



City of Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE REVISED

Meeting #: 19-002
Date: March 25, 2019
Time: 2:00 p.m.
Location: Room 264, 2nd Floor, City Hall
71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

1. **APPOINTMENT OF CHAIR AND VICE-CHAIR**
2. **APPROVAL OF AGENDA**
(Added Items, if applicable, will be noted with *)
3. **DECLARATIONS OF INTEREST**
4. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 4.1 August 29, 2018
5. **COMMUNICATIONS**
6. **DELEGATION REQUESTS**
 - 6.1 Cameron Kroetsch, respecting changes to the Procedural By-law 18-270 during the upcoming term of Council (For today's meeting)
 - *6.1.a Added presentation
7. **CONSENT ITEMS**
8. **PUBLIC HEARINGS / DELEGATIONS**
9. **STAFF PRESENTATIONS**

10. DISCUSSION ITEMS

10.1 Board of Health Self-Evaluation Results (BOH18011(a)) (City Wide)

(This report was on the February 14, 2019 agenda, but is carried over as quorum was not achieved.)

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

MINUTES 18-004
GOVERNANCE REVIEW SUB-COMMITTEE
Wednesday, August 29, 2018
1:00 p.m., Council Chambers
Hamilton City Hall

Present: Councillors M. Pearson (Chair), A. VanderBeek, D. Conley, J. Partridge, and L. Ferguson

THE FOLLOWING ITEMS WERE REFERRED TO THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE FOR CONSIDERATION:

1. Review of the City's Procedural By-law Amendments (CL18007(a) / LS18039(a)) (City Wide) (Item 8.1)

(Partridge/VanderBeek)

- (a) That a new By-law to Govern the Proceedings of Council and Committees of Council substantially in the form attached hereto as Appendix 'A', **as amended** to Report CL18007(a)/LS18039(a), be enacted by Council; and
- (b) That Council repeal the By-law to Govern the Proceedings of Council and Committees of Council, being By-law 14-300, as amended.

Main Motion As Amended CARRIED

2. Review of the Selection Process (CL18011) (City Wide) (Item 8.4)

(VanderBeek/Partridge)

- (a) That the Nomination Meeting for the members of Council-Elect be held on November 20, 2018;
- (b) That the Revised City of Hamilton Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, attached hereto as Appendix "A", be approved; and
- (c) That the Revised City of Hamilton Advisory Committee Procedural Handbook, attached hereto as Appendix "B", be approved.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised that there were no changes to the agenda.

(Partridge/Conley)

That the August 29, 2018 Agenda of the Governance Review Sub-Committee be approved, as presented.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES (Item 3)

(i) June 26, 2018 (Item 3.1)

(Conley/Partridge)

That the Minutes of the June 26, 2018 meeting of the Governance Review Sub-Committee, be approved.

CARRIED

(d) DELEGATION REQUESTS (Item 4)

(i) Cameron Kroetsch, respecting the proposed changes to the Procedural By-law 14-300 (For today's meeting) (Item 4.1)

(Partridge/Conley)

That the delegation request from Cameron Kroetsch, respecting the proposed changes to the Procedural By-law 14-300, be approved for today's meeting.

CARRIED

(e) PUBLIC HEARINGS/DELEGATIONS (Item 6)

(i) Cameron Kroetsch, respecting the proposed changes to the Procedural By-law 14-300 (Item 6.1)

Cameron Kroetsch addressed the Committee respecting the proposed changes to the Procedural By-law 14-300, with the aid of a presentation.

(Partridge/VanderBeek)

That Cameron Kroetsch be permitted to address the committee for an additional five minutes in order to complete his presentation.

CARRIED

(Partridge/VanderBeek)

That the delegation from Cameron Kroetsch respecting the proposed changes to the Procedural By-law 14-300, be received.

CARRIED

A copy of the presentation is available on the City's website at www.hamilton.ca.

For further disposition of this matter, refer to Item 1 and (f)(i).

