-type: none"> Expenses incurred when using a personal vehicle for travel to functions located at least 100 km (60 mi.) from the City will be reimbursed at the standard car allowance rate established for City staff. Accommodation will be reimbursed at the lesser of the room rate charged for the function or the hotel's rate for a standard room. Meals and miscellaneous expenses will be reimbursed at actual costs upon submission of appropriate receipts. Alternatively, when an overnight stay is required, these expenses may be reimbursed on a per diem basis, with no receipts required, at a maximum rate of \$60.00 per day including travel days (US\$60.00 if the function takes place outside Canada). The expenses of a spouse or companion will not be reimbursed unless the expense is 	<p>No Change.</p> <p>No Change.</p> <p>No Change.</p> <ul style="list-style-type: none"> The expenses of a spouse or companion will not be reimbursed unless the expense is associated 	

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<p>associated with the business entertainment as described in the "Business-Meals and Entertainment" section of this policy.</p>	<p>with the Business Meals and Entertainment section of this policy.</p>	
<p>CONTRIBUTIONS AND DONATIONS To Community Groups-Sponsorship Formal sponsorship of groups or organizations is available through the Corporate Grant Program or the Sponsorship Program.</p> <p>However, elected officials may charge the donation of items or services or financial contributions towards nominal expenses related to the sponsorship specific events, activities, programs or fundraising initiatives of local groups to their particular current expense budget account, to an annual maximum of \$500 per group. Examples of nominal eligible expenses include the purchase of fund-raising items, or the cost of a room rental or refreshments, payment of reasonable entertainment expenses on behalf of the group, or financial contributions to support a specific program or initiative of the group. The activities of the group being sponsored should be of benefit to the local community.</p>	<p>CONTRIBUTIONS AND DONATIONS To Community Groups Formal sponsorship of groups or organizations is available through the Corporate Grant Program.</p> <p>However, elected officials may charge the donation of items or services or financial contributions towards specific events, activities, programs or fundraising initiatives of local groups to their expense account, to an annual maximum of \$500 per group. Examples of eligible expenses include the purchase of fundraising items, the cost of a room rental or refreshments, payment of reasonable entertainment expenses on behalf of the group, or financial contributions to support a specific program or initiative of the group. The activities of the group being sponsored should be of benefit to the local community.</p>	<p>The Sponsorship Program policy was rescinded several years ago.</p> <p>An annual \$500 cap per group has been included. Other minor wording changes and the addition of examples of donations added for clarity.</p>

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<p>Expenses related to the sponsorship of teams or individuals, such as the provision of uniforms or equipment, or on-going financial support are not considered "nominal expenses" and will not be reimbursed.</p> <p>Donations to national and/or international brand charities (i.e. Cancer, Diabetes, Lung Association, Heart and Stroke, etc.) will not be reimbursed, with the exception of donations in lieu of flowers for funerals. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.</p>	<p>Expenses related to the sponsorship of teams or individuals, such as the provision of uniforms or equipment, or on-going financial support, will not be reimbursed.</p> <p>Donations to national and/or international brand charities (i.e. Cancer, Diabetes, Lung Association, Heart and Stroke, etc.) will not be reimbursed, with the exception of donations in lieu of flowers for funerals. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.</p>	<p>Minor wording changes for clarity.</p> <p>New section to address donations in lieu of flowers to national/international charities. This level of detail was not previously included in the policy.</p>
<p>Golf Tournaments and Charity Events Reasonable expenses associated with buying tickets to sponsor, attend, or support a community golf tournament or charity event will be reimbursed when such entertainment is considered to be beneficial for the advancement of the interests of the City or support of a community organization. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending.</p>	<p>Golf Tournaments and Charity Events Reasonable expenses associated with buying tickets to sponsor, attend, or support a community golf tournament or charity event will be reimbursed when such entertainment is considered to be beneficial for the advancement of the interests of the City or support of a community organization. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending.</p>	<p>New section to address tournaments and charity events specifically, as these are not addressed in the current policy.</p>

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<p>MISCELLANEOUS EXPENSES Staff Recognition Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches, or tickets to community events or small gifts of appreciation will be reimbursed when such entertainment is expenditures are considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Requests Recipients must be listed on the receipt provided for reimbursement. must include the purpose of the function, and the name(s) of the individual(s) being entertained or recognized.</p>	<p>MISCELLANEOUS EXPENSES Staff Recognition Reasonable expenses associated with the recognition of staff, such as business lunches, tickets to community events or small gifts of appreciation will be reimbursed when such expenditures are considered to be appropriate as a means of rewarding the efforts of staff. Recipients must be listed on the receipt provided for reimbursement.</p>	<p>This information was previously included with Business Entertainment and has been separated in the revised policy.</p>
<p>Promotion Souvenirs and Give-Aways City souvenir items and give-aways of nominal value are available for distribution at the discretion of each elected official and may be ordered on a charge-back basis from Central Stores. Elected officials may fund promotional items that carry the elected official's contact information, and/or identify the elected official, through their expense account, provided that the items will be not be distributed or used after June 30 of an election year.</p>	<p>Souvenirs and Give-Aways City souvenirs and give-aways of nominal value are available for distribution at the discretion of each elected official and may be ordered on a charge-back basis from Central Stores. Elected officials may fund promotional items that carry the elected official's contact information, and/or identify the elected official, through their expense account, provided that the items will be not be distributed or used after June 30 of an election year.</p>	<p>Clarified that souvenirs and give-aways may be personalized with the elected official's name, etc.</p>

