



## Minutes

### Governance & Council Operations Committee

### The Corporation of the City of Brampton

**Monday, May 15, 2023**

Members Present: Regional Councillor P. Vicente (Chair)  
Regional Councillor G. Toor (Vice-Chair)  
Regional Councillor R. Santos  
Regional Councillor N. Brar  
Deputy Mayor H. Singh

Staff Present: P. Fay, City Clerk  
C. Gravlev, Deputy City Clerk  
T. Brenton, Legislative Coordinator  
J. Tamming, Director, Strategic Communications, Tourism and  
Events, Corporate Services

The meeting was called to order at 2:30 p.m. and adjourned at 3:02 p.m.

**1. Call to Order**

Peter Fay, City Clerk, confirmed that all Committee Members were present in the meeting.

**2. Approval of Agenda**

The following motion was considered.

**GC001-2023**

That the agenda for the Governance and Council Operations Committee Meeting of May 15, 2023 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**

Nil

**9. Other Business/New Business**

9.1 Discussion Item at the request of Councillor Santos re. Councillor Website Options to Communicate with Residents

Regional Councillor Santos introduced a motion to provide Council Members with website options, with the operative clauses as follows:

Therefore be it resolved, that the City of Brampton update the Member's Expense Policy section 6.2 Eligible Expenses, to include: Costs associated with the development, licensing, maintenance and support of an elected official's external website in order to carry out their duties of office;

That the use of information associated with these external websites be enabled for use on a Member's corporate communications, including, but not limited to, business cards, letterhead, certificates and newsletters;

That Members be permitted to submit receipts, for external website development and management, for reimbursement retroactively to the commencement of the 2022-2026 term of Council; and

That a Standard Operating Procedure be developed to inform Member use of third-party websites.

Councillor Santos outlined the purpose of the motion.

The motion was considered as follows.

**GC002-2023**

Whereas, the web content and presentation presents a key opportunity to engage and connect with members of the community;

Whereas, the City of Brampton currently provides a webpage for each Member of Council;

Whereas, many municipalities provide Members of Council the ability to use their office budget on website development and management;

Therefore be it resolved, that the City of Brampton update the Member's Expense Policy section 6.2 Eligible Expenses, to include: Costs associated with the development, licensing, maintenance and support of an elected official's external website in order to carry out their duties of office;

That the use of information associated with these external websites be enabled for use on a Member's corporate communications, including, but not limited to, business cards, letterhead, certificates and newsletters;

That Members be permitted to submit receipts, for external website development and management, for reimbursement retroactively to the commencement of the 2022-2026 term of Council; and

That a Standard Operating Procedure be developed to inform Member use of third-party websites.

Carried

9.2 Discussion Item re. Council Office Furniture Policy and Work Order Submission Process

Peter Fay, City Clerk, outlined the Council Office Furniture Policy and Work Order Submission Process, and confirmed that the City Clerk's Office is available to assist Members as required.

No motions were considered with respect to this matter.

9.3 Discussion Item re. Housekeeping Amendments to the Council Procedure By-law 160-2004, as amended

Peter Fay, City Clerk, confirmed that one of the mandates of this Committee is to provide input on Council's Procedure By-law, and requested suggestions from Members on potential amendments thereto.

Mr. Fay referenced Council's consideration of a staff report regarding housekeeping amendments to the by-law at its special meeting in February 2022, at which time no action was taken, as well as the proposed amendment relating to the hybrid meeting process outlined in Item 10.1.

Mr. Fay provided details on proposed housekeeping amendments to the by-law, for which a staff report will be provided for consideration at a future meeting.

Mr. Fay responded to questions from Committee regarding the City's deadlines for Notices of Motions, and additions of new business items at Council and Committee meetings, as compared to other municipalities, and confirmed that he would review the Procedure By-laws for the Region of Peel and other Peel municipalities when proposing updates to Brampton's by-law.

No motions were considered with respect to this matter.

9.4 Discussion Item re. Council Office Support Model

Peter Fay, City Clerk, noted changes made during the last term to the Council Office Support Model, and confirmed that this Committee served as the Steering Committee for consideration of this matter.

Mr. Fay indicated this item was included on the agenda to determine if Members had any questions or comments on the current support model.

No questions, comments or motions were put forward for Committee's consideration at this time.

9.5 Discussion Item re. 6th Floor Council Office Assistant Position

Peter Fay, City Clerk, outlined the role of the Council Office Assistant Position, confirmed that the position still exists, but that with the change in process for visitors to the Mayor's Office and Council Office, the position may no longer be required, and requested Committee's input on this matter.

In response to a question from Committee, Mr. Fay agreed to report back to a future meeting with options for consideration, in consultation with Corporate Security.

No motions were considered with respect to this matter.

9.6 Discussion Item re. Fire Wardens for the 6th Floor Mayor's Office and Council Office

Peter Fay, City Clerk, indicated that staff in Facility Services have inquired about the status of voluntary Fire Wardens for the Mayor's Office and Council Office. He confirmed that two individuals are required, one for the east side and one for the west and that, to date, no volunteers have been identified, with the exception of two individuals interested in the back-up positions.

Mr. Fay noted he would undertake another call out for the Fire Warden positions and, if necessary, these individuals will be chosen by random draw.

No motions were considered with respect to this matter.

9.7 Information Item re. Member Training Opportunities and Needs

Peter Fay, City Clerk, referenced training opportunities for Council Members through the Association of Municipalities of Ontario (AMO), and the links for some of these sessions that were provided with the agenda for this meeting.

Mr. Fay indicated that, if there was enough interest for a particular training session, arrangements could be made for AMO representatives to deliver this training for Members in Brampton. Mr. Fay also indicated that he is working toward a training workshop from Brampton's Integrity Commissioner.

Mr. Fay responded to questions from Committee regarding reimbursement for Member training costs.

No motions were considered with respect to this matter.

**10. Deferred/Referred Matters**

**10.1 Hybrid Meetings of City Council and its Committees**

Peter Fay, City Clerk, noted that many municipalities are continuing with some form of hybrid meetings, given the benefits for Members, staff and the public, but that hybrid meetings are resource intensive.

Mr. Fay indicated that a Council resolution is required for an amendment to the Procedure By-law to continue with hybrid meetings, and suggested that consideration should also be given to continuation of this format for standing and advisory committees.

In response to a question from Committee, Mr. Fay provided details on the staff resources required for hybrid meetings, and agreed to undertake research to determine if there is the potential for integration of the speakers list to include Members participating remotely and in-person.

Committee discussion took place with respect to the resources required for hybrid meetings, and Members expressed their views in support of the continuation of this format.

The following motion was introduced and considered.

**GC003-2023**

That the hybrid model continue and the Clerk's Office report back on additional resources that may be required, to include use of technology to support hybrid meetings.

Carried

11. **Notice of Motion**

Nil

12. **Correspondence**

Nil

13. **Councillor Question Period**

Nil

14. **Public Question Period**

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made during the meeting. Peter Fay, City Clerk, confirmed that no questions were submitted.

15. **Closed Session**

Nil

16. **Adjournment**

The following motion was considered.

**GC004-2023**

That the Governance and Council Operations Committee do now adjourn to meet again at the call of the Chair.

Carried

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Regional Councillor Vicente, Chair