(f) DISCUSSION ITEMS (Item 8)

(i) Review of the City's Procedural By-law Amendments (CL18007(a) / LS18039(a)) (City Wide) (Item 8.1)

The Committee requested that the following items be voted on separately:

(VanderBeek/Partridge)

That the Subsections of Section 3.13 of the proposed by-law, Appendix A, attached hereto, respecting Electronic Voting be approved; and

That the Subsections of Section 3.13 of the proposed by-law, Appendix A, attached hereto, respecting Electronic Voting, be **effective January 2019**.

Amendment CARRIED

Councillor Conley wished to be recorded as opposed.

(Conley/Partridge)

That the Subsections of Section 3.13 of the proposed by-law, Appendix A, attached hereto, respecting the manner in which Council and Committee will vote by the show of hands, be approved.

CARRIED

(VanderBeek/Partridge)

That Subsection 7.1 of the proposed by-law, Appendix A, attached hereto, be **amended** to read as follows:

7.1 No Person in attendance at a Council or Committee meeting shall:

(a) **be respectful or disrupt the Meeting in any manner;**

(b) bring food or beverages, water excepted, into the Council Chamber when a meeting is being held;

(c) address remarks to anyone but the Chair;

(b) interrupt a person who has the floor;

(c) applaud participants in debate.

Amendment CARRIED

For further disposition of this matter, refer to Item 1.

(ii) Hamilton Public Notice Policy By-law (CL18012 / LS18051) (City Wide) (Item 8.2)

(Ferguson/Partridge)

That Report CL18012 / LS18051 respecting the Hamilton Public Notice Policy By-law be referred back to staff for further information respecting the costs associated with the notices the City is not required to advertise for in the newspaper.

CARRIED

(iii) 2019 Ward Budgets (FCS18083) (City Wide) (Item 8.3)

(Ferguson/Partridge)

That staff be directed to report back to Governance Review Sub-Committee following a thorough review to determine accurate populations in each Ward for the 2018 – 2022 term.

CARRIED

(g) MOTIONS (Item 9)

(i) Speakers Queue (Added Item 9.1)

(Ferguson/Conley)

That staff be directed to report back to Governance Review Sub-Committee respecting the speaker queue and the ability to differentiate and prioritize the 1st, 2nd and 3rd time speakers and the costs associated with its implementation.

CARRIED

(h) GENERAL INFORMATION / OTHER BUSINESS (Item 11)

(i) Outstanding Business List (Item 11.1)

(Partridge/VanderBeek)

That the following amendments to the Outstanding Business List, be approved:

11.1(a) Items considered complete and needing to be removed:

Item: A

Memorandum of Understanding - City of Hamilton and Royal Botanical Gardens (LS18002) staff to report back with further clarification on current Royal Botanical Gardens membership versus proposed membership, and to provide further details on federal and provincial funding.

Completed: April 5, 2018 at Governance Review Sub-Committee (Item 8.1 - LS18002(b))

Item: B

Electronic Participation at Council and/or Committee Meetings - That staff be directed to prepare the necessary provision in the Procedural By-law to prohibit electronic participation at Council and/or Committee Meetings at this time.
Completed: June 26, 2018 at Governance Review Sub-Committee (Item 9.1 - CL18007/LS18039)

CARRIED

(i) ADJOURNMENT (Item 13)

(Ferguson/Conley)

That, there being no further business, the Governance Review Sub-Committee meeting be adjourned at 2:19 p.m.

CARRIED

Respectfully submitted,

Councillor M. Pearson, Chair
Governance Review Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

6.1

Form: Request to Speak to Committee of Council

Submitted on Monday, November 12, 2018 – 9:56 am

==Committee Requested==

Committee: Advisory/Sub-Committee

Name of Sub-Committee: Governance Review Sub-Committee

==Requestor Information==

Name of Individual: Cameron Kroetsch

Name of Organization:

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request:

To recommend changes to procedural bylaw 18-270 during the upcoming term of Council. Since there is currently no scheduled meeting of this Sub-Committee, I ask to be notified when it meets again and ask that I be allowed as a "walk on delegation" so I can delegate as soon as possible.