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>Nominal gifts for special business related occasions (i.e. retirements, work anniversaries, taxpayer or community group recognitions, etc.) are eligible for reimbursement.</p> <p>Campaign materials cannot be charged to the City.</p>	<p>Nominal gifts for special business related occasions (i.e. retirements, work anniversaries, taxpayer or community group recognitions, etc.) are eligible for reimbursement.</p> <p>No Change.</p>	
<p>Tips Reasonable tips are permitted for the acquisition of business related services such as transportation, business meals, etc.</p>	<p>Tips Reasonable tips are permitted for the acquisition of business related services such as transportation, business meals, etc.</p>	<p>New section. Tips were previously only addressed under the Attendance at Functions section.</p>
<p>Local Travel Allowance 407 Charges Councillors receive a fixed monthly car allowance, as provided by the City's by-law governing elected officials' remuneration and expenses. The Mayor is provided with a City-leased vehicle, and does not receive an allowance. Refer to Corporate Policy and Procedure—City Vehicles Provided for Business and Personal Use.</p> <p>Highway 407 toll charges, including the cost of a transponder, will be paid based on invoices approved by the councillors eligible when used</p>	<p>407 Charges</p> <p>407 toll charges, including the cost of a transponder, will be eligible when used for City business purposes. Elected officials are responsible</p>	<p>The deleted information is now included in the Excluded Expenses section, the third and fourth bullets.</p> <p>New section specific to 407 toll charges.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>for City business purposes. Elected officials are responsible for ensuring that bills are in the name and address of the elected official and not that of the City. 407 bills may be charged to a City procurement card or paid by the elected official directly to the service provider and submitted to the City as an Incidental Expense Report reimbursement, Form E2421.</p> <p>Insurance coverage is a personal responsibility, and is not provided by the City.</p>	<p>for ensuring that bills are in the name and address of the elected official and not that of the City. 407 bills may be charged to a City procurement card or paid by the elected official directly to the service provider and submitted to the City as an Incidental Expense Report reimbursement, Form E2421.</p>	<p>Insurance may be covered under the elected officials' car allowance in the remuneration by-law.</p>
<p>Parking Charges Parking charges expenses for City related business will be reimbursed upon submission of receipts are eligible for reimbursement.</p>	<p>Parking Charges Parking expenses for City related business are eligible for reimbursement.</p>	<p>Clarified when parking charges are eligible for reimbursement.</p>
<p>WARD EVENTS Ward Initiated Community Events Elected officials may charge reasonable expenses related to the support of ward initiated community events (e.g. refreshments, entertainment, etc. for events such as picnics, fairs, yard sales, skating parties), to their specific operating expense budget. Any fundraising for a ward initiated community event must be</p>	<p>WARD EVENTS Ward Initiated Community Events Elected officials may charge reasonable expenses related to the support of ward initiated community events (e.g. refreshments, entertainment, etc. for events such as picnics, fairs, yard sales, skating parties), to their specific operating expense budget. Any fundraising for a ward initiated community event must be managed independently, without</p>	<p>New section to provide elected officials with clear information related to providing support for ward initiated events.</p>

