



## City of Hamilton

# GOVERNANCE REVIEW SUB-COMMITTEE REVISED

**Meeting #:** 19-005  
**Date:** October 28, 2019  
**Time:** 1:00 p.m.  
**Location:** Room 192, 1st Floor  
71 Main Street West

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

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**1. CEREMONIAL ACTIVITIES**

**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 May 28, 2019

**5. COMMUNICATIONS**

**6. DELEGATION REQUESTS**

\*6.1 Cameron Kroetsch, respecting changes to the Procedural By-law (For today's meeting)

**7. CONSENT ITEMS**

**8. PUBLIC HEARINGS / DELEGATIONS**

**9. STAFF PRESENTATIONS**

**10. DISCUSSION ITEMS**

10.1 2019 Review of the City's Procedural By-law 18-270 (CL19010 / LS19041) (City Wide)

\*10.1.a 2019 Review of the City's Procedural By-law 18-270 (CL19010 / LS19041) (City Wide) - Amended Appendices "A" and "B"

**11. MOTIONS**

**12. NOTICES OF MOTION**

**13. GENERAL INFORMATION / OTHER BUSINESS**

**14. PRIVATE AND CONFIDENTIAL**

**15. ADJOURNMENT**



Hamilton

**MINUTES 19-004**  
**GOVERNANCE REVIEW SUB-COMMITTEE**  
**Thursday, May 28, 2019**  
**1:00 pm, Council Chambers**  
**Hamilton City Hall**

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**Present:** Councillors T. Whitehead (Chair), M. Wilson (Vice-Chair), M. Pearson, B. Clark, and L. Ferguson

**Absent:** Councillor A. VanderBeek - Personal

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

**1. Pregnancy and Parental Leave for Members of Council Policy (CL19007) (City Wide) (Item 10.1)**

**(Pearson/Clark)**

That Council approve the "Pregnancy and Parental Leave for Members of Council Policy" attached as Appendix 'A' to Report CL19007.

**Result: Motion CARRIED by a vote of 4 to 0, as follows:**

- NOT PRESENT - Vice-Chair Maureen Wilson
- YES - Chair Terry Whitehead
- NOT PRESENT - Councillor Arlene VanderBeek
- YES - Councillor Lloyd Ferguson
- YES - Councillor Maria Pearson
- YES - Councillor Brad Clark

**2. Additional Administrative Support for Councillors' Offices (Item 11.1)**

**(Whitehead/Pearson)**

WHEREAS, the current allotment for vacation and sick leave is insufficient for Councillor administrative staff whose accumulated vacation entitlement exceeds the amount of coverage currently provided in the ward office budgets (2 weeks);

WHEREAS, our social media and engagement policies and practices at the city have been successful in engaging more residents than ever before with their ward Councillors' offices subsequently requiring closer monitoring by staff and Councillor's to these outlets to efficiently respond to constituent concerns;

WHEREAS, a 0.5 FTE administrative support person would provide greater continuity in the office by facilitating coverage of the FTE person resulting in a more seamless exchange between the constituent and the ward office staff on a given issue or concern;

WHEREAS, a single staff person often deals with complex issues or projects to support their Councillor's initiatives requiring them to exercise greater responsibilities beyond basic constituency matters;

WHEREAS, the amount of work in each ward office is substantial and can be clearly demonstrated through activity levels there is a need to ensure we have the resources to protect the health and wellbeing of our admins who may incur negative impacts due to increased stress or burnout;

THEREFORE, BE IT RESOLVED:

That the administrative support previously allocated to old wards 7 & 8 of \$177,000 to be equally allocated across all new wards (or \$11,800 per ward), be approved.

**Result: Motion CARRIED by a vote of 4 to 0, as follows:**

NOT PRESENT - Vice-Chair Maureen Wilson  
YES - Chair Terry Whitehead  
NOT PRESENT - Councillor Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
YES - Councillor Maria Pearson  
YES - Councillor Brad Clark

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

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

**(Pearson/Ferguson)**

That the May 28, 2019 Agenda of the Governance Review Sub-Committee be approved, as presented.

**Result: Motion CARRIED by a vote of 4 to 0, as follows:**

NOT PRESENT - Vice-Chair Maureen Wilson  
YES - Chair Terry Whitehead  
NOT PRESENT - Councillor Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
YES - Councillor Maria Pearson  
YES - Councillor Brad Clark

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES (Item 4)**

**(i) April 25, 2019 (Item 4.1)**

**(Pearson/Clark)**

That the Minutes of the April 25, 2019 meeting of the Governance Review Sub-Committee be approved, as presented.