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes

Bylaw 18-270 and Rules of Order

Governance Review Sub-Committee

March 25, 2019

Cameron Kroetsch

What brings me here today

- I was part of the process to reform the City's last procedural bylaw during the previous term of Council
 - I have been addressing this issue since late 2017
 - I worked closely with the Acting City Clerk to review more than 200 comments that I submitted last March; more than 90% of the eventual changes to the bylaw agreed with/were the result of my work

What brings me here today

- I think that my comments were of service to the Office of the City Clerk, and this Sub-Committee, and that they improved the bylaw
- I have more than a decade of experience working with Rules of Order, policy, and bylaws in the context of *Bourinot's Rules of Order*
- I think there's more work to do and it should start now

Easy Access to Public Votes

- Now that we have a process for electronic voting in place we need a corresponding process to ensure that it's easy for the public to review and see the results of these votes
- The current process buries these votes in reports or minutes, which makes it hard for Councillors and the public (some Councillors have commented on this publicly) to access them easily

Grouping Requests

- There's a way, often, to group requests to save a bit of time during meetings
- A good example of this is how delegation requests are dealt with; Council or Committee could put forward 1 motion to approve all delegation requests; if someone did not want to approve a particular request, that request could be taken out from the group for separate discussion (an exception)

Breaks & Adjournments

- It's often the case that breaks and adjournments can improve the flow of meetings and aid in decision-making; long meetings are hard on everyone
- Including language around breaks and meeting time maximums (for length/duration) would help everyone to better manage their time and give the proper energy and attention to decisions (long meetings can erode this)

Copyediting & Tracking

- There are always a number of small copyediting changes that need to be made during every term; things that may not have been caught
- We need time to develop a process for all changes to be tracked; I know Councillor VanderBeek & Partridge, in the last term, expressed some desire for there to be a clearer way to see changes made to the bylaw

What I'm Asking For

- That the Office of the City Clerk begin the process to review the entire bylaw now, early in the term, rather than at the end of the term so that my comments can be received and reviewed and brought back to this Sub-Committee for approval as soon as possible



INFORMATION REPORT

TO:	Mayor and Members Board of Health
COMMITTEE DATE:	September 17, 2018
SUBJECT/REPORT NO:	Board of Health Self-Evaluation Results (BOH18011(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jennifer Hohol (905) 546-2424, Ext. 6004
SUBMITTED BY:	Michelle Baird, on behalf of Elizabeth Richardson, MD, MHSc, FRCPC Medical Officer of Health, Public Health Services - Office of the Medical Officer of Health Healthy and Safe Communities Department
SIGNATURE:	

Council Direction:

On April 16, 2018, staff presented Report (BOH18011) which provided an overview of the Board of Health (BOH) self-evaluation process established in compliance with organizational requirements in the Ontario Public Health Standards. This report outlines the results of the self-evaluation survey and next steps.

Information:

Executive Summary

The self-evaluation involved an electronic survey that BOH members completed anonymously. In the survey, BOH members were asked to reflect on and evaluate:

- BOH roles and responsibilities;
- Information sharing and decision making;
- Internal and external relations of the BOH;
- Planning; and,
- BOH strengths, challenges and opportunities for improvement.

Overall, internal and external relationships of the BOH were highlighted as a strength of the board, specifically, the positive working relationships between the BOH and public health staff.

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OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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SUBJECT: Board of Health Self-Evaluation Results (BOH18011(a)) (City Wide)**Page 2 of 4**

The survey results also showed opportunities for improvement including:

- Greater understanding of BOH member roles and responsibilities;
- Increased familiarity with planning documents; and,
- Improved access to continuing education for BOH members.

To address these opportunities, it is recommended that the BOH consider the appointment of a consistent Vice-Chair for the Board of Health sub-committee throughout the term of Council. This will allow for consistency in understanding, leadership and advocacy of public health issues in the absence of the Mayor, Chair of the Board of Health.