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>managed independently, without involvement of City resources and with no funds being held by the City for this purpose.</p>	<p>involvement of City resources and with no funds being held by the City for this purpose.</p>	
<p>Memberships Membership fees to organizations or associations deemed by the elected official to be relevant to his or her work will be eligible for reimbursement through the elected official's expense account.</p> <p>This includes membership to local community organizations which are focussed on goals and activities of benefit to the local community, broader based national and international organizations, such as the Rotary Club, Shriners Club, and Lions Club, and professional organizations such as the Association of Professional Engineers, Planners, Accountants, etc.</p>	<p>Memberships Membership fees to organizations or associations deemed by the elected official to be relevant to his or her work will be eligible for reimbursement through the elected official's expense account.</p> <p>This includes membership to local community organizations which are focussed on goals and activities of benefit to the local community, broader based national and international organizations, such as the Rotary Club, Shriners Club, and Lions Club, and professional organizations such as the Association of Professional Engineers, Planners, Accountants, etc.</p>	<p>New section added to reflect address memberships. Memberships to national and international organizations are eligible if their goals and activities are of benefit to the local community. Professional memberships are also addressed.</p>
<p>Subscriptions Subscriptions to magazines and newspapers to assist the elected official in his/her role will be paid by the City.</p>	<p>Subscriptions Subscriptions to magazines and newspapers to assist the elected official in his/her role will be paid by the City.</p>	<p>New section with added detail - previously part of "Office Expenses".</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>ELIGIBLE CAPITAL EXPENSES Capital Expenses The costs of Capital equipment is provided to elected officials' offices within the Civic Centre, in accordance with standard City practices.</p> <p>The costs of City-standard capital equipment (office furniture and furnishings, computer and communications equipment, e.g. cell phone, smart phone, laptop, desktop PC, tablet/notepad) are charged to the appropriate Information Technology or Facilities and Property Management capital budget account.</p> <p>To ensure eligibility of the expense, Requests for furniture or furnishings must be forwarded to the Director of Facilities and Property Management for approval prior to purchase.</p> <p>and Requests for computer or communications equipment must be forwarded to the Director of Information Technology for approval prior to purchase.</p> <p>Refer to the Non City-Standard Equipment and Items section below for guidelines on the</p>	<p>ELIGIBLE CAPITAL EXPENSES Capital Expenses Capital equipment is provided to elected officials' offices within the Civic Centre, in accordance with standard City practices.</p> <p>The costs of City-standard capital equipment (office furniture and furnishings, computer and communications equipment, e.g. cell phone, smart phone, laptop, desktop PC, tablet/notepad) are charged to the appropriate Information Technology or Facilities and Property Management capital budget account.</p> <p>Requests for furniture or furnishings must be forwarded to the Director of Facilities and Property Management for approval prior to purchase.</p> <p>Requests for computer or communications equipment must be forwarded to the Director of Information Technology for approval prior to purchase.</p> <p>Refer to the Non City-Standard Equipment and Items section below for guidelines on the purchase</p>	<p>Minor wording revisions for clarity with respect to approvals and to include additional examples of communications equipment.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>purchase of non City-standard communications equipment.</p>	<p>of non City-standard communications equipment.</p>	
<p>Non City-Standard Equipment and Items Elected officials who choose to purchase communications equipment, such as cell phones or smart phones, tablet/notepads, laptops, desk top computers or ancillary devices (headsets, cases, etc.) that differ from or exceed standard City-provided equipment may utilize their elected officials' expense budget or choose to personally absorb the cost. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standard, as determined by the Director of Information Technology.</p> <p>Items purchased through the elected officials' expense budget remain the property of the City until they have been fully depreciated.</p> <p>Non City-standard equipment will not be supported (i.e. maintenance, troubleshooting) by the City's Information Technology staff.</p>	<p>Non City-Standard Equipment and Items Elected officials who choose to purchase communications equipment, such as cell phones or smart phones, tablet/notepads, laptops, desk top computers or ancillary devices (headsets, cases, etc.) that differ from or exceed standard City-provided equipment may utilize their elected officials' expense budget or choose to personally absorb the cost. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standard, as determined by the Director of Information Technology.</p> <p>Items purchased through the elected officials' expense budget remain the property of the City until they have been fully depreciated.</p> <p>Non City-standard equipment will not be supported (i.e. maintenance, troubleshooting) by the City's Information Technology staff.</p>	<p>New section added to address the fact that some elected officials prefer to purchase their own communications equipment.</p>
<p>Civic Centre Offices Eligible Equipment for Business Use</p>	<p>Eligible Equipment for Business Use</p>	

3(m)(u)

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>Capital equipment is provided to Elected officials offices within the Civic Centre, in accordance with standard are entitled to the following City-standard capital equipment for business use practices:</p> <ul style="list-style-type: none"> • one smart phone or cell phone and related in-car installation; • one lap top or desktop computer for Civic Centre office; and • one tablet/notepad or equivalent device <p>Eligible home office equipment is listed below.</p>	<p>Elected officials are entitled to the following City-standard capital equipment for business use:</p> <ul style="list-style-type: none"> • one smart phone or cell phone and related in-car installation; • one lap top or desktop computer for Civic Centre office; and • one tablet/notepad or equivalent device <p>Eligible home office equipment is listed below.</p>	<p>Section revised to reflect the portability of equipment used when conducting business.</p>
<p>Eligible Home Offices - Furniture The following City-standard furniture will be supplied for home offices through the Facilities and Property Management Division, at City standards:</p> <ul style="list-style-type: none"> • one workstation/desk including keyboard tray; • one chair; • one printer stand; • one three-drawer filing cabinet. <p>Alternatively, elected officials may purchase non City-standard furniture of their choosing and request reimbursement by the City.</p>	<p>Eligible Home Offices - Furniture The following City-standard furniture will be supplied for home offices through the Facilities and Property Management Division:</p> <p>No Change</p> <p>Alternatively, elected officials may purchase non City-standard furniture of their choosing and request reimbursement by the City.</p>	<p>Minor wording changes for clarity.</p> <p>Responsibility for determining reimbursement for non City-standard items rests with the Director of F&PM and not the Commissioner of Corporate</p>

