

**Monday, May 7, 2018**  
**9:30 a.m. – Regular Meeting**

**Council Chambers – 4<sup>th</sup> Floor – City Hall**

**Please note change in meeting location**

**Members:** Regional Councillor G. Gibson – Wards 1 and 5 (**Chair**)  
Regional Councillor M. Palleschi – Wards 2 and 6 (**Vice Chair**)  
Regional Councillor E. Moore – Wards 1 and 5  
Regional Councillor G. Miles – Wards 7 and 8  
City Councillor P. Fortini – Wards 7 and 8

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Terri Brenton, Legislative Coordinator  
Phone (905) 874-2106, TTY (905) 874-2130, [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)

Note: Some meeting information may also be available in alternate formats, upon request

**Agenda**  
**Member Services Committee**

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Note: Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting. Council Members are prohibited from sending text messages, e-mails and other electronic messaging during the meeting.

**1. Approval of Agenda**

**2. Declarations of Interest under the Municipal Conflict of Interest Act**

**3. Consent**

- \* The following items listed with an asterisk (\*) are considered to be routine and non-controversial by the Committee and will be approved at this time. There will be no separate discussion of any of these items unless a Committee Member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

(nil)

**4. Announcements**

**5. Delegations**

**6. Staff Presentations**

**7. Reports**

**7.1. Quarterly Reporting – Q1 2018 - Lieu Time Accumulation for the Council Office**

**8. Other/New Business**

**8.1. Discussion re: 2018 Council Transition and Orientation**

**8.2. Discussion re: 2018-2022 Council Handbook**

**Agenda**  
**Member Services Committee**

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8.3. Discussion re: **Possible Additional Alterations within Council Office**

**9. Deferred/Referred Matters**

9.1. Discussion re: **Options for the Selection of Seating for Members of Council in Council Chambers for the 2018-2022 Term of Council (RM 10/2018)**

Note: This item is listed pursuant to Member Services Committee Recommendation MS002-2018 from February 21, 2018, as follows:

- MS002-2018
1. That the presentation by Peter Fay, City Clerk, entitled: "Alternative Meeting Space for City Council and Committees – May 2018-January 2019", to the Member Services Committee Meeting of February 12, 2018, be received; and,
  2. That staff report back to the Member Services Committee with options for the selection of seating for Members of Council in Council Chambers for the 2018-2022 Term of Council.

**10. Notice of Motion**

**11. Correspondence**

**12. Councillors' Question Period**

**13. Public Question Period**

**15 Minute Limit (regarding any decision made at this meeting)**

**14. Closed Session**

**15. Adjournment**

**Next Meeting: Monday, September 10, 2018 – 9:30 a.m.**

# 7.1

Council Office Lieu Time * Bank						
			Year			
	Q1 - 2017	Q1 - 2018				
number of months	3	3				
number of staff	11	11				
total lieu hours banked	93	26.65				
* - Lieu time is defined to include hours worked before or after normal business hours (i.e., 8:30 a.m. - 4:30 p.m.).						
<b>Lieu Time Banked Justifications:</b>						
<b>General Workload:</b> resident issues, Councillor prep for meetings						
<b>Town Hall Meeting</b>						
<b>Special Projects:</b> Community event, community meeting, Flag Raising						

# **2018 Council Transition and Orientation**

**Member Services Committee  
May 7, 2018**

## Purpose

1. Reflect on 2014 Transition and Orientation Activities
2. Discuss 2018 Transition and Orientation Opportunities



## 2014-2018 Council Term Orientation

Leading up to the new term of Brampton City Council, starting on December 1, 2014, orientation and reference materials are being provided to the Council-elect regarding the City, the corporate administration and the strategic issues and opportunities before Council. A copy of all orientation material provided to the Council-elect is listed below.

- [Brampton City Council Orientation 2014](#) (Binder) - released Nov. 24, 2014
- [Council Orientation - New Term](#) (Presentation) - released Nov. 24, 2014
- [Corporate Planning Structure & Strategy](#) (Presentation) - released Nov. 27, 2014
- [Accountability and Transparency Framework and Meeting Procedures](#) (Presentation) - released Nov. 27, 2014
- [Legal Services Overview](#) (Presentation) - released Nov. 27, 2014
- [Introduction to Municipal Finance at the City](#) (Presentation) - released Nov. 27, 2014
- [Growth Management in the City of Brampton](#) (Presentation) - released Nov. 27, 2014



# 2014 **Transition** and Orientation Activities

<b>November 2014</b>						
<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
<b>27</b> Voting Day					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> Councillor Onboarding #1	<b>6</b> Councillor Onboarding #2	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Special City Council	<b>13</b> Mayor-elect Onboarding	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b> Orientation Department Marketplace	<b>25</b> City Bus Tour	<b>26</b>	<b>27</b> Orientation Inaugural walk- through	<b>28</b>	<b>29</b>	<b>30</b> Last Day for Outgoing Council to vacate offices



