THE REGIONAL MUNICIPALITY OF PEEL

REGIONAL COUNCIL POLICIES AND PROCEDURES COMMITTEE

MINUTES

Members Present:	P. Brown	M. Medeiros
	B. Crombie	M. Palleschi
	P. Fortini	C. Parrish
	N. Iannicca	P. Saito
	J. Innis	I. Sinclair
	S. McFadden	A. Thompson

Staff Present:	N. Polsinelli, Interim Chief Administrative Officer	J. Sheehy, Commissioner of Human Services
	S. Baird, Commissioner of Digital and Information Services	C. Granger, Acting Commissioner of Health Services
	K. Lockyer, Interim Commissioner of Corporate Services	M. Killeavy, Director, Human Resources
	S. VanOfwegen, Commissioner of Finance and Chief Financial Officer	J. McArthur, Manager, Recruitment
	P. O'Connor, Regional Solicitor	J. Jones, Committee Clerk
	A. Farr, Acting Commissioner of Public Works	H. Gill, Legislative Specialist

1. CALL TO ORDER

The Regional Council Policies and Procedures Committee met on August 20, 2020 at 9:30 a.m., in the Regional Council Chamber, 5th Floor, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton, ON. Members of the Committee participated electronically. Chaired by C. Parrish.

Additional Councillors Present: D. Damerla

2. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

3. APPROVAL OF AGENDA

RECOMMENDATION PPC-9-2020:

That the agenda for the August 20, 2020 Regional Council Policies and Procedures Committee meeting, be approved.

4. DELEGATIONS

Nil

5. REPORTS

Nil

6. COMMUNICATIONS

Nil

7. OTHER BUSINESS

7.1 Press Release Protocols
(As requested at the July 23, 2020 Regional Council meeting)

RECOMMENDATION PPC-10-2020:

That staff report back to the Regional Council Policies and Procedures Committee with recommendations for establishing a Region of Peel press release policy including proposed format, subject matter criteria, timing of messages, requested quotes, approval process, and development of social media tiles; taking into consideration any policies or procedures at the local municipalities.

Lisa Duarte, Director of Communications, provided a brief overview of the Region's media release protocols noting that while there is no Regional policy, staff employ best practices similar to the local municipalities. Communications staff work with program staff and Councillors when newsworthy items come forward, and media releases are one vehicle used to convey a message to the public. She noted that the Regional Chair is designated as the Region's spokesperson and when needed, press releases may include quotes from the Regional Chair, the program lead, and Councillors.

Councillor Sinclair noted that a proposed press release policy should provide for flexibility in the timing of messages for more complex matters.

7.2 Timelines on Referring Council Resolutions to Ministers, Other Persons and Institutions
(As requested by Councillor Parrish)

In response to a question from Councillor Saito regarding the implementation of Council decisions, Kathryn Lockyer, Regional Clerk and Interim Commissioner of Corporate Services, stated that a confirming by-law is the instrument by which all Council decisions are effected once approved at the Council meeting. She noted that staff does not wait for the approval of the Council minutes to implement Council resolutions.

With respect to the distribution of correspondence arising from Council meetings, Kathryn Lockyer clarified that the practice of waiting for approval of minutes to send correspondence is an internal administrative process and not a requirement of the Region's Procedure By-law; therefore, it can be changed with direction to staff.

The Committee provided direction to staff to change the noted internal administrative procedures and to distribute Council correspondence promptly, before the Council meeting minutes are approved at the next meeting.

8. IN CAMERA

RECOMMENDATION PPC-11-2020:

That the Regional Council Policies and Procedures Committee proceed "In Camera" to consider item 8.1, relating to the following:

- *Chief Administrative Officer (CAO) Recruitment Process (Oral) (Personal matters about an identifiable individual, including municipal or local board employees)*

RECOMMENDATION PPC-12-2020:

That the Regional Council Policies and Procedures Committee move out of "In Camera".

Closed session commenced at 10:15 a.m.

Committee moved out of closed session at 11:23 a.m.

8.1 Chief Administrative Officer (CAO) Recruitment Process (Oral)
(Personal matters about an identifiable individual, including municipal or local board employees)

Received

As previously authorized by Regional Council, the Regional Council Policies and Procedures Committee provided instructions to Human Resources staff regarding matters related to the CAO Recruitment Process.

9. NEXT MEETING

The next regular meeting of the Regional Council Policies and Procedures Committee is scheduled for Thursday, October 1, 2020 at 11:00 a.m., Regional Administrative Headquarters, Council Chamber, 5th floor, 10 Peel Centre Drive, Suite A, Brampton, ON.

Please forward regrets to Jill Jones, Committee Clerk, at jill.jones@peelregion.ca.

10. ADJOURNMENT

The meeting adjourned at 11:24 a.m.