



# MINUTES

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## **GOVERNANCE COMMITTEE**

THE CORPORATION OF THE CITY OF MISSISSAUGA  
([www.mississauga.ca](http://www.mississauga.ca))

**TUESDAY, DECEMBER 13, 2011 – 10:00 A.M.**

**CLASSROOM 1, CENTRAL LIBRARY**

**301 BURNHAMTHORPE ROAD WEST, MISSISSAUGA**

### MEMBERS IN ATTENDANCE

Mayor Hazel McCallion  
Councillor Jim Tovey, Chair, Ward 1  
Councillor Chris Fonseca, Ward 3  
Councillor Bonnie Crombie, Ward 5  
Councillor Pat Saito, Vice – Chair, Ward 9  
Councillor George Carlson, Ward 11

### STAFF IN ATTENDANCE

Janice Baker, City Manager  
Mary Ellen Bench, City Solicitor  
Crystal Greer, City Clerk/ Director of Legislative Services  
Karen Spencer, Advisor, City Manager's Office

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**A. CALL TO ORDER**

Crystal Greer, City Clerk/ Director of Legislative Services called the meeting to order at 10:00 a.m.

**B. DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST**

Nil

**C. APPROVAL OF THE AGENDA**

Madam Mayor spoke to the issue of governance and noted the importance of looking at the whole committee structure. She informed the committee that the City Manager's office had been addressing governance and had been looking at the committee structures used in other Cities.

Madam Mayor also addressed the appointment of a Chair and Vice Chair and suggested that nominating a member of the committee with experience on Council and a new member of Council would have a positive impact.

**APPROVED**

(Councillor C. Fonseca, Ward 2)

**D. DEPUTATIONS**

NIL

**E. MATTERS TO BE CONSIDERED:****1. Appointment of Chair and Vice – Chair**

Councillor Pat Saito noted that two Members of Council had expressed interest in serving as Chair of the Governance Committee and suggested that it would be helpful if interested parties outlined the reasons for their interest. She also requested to nominate both Councillor Bonnie Crombie and Councillor Jim Tovey for the position of Chair.

Crystal Greer, City Clerk/ Director of Legislative Services noted that Councillor Saito could not nominate both Councillor Crombie and Councillor Tovey for Chair but that she could nominate one for the position of Chair and one for the position of Vice Chair. Discussion ensued with respect to the procedures for nominating a Chair and Vice Chair.

Councillor Pat Saito moved a motion to nominate Councillor Jim Tovey as Chair of the Governance Committee and Councillor Jim Tovey accepted the nomination.

Madam Mayor moved a motion to nominate Councillor Bonnie Crombie as Chair of the Governance Committee and Councillor Bonnie Crombie accepted the nomination.

Both Councillor Jim Tovey and Councillor Bonnie Crombie outlined their reasons for wanting to serve as Chair of the Committee. Councillor Bonnie Crombie also distributed a document outlining her proposal for items to be reviewed by the committee.

Discussion ensued with respect to casting secret ballots to vote for the Chair. Ms. Greer suggested that for the sake of transparency it would be most appropriate to have an open vote.

An open vote was taken on the motion for Councillor Jim Tovey to be appointed as Chair of the Governance Committee and the motion was carried.

Councillor Chris Fonseca, nominated Councillor Pat Saito, as Vice Chair of the Committee and noted that she felt Councillor Saito's experience on Council would be an asset. Councillor Pat Saito accepted the nomination. The motion was voted upon and carried.

Ms. Greer turned the meeting over to Councillor Jim Tovey, Chair.

Recommendations:

GOV-0001-2011

That Councillor Jim Tovey, Ward 1, be appointed as Chair of the Governance Committee for a term of office to November 30, 2014, or until a successor is appointed.

GOV-0002-2011

That Councillor Pat Saito, Ward 9, be appointed as Vice – Chair of the Governance Committee for a term of office to November 30, 2014, or until a successor is appointed.

2. Introductions and Objectives of Meeting

Crystal Greer, City Clerk/ Director, Legislative Services, with respect to the purpose of the Governance Committee and the development of the Committee's Terms of Reference, to be circulated to the Committee members for their review, revision and approval at the first meeting in 2012.

Ms. Greer noted that the December 13, 2011 meeting had been scheduled so that the committee could provide support staff with input regarding the Governance Committee Terms of Reference. She noted that based on the committee's comments, a Terms of Reference would be drafted and presented for approval at the next meeting. She requested input regarding the committee's mandate, reporting structure, staff involvement and frequency of meetings and the point at which the committee would like collaboration from the public.

3. Outline of upcoming City Council Meeting Structure Review

Janice Baker, City Manager, with respect to the scope and timeline of the Structure Review.

Ms. Baker noted that a report would be brought to Council regarding the launch of the official structure review. She informed the committee that the review would begin in January 2012 with recommendations being brought to Council in December 2012.

Ms. Baker noted that there would be support staff involved in steering the committee including Mary Ellen Bench, City Solicitor, Gary Kent, Director of Corporate Strategy and Innovation, Crystal Greer, City Clerk/ Director of Legislative Services and Karen Spencer, Advisor, City Manager's Office. She also informed the committee that other resource requirements were being considered.

Ms. Baker informed the committee that a significant amount of benchmarking would be undertaken and the committee structure would be reviewed. She noted that that the review would look to modernize the committee structure and that throughout the process, public engagement would be important.

Councillor Pat Saito, Vice – Chair, raised concerns with respect to standing and advisory committees being part of the same committee structure review as the two types of committees are different. She suggested that due to the differences, standing committees be considered separately. She noted that public input would be very important and suggested that as the review progresses, Council would need the ability to establish committees as required. Discussion ensued with respect to how this would affect the committee structure review. Madam Mayor noted that there would be flexibility and that if immediate changes were required the Governance Committee could go to Council with recommendations.