## 2014 **Transition** and Orientation Activities

<b>December 2014</b>						
<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
<b>1</b> Inaugural City Council	<b>2</b> Special City Council	<b>3</b> Committee of Council	<b>4</b> Inaugural Regional Council	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b> Planning Committee	<b>9</b>	<b>10</b> City Council	<b>11</b> Regional Council	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b> Council Workshop	<b>16</b> Council Workshop	<b>17</b> Special City Council	<b>18</b>	<b>19</b> Council Office Painting, etc.	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

## 2014 Transition and Orientation Activities

Early 2015 Workshops, Special Meetings:

- January 20 – Strategic Priorities, Community Engagement
- January 27 – Budget Process, Community Grants
- January 29 – Special Meeting
  - Interim Auditor General review of City Finances
- February 2 – 2015 Budget, Capital Program
- February 6 – Second Units (lunch n’ learn sessions)
- February 9 – Procurement
- February 24 – Strategic Visioning

# 2018 Transition and Orientation Opportunities

<b>November 2018</b>						
<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
<b>22</b> Voting Day						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Last Day for Outgoing Council to vacate offices		

# 2018 Transition and Orientation Opportunities

<b>December 2018</b>						
<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
					1	2
<b>3</b> Inaugural City Council	4 Special City Council	5 Committee of Council	<b>6</b> Inaugural Regional Council	7	8	9
10 Planning and Development Committee	11	12 City Council	13 Regional Council	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# **A**

# **Guidebook for Council Members**

## **2018-2022 Term of Council**



2014-2018  
**CITY COUNCIL HANDBOOK**



**VOLUME 1: OPERATIONS**



2014-2018  
**CITY COUNCIL HANDBOOK**



**VOLUME 2:  
COUNCIL DECISION-MAKING**



2014-2018  
**CITY COUNCIL HANDBOOK**



**VOLUME 3:  
ACCOUNTABILITY AND TRANSPARENCY**

**City of Toronto Handbook URL:**

Volume 1 - <https://www.toronto.ca/wp-content/uploads/2017/08/88ed-2014-2018-City-Council-Handbook-Volume-1.pdf>

Volume 2 - <https://www.toronto.ca/wp-content/uploads/2017/08/9558-handbook-volume2.pdf>

Volume 3 - <https://www.toronto.ca/wp-content/uploads/2017/08/95ad-handbook-volume3.pdf>

Policies and Procedures - <https://www.toronto.ca/city-government/council/policies-and-guidelines/>

## The Purpose of the Guidebook

The Council Guidebook is being prepared in order to provide Members of Council:

- an understanding of the role and function of a Member of Council
- a “how-to” guide for office set-up, support and operations
- guidance for working within the Corporation
- a resource for decision-making processes and governance
- direction, interpretation and links to applicable City policies, SOP’s and forms

Available early November 2018 for new term of Council.