In addition, many quality improvement initiatives will be implemented by staff to further support BOH good governance practices, including:

- An experiential learning approach to BOH orientation for both new and returning board members;
- Regular reporting on planning documents (Annual Service Plan & Budget, Multi-Year Business Plan);
- Continued use of BOH reports to highlight and clarify legislated roles and responsibilities of board members; and,
- An improved approach to the next BOH self-evaluation to increase participation.

Historical Background & Analysis

The Ontario Public Health Standards outline requirements that direct mandatory public health programs and services delivered by local public health units. In addition to program and service delivery requirements, the Ontario Public Health Standards outline organizational requirements of boards of health to demonstrate accountability to the Ministry of Health and Long-Term Care for the work they do, how they do it, and the results achieved. It is an organizational requirement that all boards of health conduct a self-evaluation process of its governance practices and outcomes that is completed at least every other year. The self-evaluation process must also include an analysis of the results, board of health discussion and implementation of recommendations for improvement.

The BOH conducted its first self-evaluation in 2014 (BOH14001) and repeated the evaluation again in 2016 (BOH16033). In Report (BOH18011), it was communicated that the self-evaluation process for 2018 would be conducted in a similar way to that used in previous years, as it was successful in raising considerations for the BOH and would allow for comparison across the years. BOH members had the opportunity to

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SUBJECT: Board of Health Self-Evaluation Results (BOH18011(a)) (City Wide)**Page 3 of 4**

complete an anonymous self-evaluation using an electronic survey tool. A meeting was held with Mayor Eisenberger as Chair of the Board of Health as well as Councillor Pearson as Chair of the Governance Review Sub-committee to review the results of the self-evaluation survey and provide perspective on the proposed recommendations for continuous improvement.

Overall, internal and external relationships of the BOH were highlighted as a strength of the board, specifically, the positive working relationships between the BOH and public health staff.

In addition, BOH members agreed:

- The appropriate committee structure exists to exercise its responsibilities;
- They are adequately prepared to oversee an emergency situation;
- They have an adequate process for handling urgent matters between meetings;
- They feel comfortable raising an issue that might be unpopular or controversial; and,
- A climate of mutual trust and respect exists between the BOH and the Medical Officer of Health.

The survey results also showed opportunities for improvement including a greater understanding of BOH member roles and responsibilities specifically around expectations under the Health Protection and Promotion Act, the Ontario Public Health Standards and the organizational requirements. In addition, a neutral response was noted to BOH members receiving appropriate information at the initial BOH orientation to carry out the BOH member role with confidence. Another area for improvement that was identified was the need for improved access to continuing education resources for BOH members. This includes access to population health information, provincial government structure and funding from oversight ministries, roles and responsibilities of board members and participation in education led by other organizations.

Next Steps

To address these opportunities for improvement, it is recommended that the BOH consider the appointment of a consistent Vice-Chair for the Board of Health sub-committee throughout the term of Council. This will allow for consistency in understanding, leadership and advocacy of public health issues in the absence of the Mayor, Chair of the Board of Health. The Vice-Chair role could also help to further the work started by the public health governance leads in being a champion and representing the board at governance tables, advocating for effective public health governance and healthy public policy and acting as a liaison for the BOH on governance matters. Over the past year, there has been extensive consultation of boards of health by the Ministry of Health and Long-Term Care regarding ongoing public

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SUBJECT: Board of Health Self-Evaluation Results (BOH18011(a)) (City Wide)**Page 4 of 4**

health system transformation. The Vice-Chair role will allow for a consistent point of contact to collect feedback from peers and work with staff to provide input back to the Ministry.

In addition, many quality improvement initiatives will be implemented by staff to further support BOH good governance practices. To begin, an experiential learning approach to BOH orientation for both new and returning board members will be used in the upcoming year. The orientation provided will cover roles and responsibilities of board members as well as other areas that were flagged as education needs in the survey results. Staff will continue to report regularly on planning documents and use BOH reports to highlight legislative responsibilities and build clarity around the roles and responsibilities of board members. Finally, as the self-evaluation process is required at least once every other year, staff will look for ways to improve the approach taken for the next self-evaluation to increase participation by board members.

Appendices and Schedules Attached:

Not Applicable.

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