Councillor Chris Fonseca suggested that it would be important to consider the roles of Councillors sitting on committees even if a specific committee was not under review. Ms. Baker informed the committee that the role of Councillors sitting on committees could be reviewed.

Councillor Pat Saito, Vice – Chair noted that it was important to take a broad view of the committee structure review and reiterated that the approach should differ for the review of standing committees versus the review of advisory committees. Madam Mayor noted that all committees should be reviewed and discussion ensued with respect to which committees would be reviewed. Ms. Baker noted that some committees such as the Enersource Board were excluded from the review due to legal obligations. Madam Mayor noted that there would be a new agreement with the Enersource Board and that changes could be made when the new agreement was brought forward. Discussion continued with respect to which committees would be reviewed and the possible changes that could be made to committees to make them more efficient.

#### 4. Terms of Reference

Discussion with respect to the following:

- mandate
- term of office
- membership composition (including support staff)
- roles and responsibilities
- meeting schedules
- quorum
- reporting structure

**Mandate**

Crystal Greer, City Clerk/ Director, Legislative Services requested suggestions regarding the Governance Committee mandate. Councillor Pat Saito, Vice – Chair suggested that expense policies and electoral reform be included in the mandate. Madam Mayor suggested that government relations and a more formalized process for looking at how Region of Peel issues affect the City of Mississauga should be included in the mandate. Discussion ensued and there was general consensus to include these in the mandate.

**Term of Office**

There was general consensus that the term of office would be for the remainder of the current term of Council.

**Membership Composition**

Councillor Jim Tovey, Chair noted that the Governance Committee may want to consult with different staff depending on the issues being discussed at meetings. Councillor Pat Saito, Vice – Chair suggested that it would be helpful to have Communications staff at meetings to ensure that committee business is effectively communicated to the public. There was general consensus regarding the composition of the committee.

**Roles and Responsibilities**

Ms. Greer noted that staff had sufficient information from previous discussion to identify the roles and responsibilities of the Governance Committee.

**Meeting Schedules**

Discussion ensued with respect to an appropriate meeting schedule. There was general consensus that the Governance Committee should meet during the day once per month.

**Quorum**

Councillor Tovey, Chair suggested that quorum should consist of three (3) out of five (5) Councillors being present at a meeting. There was agreement to this and to Madam Mayor being an ex-officio member of the Governance Committee.

**Reporting Structure**

Councillor George Carlson suggested that it would be appropriate for the Governance Committee to report to General Committee and then to Council. There was general consensus that the Governance Committee would report to General Committee and then to Council.

## 5. Priority Issues

Discussion with respect to the issues of priority for the Governance Committee including:

- Issuance of an RFP and Interviews for the Integrity Commissioner
- Amendment to the Code of Conduct

See information Items 5a to 5e.

Councillor Pat Saito, Vice – Chair suggested that making amendments to the Code of Conduct and Councillor’s expenses should be the first order of business. She also suggested that the Governance Committee look at the Integrity Commissioner. General discussion ensued with respect to the appointment of Integrity Commissioners in other Cities and Provinces and whether the AMO should be responsible for providing this service to municipalities.

Janice Baker, City Manager inquired as to whether or not the committee was prepared to review of the Code of Conduct and advance the RFP concurrently. Councillor Pat Saito, Vice – Chair noted that the committee would not be opposed to this. She requested that staff bring forward the Code of Conduct with possible amendments suggested in the Commissioner’s Report at the next meeting. Councillor Jim Tovey, Chair, suggested that the Governance Committee also review the Oath of Office. Discussion ensued with respect to this matter. Madam Mayor suggested that in light of the Oath of Office being mandated by the Province of Ontario, another oath could be added.

## 6. Government Relations

Discussion with respect to the Government Relations matter referred from the General Committee meeting on December 7, 2011.

Crystal Greer, City Clerk/ Director, Legislative Services noted that this matter had been addressed during discussions regarding the Governance Committee mandate.

## 7. Next Steps

Janice Baker, City Manager with respect to the Governance Committee's next steps.

Ms. Baker noted that the actions items emanating from the Governance Committee's discussion had been captured and that staff would proceed to do the following:

- Create an agenda for the next meeting which would include a review of the Councillor's expenses and advancements regarding the RFP
- Compile required background material
- Create a Draft Terms of Reference for distribution and approval at the next Governance Committee meeting
- Create a draft Code of Conduct for distribution and approval
- Review the report regarding the committee structure review

Councillor Pat Saito, Vice – Chair suggested that the structure of Governance Committee meetings include the opportunity for members of the public to make comment before a vote is taken on an agenda item. Madam Mayor suggested that the public be invited to make comments regarding agenda items at the beginning of Governance Committee meetings. Discussion ensued with respect to the most appropriate time for members of the public to make comments. Members of the public in attendance were invited to comment with respect to when they expect to be able to make comments at meetings. Dorothy Tomiuk, City of Mississauga Resident, supported the suggestion that comments be invited at the beginning of the meeting. There was general consensus that the Governance Committee Terms of Reference note the opportunity for members of the public to make comment at the beginning of meetings.

Discussion ensued with respect to the public making deputations not related to items on the agenda. It was determined that deputations would be scheduled so that they would relate, as much as possible, to agenda items.

## F. OTHER BUSINESS

Nil

**G. CLOSED SESSION**

Nil

**H. ADJOURNMENT**

11:24 a.m.  
(Councillor George Carlson)

DRAFT