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the Commissioner of Corporate Services Director, Facilities and Property Management Division.	Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the Director, Facilities and Property Management Division.	Services.
<p>Eligible Home Office Computer and Equipment</p> <p>The following City-standard computer and communications equipment, and set up and installation, will be supplied for home offices through the Information and Technology Division, at City standards:</p> <ul style="list-style-type: none"> • one computer and related hardware and software; • one multi-function printer/fax/photocopier/scanner; • one business telephone line and phone set; • one cellular telephone and related in-car installation; • one fax line. • one blackberry or pager. <p>Technical support for City-standard equipment and software will be provided by the Information and Technology Division. Refer to the Non City-</p>	<p>Eligible Home Office Computer and Equipment</p> <p>The following City-standard computer and communications equipment, and set up and installation, will be supplied for home offices through the Information and Technology Division:</p> <ul style="list-style-type: none"> • one computer and related hardware and software; • one multi-function printer/fax/photocopier/scanner; • one business telephone line and phone set; and • one fax line. <p>Technical support for City-standard equipment and software will be provided by the Information and Technology Division. Refer to the Non City-Standard Equipment and Items section of this</p>	<p>Minor wording changes for clarity.</p> <p>Removed cell phone and blackberry, as these are already captured under Eligible Equipment for Business Use</p>

3(4)(4)

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>Standard Equipment and Items section of this policy for information on the purchase of non City-standard communications equipment.</p>	<p>policy for information on the purchase of non City-standard communications equipment.</p>	
<p>Replacement/Upgrade/Refurbishment of Capital Equipment and Furniture Capital equipment and furniture will be replaced, upgraded, or refurbished in accordance with City standards. For the purposes of replacement/upgrade/refurbishment and depreciation, all furniture will be deemed to have a 12-year life span; computer and communications equipment will be deemed to have a four-year life span. All capital equipment and furniture provided by the City will remain the property of the City until it has been fully depreciated.</p> <p>Replacement of any City-standard capital item prior to reaching its full life span is contingent upon the return to the City of the item to be replaced, unless the Director of Information Technology or the Director of Facilities & Property Management, as appropriate, deems the item to have no value to the City.</p> <p>Where an elected official is reimbursed for non-</p>	<p>Replacement/Upgrade/Refurbishment of Capital Equipment and Furniture</p> <p>No Change.</p>	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>standard furniture, the furniture need not be returned to the City. However, if the furniture is to be replaced or refurbished prior to the expiry of the 12-year life span, the elected official will be required to repay a percentage of the amount previously reimbursed. To facilitate this repayment, the reimbursement of the costs of new furniture or the costs of refurbishing existing furniture will be reduced by the amount of the repayment. The amount of the repayment will be determined by the following formula: $(A \div 12) \times B$ (where <i>A</i> = the amount previously reimbursed and <i>B</i> = the number of years remaining in the 12-year life span)</p>		
<p>Elected Official No Longer in Office When the elected official is no longer in office, capital equipment and City-standard furniture must be either returned to the City or purchased at its depreciated value as determined by the Finance Division in consultation with the Facilities and Property Management Division or the Information Technology Division, as appropriate. Where the City has reimbursed an elected official for non-standard furniture, the elected official will be required to repay a percentage of the amount that had been</p>	<p>Elected Official No Longer in Office No Change.</p>	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
reimbursed, according to the repayment formula above.		
CLAIMS, APPROVALS AND REIMBURSEMENTS How to Claim Detailed procedures for obtaining services offered in-house and for submitting incidental expense claims are available from the Finance Division, Corporate Services Department. General information is provided below.	CLAIMS, APPROVALS AND REIMBURSEMENTS How to Claim No Change.	
City Procurement Card (PCard) Purchases Procurement cards (PCards), issued for the purchase of goods and/or services related to conducting City business and cheque requisitions are the primary and preferred methods used for direct payment of goods and/or services. PCard purchases must be conducted within assigned spending limits and must be used in accordance with all requirements of this policy and the Purchasing By-Law. Refer to Corporate Policy and Procedure - Business Expenses - Procurement Cards	City Procurement Card (PCard) Purchases Procurement cards (PCards), issued for the purchase of goods and/or services related to conducting City business and cheque requisitions are the primary and preferred methods used for direct payment of goods and/or services. PCard purchases must be conducted within assigned spending limits and must be used in accordance with all requirements of this policy and the Purchasing By-Law. Refer to Corporate Policy and Procedure - Business Expenses - Procurement Cards	New section to reflect the option of elected officials using a PCard for the purchase of eligible goods and/or services.
Internal Charge-back for Services Provided	Internal Charge-back for Services Provided by	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>by the City Expenses related to services provided in-house, such as City facility rentals or picnic table, printing and photocopying, and the purchase of City inventory items through SAP, the City's R/3 financial system, will be charged to the account number provided with the requisition. No additional reporting is required.</p>	<p>the City Expenses related to services provided in-house, such as City facility or picnic table rentals, printing and photocopying, and the purchase of City inventory items through SAP, the City's financial system, will be charged to the account number provided with the requisition. No additional authorizations are required.</p>	<p>Minor wording changes for clarity.</p>
<p>Form E2421 - Incidental Expense Report Reimbursement of Out of Pocket Expenses Out-of-pocket expenses for items such as business meals, parking, communications charges, and the purchase of maps, directories, or tickets to community events are paid by reimbursement. Requests for reimbursement of out-of-pocket expenses not charged to a City procurement card may be made using Form E2421 - Incidental Expense Report. Expense claim forms should be submitted to Accounts Payable no later than the 15th of the month following the month in which the expense was incurred.</p> <p>Accounts Payable processes payment for out-of-pocket expenses once per month. Elected officials may contact the Manager, Financial</p>	<p>Form E2421 - Incidental Expense Report Reimbursement of Out of Pocket Expenses</p> <p>Requests for reimbursement of out-of-pocket expenses not charged to a City procurement card may be made using Form E2421 - Incidental Expense Report. Expense claim forms should be submitted to Accounts Payable no later than the 15th of the month following the month in which the expense was incurred.</p> <p>Accounts Payable processes payment for out-of-pocket expenses once per month. Elected officials may contact the Manager, Financial Services, to</p>	<p>Section simplified to say "out-of-pocket expenses" instead of listing items. Added reference to PCard.</p> <p>New section to allow elected officials to request payment sooner for large out-of-pocket expenditures.</p>