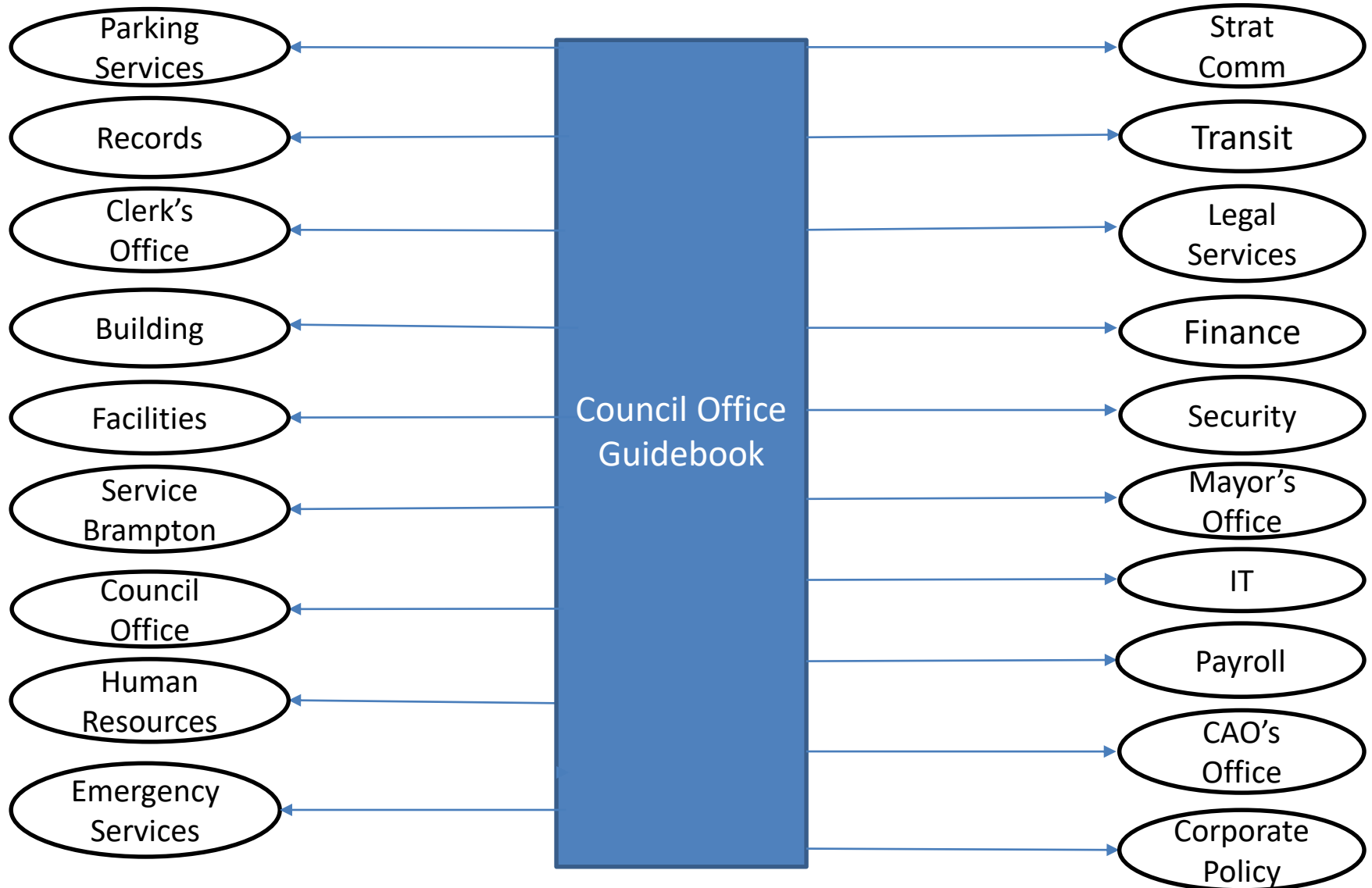
## The Purpose of the Guidebook

The guidebook is designed in a digital format and divided into three volumes:

- **Daily Operations:** which provides information on the day-to-day operations of your office.
- **Governance:** which sets out the role of Members, details the process used by Members for decision-making, discusses the City's legislative process and distinguishes between City/Regional/Provincial/Federal levels of government.
- **Accountability and Transparency:** which outlines the rules, regulations and policies that provide the framework governing the City.

The volumes will provide direct live links to the cited references, forms and policies and will be kept current and updated throughout the term





## **Volume 1: Daily Operations**

- 1) Members' Salaries & Benefits
- 2) Members' Budget
- 3) Mayors' Staff
- 4) Councillors' Staff
- 5) Members' Space
- 6) Members' Office Operations
- 7) Members' Information & Technology Resources
- 8) Submitting Service Requests
- 9) Serving Constituents
- 10) Members' Legal & Insurance Requirements

## Volume 2: Governance

- 1) Role of Council and Council Members
- 2) Levels of Government
- 3) Decision-Making Processes
- 4) Agendas
- 5) Meetings
- 6) Appointments



## Volume 3: Accountability & Transparency

- 1) Values
- 2) Inclusion & Equity
- 3) Code of Conduct
- 4) Council Office Protocol (*Council-Staff Relations Policy – March 2019*)
- 5) Integrity Commissioner
- 6) Ombudsman
- 7) Closed Meeting Investigations
- 8) Lobbyist Registry and Lobbyist Registrar
- 9) Gift Registry

## Member Input Sessions

Input Sessions will be scheduled in May and June for Members to review sections and provide feedback related to:

- Usability
- Readability
- Searchability
  - FAQs
- Additional information missing or needed
- What would you like to see in a document like this?



Thank you!

Any Questions?

# **Member Seating Arrangements for Council Chamber 2018-2022 Term of Council**

**Member Services Committee  
May 7, 2018**

## Background

- In February 2018, Council adopted the following Recommendation from the Member Services Committee:  
  
MS002-2018      2. That staff report back to the Member Services Committee with options for the selection of seating for Members of Council in Council Chambers for the 2018-2022 Term of Council.



## Purpose

- Options for Member seating in Council Chamber for next term of Council.
- Council's decision on Member seating allocation will be incorporated into the Council Handbook, currently being developed by staff to guide Mayor and Councillor roles and responsibilities during the next term.

## Renovated Council Chamber



# Member Seating Options

## Council Meetings:

1. By Ward Pairing
  - a) By Ward Number
  - b) By Geographic Distribution
2. By Alphabetical Surname
3. By Decision of the Mayor
4. By Random Selection

## Seating Changes:

- Any change to Member seating assignment after the start of the term, will require Council approval.

## Committee Meetings:

- Committees with all Members:
  1. Council seating plan with Mayor assigned chamber seat of Committee Chair, or
  2. Member leads from own seat.
- Committees with less than all Members:
  - Committee decides seating arrangement.