**Result: Motion CARRIED by a vote of 4 to 0, as follows:**

NOT PRESENT - Vice-Chair Maureen Wilson  
YES - Chair Terry Whitehead  
NOT PRESENT - Councillor Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
YES - Councillor Maria Pearson  
YES - Councillor Brad Clark

**(d) MOTIONS (Item 11)**

**(i) Additional Administrative Support for Councillors' Offices (Item 11.1)**

**(Whitehead/Pearson)**

That sub-section (a) to the motion respecting Additional Administrative Support for Councillors' Offices be amended by deleting sub-section (a) and replacing it with the following in lieu thereof:

~~(a) That an additional 0.5 FTE for administrative support at gross cost of \$339,000 (or \$22,600 per ward) starting on July 1<sup>st</sup>, 2019 and an annualized gross cost of \$678,000 (or \$45,200 per ward), be approved; and,~~

**(a) *That the year-end surplus of the Ward Office Budgets within the Legislative Reserve, be split evenly among the 15 Wards and the Mayor's Office on an annual basis.***

**Result: Amendment DEFEATED by a TIED vote of 2 to 2, as follows:**

NOT PRESENT - Vice-Chair Maureen Wilson  
YES - Chair Terry Whitehead  
NOT PRESENT - Councillor Arlene VanderBeek  
NO - Councillor Lloyd Ferguson  
YES - Councillor Maria Pearson  
NO - Councillor Brad Clark

**(e) ADJOURNMENT (Item 15)**

**(Pearson/Clark)**

That, there being no further business, the Governance Review Sub-Committee meeting be adjourned at 1:54 p.m.

**CARRIED**

Respectfully submitted,

Councillor T. Whitehead, Chair  
Governance Review Sub-Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk

**Form: Request to Speak to Committee of Council**

Submitted on Friday, October 25, 2019 - 12:09 pm

==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 speak to changes to the Procedural By-laws. I am requesting to speak at the Monday, October 28 meeting.

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** No







**CITY OF HAMILTON**  
**Corporate Services Department**  
**Clerk's Office and Legal Services**

<b>TO:</b>	Governance Review Sub Committee
<b>COMMITTEE DATE:</b>	October 28, 2019
<b>SUBJECT/REPORT NO:</b>	2019 Review of the City's Procedural By-law 18-270 CL19010/LS19041 (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Janet Pilon Ext. 4304
<b>SUBMITTED BY:</b>	Andrea Holland City Clerk Office of the City Clerk  Nicole Auty, City Solicitor Legal Services
<b>SIGNATURES:</b>	

### RECOMMENDATION

- (a) That the Summary of the Proposed Revisions, as detailed in Appendix 'B' attached to Report CL19010/LS19041, be approved; and,
- (b) That a by-law to Amend By-law No. 18-270, the Council Procedural By-law substantially in the form attached as Appendix 'A' to Report CL19010/LS19041, be enacted by Council.

### EXECUTIVE SUMMARY

The Governance Review Sub Committee at their meeting of March 25, 2019, directed staff to perform a review of the By-law to Govern the Proceedings of Council and Committees of Council on annual basis and to also consider Mr. Kroetsch's suggested amendments presented at that same meeting, during the review.

### Mr. Kroetsch's Suggestions:

Staff have considered and **responded** to Mr. Kroetsch's *suggestions* from March 25, 2019, as follows:

- (a) *Easy Access to Public Votes*
  - (i) *Now that we have a process for electronic voting in place we need a corresponding*

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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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*process to ensure that it's easy for the public to review and see the results of these votes.*

- (ii) 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.*

**At this time electronic vote results can be found in the minutes of a meeting held in the Council Chamber. The result of the votes are listed immediately following the item under consideration and states whether the motion was CARRIED or DEFEATED.**

*(b) Grouping Requests*

- (i) There's a way, often, to group requests to save a bit of time during meetings.*  
*(ii) 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).*

**At this time most of the City's Committees use this manner of considering a number of items at one time.**

*(c) Breaks & Adjournments*

- (i) 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.*  
*(ii) 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)*

**This was considered as part of the 2018 review of the Procedural By-law and it was determined that Councillors take breaks as needed and are mindful of quorum.**

*(d) Copyediting & Tracking*

- (i) There are always a number of small copyediting changes that need to be made during every term; things that may not have been caught.*  
*(ii) 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.*

**In the case of amendments made to the By-Law to Govern the Proceedings of Council and Committees of Council (Procedural By-law):**

- **amendments enacted during the current term of Council are documented in a Consolidated version of the by-law, located on the web:**

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### **CONSOLIDATED BY-LAW NO. 18-270**

Incorporating amendments made by:

<u>By-law Number</u>	<u>Effective Date</u>
19-090	May 9, 2019

Amended Section 5.2 - Appointment of Standing Committee Chairs and Vice Chairs to provide for the appointment of a Vice-Chair for the Board of Health, as follows:

- (1) The Board of Health shall recommend to Council the appointment of a Vice-Chair for the required term.