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>Services, to request more immediate payment for expense claims in excess of \$1,000.</p> <p>Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense. To avoid duplicate payments, copies of receipts are not acceptable. If a receipt is not normally provided by the vendor (e.g. for public transportation, tips, etc.) reasonable expenses may be claimed provided an explanation of the purpose of the expense is included on the expense claim form. Copies of invoices, credit card slips or statements, or Interac receipts alone are not acceptable as receipts.</p> <p>Requests for reimbursement of out-of-pocket expenses may be made using Form E2421—Incidental Expense Report. Mileage expenses associated with the use of a personal automobile while attending a function on City business may be claimed using Form 180—Car Allowance.</p>	<p>request more immediate payment for expense claims in excess of \$1,000.</p>	<p>Moved to separate section below, Receipts/Proof of Payment.</p> <p>First sentence moved to the beginning of the section. Deleted information is incorrect as elected officials do not use Form 180 for expenses over and above those covered under the remuneration by-law.</p>
<p>Receipts/Proof of Payment</p> <p>Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the</p>	<p>Receipts/Proof of Payment</p> <p>Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense.</p>	<p>Information regarding receipts is now a separate section. Minor wording revision. No change to intent.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</p>	<p>Proposed Policy as it will appear.</p>	<p>Rationale</p>
<p>expense. To avoid duplicate payments, copies of receipts are not acceptable. Copies of invoices, credit card slips or statements, or Interac payment slips (Purchase of Sale slips) are not acceptable as receipts. If a receipt is not normally provided by the vendor (e.g. for public transportation, tips, etc.) reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included on the expense claim form. Copies of invoices, credit card slips or statements, or Interac receipts alone are not acceptable as receipts.</p>	<p>To avoid duplicate payments, copies of receipts are not acceptable. Copies of invoices, credit card slips or statements, or Interac payment slips (Purchase of Sale slips) are not acceptable as receipts. If a receipt is not normally provided by the vendor (e.g. for public transportation, tips, etc.) reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included on the expense claim form.</p>	
<p>Form E195- Cheque Requisition Goods or services which are not ordered through SAP the City's R/3 financial system and that cannot be paid by City procurement card such as registrations, subscriptions, etc. may be paid for by cheque issued directly to the vendor. Form 195 - Cheque Requisition must be submitted to Accounts Payable, with supporting documentation. Refer to Corporate Policy and Procedure – Finance and Accounting – Cheque Requisitions for more information.</p>	<p>Form E195- Cheque Requisition Goods or services that are not ordered through SAP and that cannot be paid by City procurement card may be paid for by a cheque issued directly to the vendor. Form E195 - Cheque Requisition must be submitted to Accounts Payable, with supporting documentation. Refer to Corporate Policy and Procedure – Finance and Accounting – Cheque Requisitions for more information.</p>	<p>Changed R/3 to SAP and referenced PCards. PCards may be accepted for the items listed as examples so have been deleted. Added reference to the Cheque Requisition policy, which includes elected officials in the Scope.</p>
<p>Form 461- Request for Travel Advances and</p>	<p>Form 461- Request for Travel Advances and</p>	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>Statement of Expenses Overnight Stay when Conducting City Business</p> <p>Travel expenses to attend functions on City business may be paid as an advance using Form 461 - Request for Travel Advances and Statement of Expenses or actual expenses incurred may be charged to a City procurement card, in which case an advance will not be provided.</p> <p>If an advance is provided, the actual expenses must be reconciled with the advanced amount, and the form returned to Accounts Payable, within 10 days of returning from the function. The elected official is responsible for reimbursing the City for any funds which were advanced in excess of eligible expenses. Whether or not advances are made, when an overnight stay is required, the expense claim must be made using Form 461. If no payments are made in advance, and if an overnight stay is not required by the function, the expenses may be reported using an Incidental Expense Report - Form E2421.</p>	<p>Statement of Expenses</p> <p>Travel expenses to attend functions on City business may be paid as an advance using Form 461 - Request for Travel Advances and Statement of Expenses or actual expenses incurred may be charged to a City procurement card, in which case an advance will not be provided.</p> <p>No Change.</p>	<p>Added reference to City procurement cards (PCards).</p>
<p>Approval</p> <p>All reimbursements of incidental and travel</p>	<p>No Change.</p>	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.	Proposed Policy as it will appear.	Rationale
<p>expenses for the Mayor must be approved by the City Manager or, in the absence of the City Manager, by the Commissioner of Corporate Services and Treasurer. All reimbursements of incidental and travel expenses for councillors must be approved by the Commissioner of Corporate Services and Treasurer.</p> <p>Claims in excess of the annual budget amounts will not be reimbursed without the approval of Council. In the event that the annual expenses exceed the budget an overpayment is made, the elected official will be required to repay the excess amount to the City.</p>	<p>Claims in excess of the annual budget amounts will not be reimbursed without the approval of Council. In the event that the annual expenses exceed the budget, the elected official will be required to repay the excess amount to the City.</p>	<p>Minor wording changes for clarity.</p>

