



Governance & Council Operations Committee

Monday, November 22, 2021

Staff Present:

- D. Barrick, Chief Administrative Officer
- Jason Tamming, Director, Strategic Communications, Culture and Events, Corporate Support Services
- P. Fay, City Clerk
- C. Gravlev, Deputy City Clerk
- T. Brenton, Legislative Coordinator

The meeting was called to order at 9:31 a.m. and adjourned at 10:28 a.m.

1. Call to Order

As this meeting of Governance and Council Operations Committee was conducted with electronic participation by Members, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows.

Members present during roll call: City Councillor Williams, Regional Councillor Vicente, and Chair Fortini

Members absent during roll call: Regional Councillor Dhillon, and Regional Councillor Medeiros

2. Approval of Agenda

The following motion was considered.

GC019-2021

That the agenda for the Governance and Council Operations Committee Meeting of November 22, 2021 be approved as published and circulated.

Carried

3. Declarations of Interest under the Municipal Conflict of Interest Act

Nil

4. Consent

Nil

5. Announcements (2 minutes maximum)

Nil

6. Delegations (5 minutes maximum)

Nil

7. Staff Presentations

Nil

8. Reports

8.1 Staff Report re. Mayor and Councillors' Expense Policy - Update

In response to questions from Committee, staff provided information on the following:

- next review date
- adjustments to Members' expense accounts, if applicable
- summaries of Members' expenses published on the City's website
- annual statement of Members' remuneration and expenses

Committee consideration of this matter included a request that staff provide a one-page summary of Members' expense limits and balances.

The following motion was considered.

GC020-2021

1. That the report titled: **Mayor and Councillors' Expense Policy – Update (CW162-2021)**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be received; and

2. That the updated Mayor and Councillors' Expense Policy (the "Policy") attached to the subject report be approved, effective December 1, 2021.

Carried

9. Other Business/New Business

9.1 Discussion Item at the Request of Chair Fortini re. Street and Park Naming Process

In response to questions from Committee, staff provided a verbal update on the process for street and park naming, potential for including a running list of

requested names on the City's website, and the number of requests received during the current Term of Council.

In response to a request from Committee, it was confirmed that a supplementary list of naming requests that are in progress and not yet decided would be developed for publication on the City's website.

The following motion was considered.

GC021-2021

That the verbal update from staff re. **Street and Park Naming Process**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be received.

Carried

9.2 Discussion Item re. Member Town Hall Meetings and Corporate Support

Committee consideration included the need to ensure that both Ward Councillors are informed of and able to participate in any town halls, meetings or events specific to their ward, and that both Ward Councillors should copied on correspondence relating to matters applicable to their ward.

In response to questions from Committee, staff provided a verbal update on corporate support for Members, which included an overview of a 2017 report titled: "Communications Support to Councillors for Ward and Community Based Matters".

Committee requested that staff provide the 2017 report and any other related reports for consideration at the Governance and Council Operations Committee Meeting of February 28, 2022.

The following motion was considered.

GC022-2021

That the verbal update from staff re. **Member Town Hall Meetings and Corporate Support**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be received.

Carried

9.3 Discussion Item re. Hybrid (in-person and remote) Meetings of Council and Committee

Peter Fay, City Clerk, provided a verbal update on the provisions of the *Ontario Municipal Act* and Council's Procedure By-law as they relate to hybrid (in-person and remote) meetings of Council and its Committees.

Mr. Fay confirmed that staff is proposing to continue the current practice for hybrid meetings until the end of 2021, with the Mayor and some City staff participating in person, members of the public continuing to participate virtually, and should additional Members request to attend in-person, their participation would be subject to appropriate distancing.

Mr. Fay provided information relating to hybrid meetings in 2022, should public health orders and guidance still be in effect, as follows:

- a total of five Members could be accommodated in-person in Chambers with the appropriate distancing, efforts will be made to accommodate Members in their assigned seating
- potential changes in Chambers to meet public health guidance, i.e. plexiglass barriers
- masks are to be worn by all in-person attendees when not speaking
- Members interested in attending meetings in-person should notify the City Clerk no later than 4:30 p.m. on the day prior to the meeting
- should more than five Members wish to attend a meeting in person, a rotation could be developed for this purpose
- during hybrid meetings in Chambers, the equipment (request to speak, recorded vote system, etc.) would not be utilized, and Members attending in person are requested to bring a device and participate in the electronic meeting platform

Mr. Fay confirmed that details regarding hybrid meetings would be outlined in a formal communication and provided to Members of Council.

In response to questions from Committee, Mr. Fay outlined accommodations for Members and staff during Closed Session, current registration system for in-person attendance by members of the public, remote participation by Members and the public after the municipal declaration of emergency has been discontinued, proof of vaccination requirements for staff, volunteers and contractors, and the potential for holding Closed Session in Council Chambers.

The following motion was considered.

GC023-2021

That the verbal update from staff re. **Hybrid (in-person and remote) Meetings of Council and Committee**, to the Governance and Council Operations Meeting of November 22, 2021, be received.

Carried

10. Deferred/Referred Matters

10.1 Staff Report re. 2022 Municipal Election – Updates to the Use of Corporate Resources Policy

Peter Fay, City Clerk, provided an overview of the subject report, which was referred from the Committee of Council meeting of November 17, 2021, and responded to questions from Committee regarding the provisions of and timelines for the related policy.

Committee consideration included the need for more time for review of the report and policy, potential need for a special meeting of Committee to consider this matter, and a suggestion that the report be referred to the Committee of Council meeting of January 19, 2022.

The following motion was considered.

GC024-2021

That the staff report titled: **2022 Municipal Election – Updates to the Use of Corporate Resources Policy**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be **referred** to the Committee of Council Meeting of January 19, 2022.

Carried

11. Notices of Motion

Nil

12. Correspondence

Nil

13. Councillor Question Period

Nil

14. Public Question Period

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted.

15. Closed Session

Nil

16. Adjournment

The following motion was considered.

GC025-2021

That Committee do now adjourn to meet again on Monday, February 28, 2022 or at the call of the Chair.

Carried

P. Fortini, Chair