Memorandum



4

TO: Chair and Members of the Governance Committee

FROM: Janice M. Baker, FCA
City Manager & Chief Administrative Officer

DATE: February 14, 2012

SUBJECT: **City Council Committee Structure Review:
Survey to Assist in Scoping the Review**

Governance Committee

FEB 27 2012

At the January 16th, 2012, Governance Committee, two recommendations were issued (and adopted by Council on Feb. 8th) which were:

1. That the City Clerk be directed to report back to the Governance Committee with proposed options for standing committees with respect to the City Council Committee Structure Review.
2. That staff be directed to come back with a proposed survey and circulation of the survey for the City Council Committee Structure Review at the next Governance Committee.

Please find attached a proposed survey which will be circulated to all Council Members following the February Governance Committee meeting. The survey will be confidential and will allow Council Members the opportunity to provide input so staff can gauge the depth to which the upcoming City Council Committee Structure Review (CCCSR) should be researched.

Once any changes the Governance Committee requires have been incorporated, the timeline for the survey and subsequent recommendations are as follows:

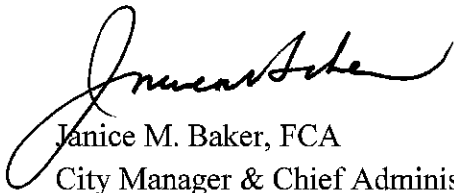
- Feb. 27th – Governance Committee: survey submitted for information
- Feb. 28 – March 2: on-line survey created and launched (print copies also available)
- March 20th: end date for survey completion by Council Members
- April 16th – Governance Committee: analysis and recommendations on CCCSR scope
- April 25th – Council: final approval to allow CCCSR to begin

4(a)

The survey contains a number of questions specific to standing committees; the answers received will help inform the recommendations that will be tabled at a future Governance Committee meeting, specific to recommendation #1 above.

The basic survey will take approximately 15-20 minutes to complete. There is also ample space provided for Council Members to add further written comments, suggestions, or ideas if they wish to do so.

Ensuring that the scope of the City Council Committee Structure Review is clearly stated and approved by Council, will ensure the project meets the requirements of Council, project timelines and review objectives.

A handwritten signature in black ink, appearing to read "Janice M. Baker".

Janice M. Baker, FCA
City Manager & Chief Administrative Officer

cc. Steering Committee members: Gary Kent, Mary Ellen Bench, Crystal Greer,
Karen Spencer

City Council Committee Structure Review

Scope Survey

4(b)

The following survey has been developed to better understand the depth to which City Council members would like the Committees of Council to be reviewed. The survey focuses on (1) structure, (2) decision-making, (3) public engagement, and (4) administration processes. There are three sections of the survey to cover questions relating to:

- SECTION A: Committee(s)-of-the-Whole (4 Committees)
- SECTION B: Other Committees of Council (20 Committees)
- SECTION C: All Committees (all 24 Committees)

THE SURVEY DOES NOT REQUIRE YOUR NAME. HOWEVER, THE SURVEY RESULTS WILL BE MADE PUBLIC, SO IF CONFIDENTIALITY IS IMPORTANT TO YOU, PLEASE BE CAREFUL NOT TO SELF-IDENTIFY YOURSELF THROUGH YOUR WRITTEN ANSWERS.

Once the surveys are reviewed, the conclusions will be forwarded to the Governance Committee for discussion. It would be appreciated if you could complete this survey by March 20th, to allow enough time for the results and recommendations to be forwarded to the April 16th Governance Committee.

SECTION A – Committee(s)-Of-The-Whole: questions in Section A only pertain to: **Council**, **General Committee**, **Planning and Development Committee**, **Budget Committee**

(Questions 1 - 3 focus on the STRUCTURE of these 4 committees)

1. The 'Committee(s)-Of-The-Whole' governance model works well for the City of Mississauga and it is important to have all 12 members of Council sit on each of these four committees.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

2. The 'Committee(s)-Of-The-Whole' structure allows for effective accountability and transparency.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

4(c)

City Council Committee Structure Review

Scope Survey

3. The General Committee and Planning and Development Committees' work well with a rotating Chairperson.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

(Questions 4 – 7 focus on the DECISION-MAKING of these 4 committees)

4. The decision-making authority for each of the 'Committee(s)-Of-The-Whole', is well defined and understood.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

5. The 'Committee(s)-Of-The-Whole' agendas are easy to navigate, well organized and include the right amount of information, which allows for effective decision-making.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

6. The number of times the 'Committee(s)-Of-The-Whole' formally meet (per the Clerk's Calendar) is ample, which allows for effective decision-making.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

City Council Committee Structure Review

Scope Survey

4(d)

7. There is sufficient time available at each 'Committee-Of-The-Whole' meeting to complete the daily agenda's business.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
----------------	-------	--	----------	----------------------	--

(Optional) Comments or Suggestions:

(Questions 8 – 10 focus on the PUBLIC ENGAGEMENT of these 4 committees)

8. The 'Committee(s)-Of-The-Whole' structure allows for effective public discussion and citizen engagement.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
----------------	-------	--	----------	----------------------	--

(Optional) Comments or Suggestions:

9. The 'Committee(s)-Of-The-Whole' structure allows for sufficient time for public (and staff) deputations /presentations.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

10. The 'Committee(s)-Of-The-Whole' structure allows for sufficient media (including citizen media) access.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

4(e)

City Council Committee Structure Review Scope Survey

(Questions 11 - 12 focus on the ADMINISTRATION of these 4 committees)

11. The 'Committee(s)-Of-The-Whole' are well managed administratively (agenda distribution, meeting logistics, presentations, minutes, calendar notifications, on-line resources, etc.).

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

12. The 'Committee(s)-Of-The-Whole' structure allows for a sufficient amount of time for Members of Council to speak on an individual issue.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

End of Section A

SECTION B – Other Committees of Council: questions in Section B pertain to the 20 other standing committees, sub-committees and ad-hoc committees including:

- Accessibility Advisory Committee
- Advertising Review Panel
- Audit Committee
- Citizen Appointments
- Committee of Revision
- Election Campaign Finances Committee
- Environmental Advisory Committee
- Heritage Advisory Committee
- Governance Committee
- Incidents in City Facilities Appeal Committee
- International Design Competition Committee
- Mississauga Celebration Square Events Committee
- Mississauga Appeal Tribunal
- Mississauga Cycling Advisory Committee
- Museums of Mississauga Advisory Committee
- Property Standards Committee
- Public Vehicle Advisory Committee
- Road Safety Mississauga Advisory Committee
- Traffic Safety Council
- Towing Industry Advisory Committee
- Shark Finning Committee

4(f)

**City Council Committee Structure Review
Scope Survey**

NOTE: It is acknowledged that all Members of Council will not have full knowledge of the work and administration of every Committee when answering the questions below; regardless of your level of knowledge, we appreciate any insights and comments you provide.

(Questions 13 - 17 focus on the STRUCTURE & DECISION-MAKING of these 20 Other Committees of Council)

13. The discussion and work of the 'Other Committees of Council' helps achieve good decision-making, when matters move to Council for approval.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	For Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

14. The general public understands the 'Other Committees of Council' structure and knows how to bring forward their item to the attention of the appropriate committee.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

15. The creation of a 'Transit and/or Transportation Committee', would be desirable.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

16. Please list any new Committees of Council (other than question 16 above) that you believe are important to create.

(Optional)

17. Please list any of the existing Committees of Council that you believe should be retired and/or combined with the work of another committee.

(Optional)

4(g)

City Council Committee Structure Review Scope Survey

(Questions 18 - 19 focus on the PUBLIC ENGAGEMENT of these 20 Committees of Council)

18. The Committees of Council structure allows for effective public discussion and citizen engagement.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

19. The Committees of Council structure allows for sufficient time for public (and staff) deputations /presentations.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

(Questions 20 - focus on the ADMINISTRATION of these 20 Committees of Council)

20. The upcoming City Council Committee Structure Review should include research, analysis and recommendations on:

a. The number of meetings of the 'Other Committees of Council' (per the Clerk's calendar).

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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b. The time allocation (daytime, evening, meeting length) of the 'Other Committees of Council'.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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4ch)

City Council Committee Structure Review Scope Survey

- c. The membership (Councillors, citizens, etc.) on the 'Other Committees of Council' including the quorum requirements.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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- d. The Terms of Reference for the 'Other Committees of Council' to ensure general consistency and that they reflect the work of the existing Committee.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
----------------	-------	--	----------	----------------------	--

- e. The staff and budget resources required to complete the procedures and programs of the 'Other Committees of Council'.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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- f. The alignment to the Strategic Plan of the 'Other Committees of Council'.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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- g. The administrative processes (logistics, agenda development, minutes, etc.) required to meet the needs of the 'Other Committees of Council'.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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- h. The future opportunity for the 'Other Committees of Council' to conduct meetings by tele-conference (or other means).

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions on any part of question 20:

End of Section B

4(i)

City Council Committee Structure Review Scope Survey

SECTION C: Questions 21 – 33 focus on all 24 Committees (Section A + B above) to allow deeper questions on specific ideas:

21. The public 'Question Period' for all Committees needs to be reviewed within the upcoming City Council Committee Structure Review.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

22. The City of Mississauga's Committees structure would benefit from having a Deputy Mayor.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions (including any ideas on the specific duties the Deputy Mayor would, or would not, be charged with):

23. The City of Mississauga's Committees structure would benefit from having a Budget Chair.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
----------------	-------	--	----------	----------------------	--

(Optional) Comments or Suggestions (including any ideas on the specific duties the Budget Chair would, or would not, be charged with):

24. The total number of Committees of Council that an individual Council member can sit on, at any one time, is appropriate.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

4g)

City Council Committee Structure Review Scope Survey

25. The total number of Committees of Council that an individual Council member can be Chair or Vice-Chair at any one time, is appropriate.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

26. The City of Mississauga's Committees structure would benefit from an 'Appointments Committee' which would be tasked with determining the Committee membership, Chair and Vice-Chair positions.

Strongly Agree	Agree	Neutral - Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable/ Not enough information
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(Optional) Comments or Suggestions:

27. List any Committees that you believe the 'Chair' position should be determined by all 12 members of Council.

(Optional)

28. Is there any significant duplication that exists between any Committees of Council and if so, do you have any suggestions to rectify the duplication?

(Optional)

29. Do you believe that there are agenda items that could be delegated to staff to handle and if so, which items?

(Optional)

30. Do you like the way another municipality organizes and/or manages their Committees of Council and if so, which municipality?

(Optional)

31. Do you think the City Council Committee Structure Review should include a benchmarking review of other large Canadian cities, within the Review?

Yes ☐ No ☐

(Optional) Comments or Suggestions:

4(k)

City Council Committee Structure Review Scope Survey

32. Check what you believe should be the depth to which the City Council Committee Structure Review should research, analyze and make recommendations:

<p style="text-align: center;"><u>FULL:</u></p> <p>Deep analysis of all 24 committees, including:</p> <ul style="list-style-type: none"> • extensive public stakeholder involvement • benchmarking of other municipal structures and best practices 	<p style="text-align: center;"><u>GENERAL:</u></p> <p>Analysis of all 24 committees, with a focus on the structure, work and administrative processes, including:</p> <ul style="list-style-type: none"> • some targeted public stakeholder involvement (other than that available through the Governance Committee meetings) • benchmarking for specific aspects, as needed. 	<p style="text-align: center;"><u>MINIMAL:</u></p> <p>Analysis of some committees work and administration processes, as directed:</p> <ul style="list-style-type: none"> • public stakeholder involvement only through Governance Committee meetings • No benchmarking
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33. Any last thoughts or comments?

(Optional)

END OF SECTION C:

Thank you for your time and attention to this survey.