19-212	September 11, 2019
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Deleted and replaced Appendix F1 - Office of the City Auditor Charter.

***The amending by-laws are available online for reference purposes.***

**Staff prior to the beginning of a new Term of Council, prepares a report that repeals and replaces the current by-law, with an Appendix that lists the proposed amendments to current by-law for Council's consideration.**

### **Proposed Amendments:**

The Ombudsman of Ontario in the Final Report respecting Closed meetings on February 9 and 23, 2019, recommended that the City's Procedural By-law be updated to include a provision for notice of all Committee meetings, in addition to those of its Standing Committees, staff are therefore, recommending that the following section be included to address the Ombudsman's recommendation:

#### **5.17 Change to a Scheduled Committee Meeting**

- (1) The Clerk may change the time or location of a Committee meeting in consultation with the Committee Chair or the Committee Vice Chair in the Committee Chair's absence.
- (2) The Clerk shall give each Member of the Committee, or their designated staff, notice of the change to the Committee meeting at least two business days prior to the time appointed for such meeting by:
  - (a) delivering a written notice personally;
  - (b) delivering such notice at their residence or place of business; or

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- (c) facsimile transmission or electronic mail to such residence or place of business.
- (3) The written notice to be given under subsection 5.17(2) shall state the reason for the change to the meeting.
- (4) The Clerk shall ensure that the change to the Committee meeting is posted to the Committee and Council Meeting Calendar on the City's website at [www.hamilton.ca](http://www.hamilton.ca).

Staff have also noted occurrences where the Procedural By-law was lacking in clarity; was silent; conflicted with other sections of the by-law; required revisions, etc., and are recommending the amendments to By-law 18-270, which are listed in Appendix 'B' to this report.

### **FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)**

Financial: There are no financial implications.

Staffing: There are no staffing implications.

Legal: Section 238(2) of the *Municipal Act*, 2001, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

### **HISTORICAL BACKGROUND (Chronology of events)**

On September 12, 2018, Council enacted By-law No. 18-270, a By-law to Govern the Proceedings of Council and Committees of Council (the Procedural By-law), which was amended by By-law 19-090 on May 9, 2019 and by By-law 19-212 on September 11, 2019.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Section 238(2) of the *Municipal Act*, 2001, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

### **RELEVANT CONSULTATION**

Clerks and Legal Services staff worked together in reviewing the suggestions brought forward by Mr. Kroetsch along with the notes respecting occurrences where the Procedural By-law was lacking in clarity; was silent; conflicted with other sections of the by-law; required revisions, etc., and revisions to the procedural by-law have been prepared to address those issues and changes to the *Municipal Act* since By-law 18-270, as amended, was enacted.

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**ANALYSIS AND RATIONALE FOR RECOMMENDATION  
(Include Performance Measurement/Benchmarking Data if applicable)**

The City's current Procedural By-law (By-law 18-270), as approved by Council in 2018 and amended in 2019, required revisions in order to address areas of the By-law that required clarity and updating.

A summary of the proposed amendments has been included as Appendix 'B' to Report CL19010/LS19041.

**ALTERNATIVES FOR CONSIDERATION**

**(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)**

None.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN  
Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

**Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix 'A' – Draft By-law To Amend By-law No. 18-270, the Council Procedural By-law

Appendix 'B' – Summary of the Proposed Revisions

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## Appendix A to Report CL19010/LS19041

**Authority:** Item \_\_, Audit, Finance &  
Administration Committee  
TBD  
CM: TBD  
Ward: City Wide

**Bill No.** \_\_\_\_

## CITY OF HAMILTON

### BY-LAW NO. 19-\_\_\_\_

#### To Amend By-law No. 18-270, the Council Procedural By-law

**WHEREAS** Council enacted a Council Procedural By-law being City of Hamilton By-law No. 18-270;

**AND WHEREAS** it is necessary to amend By-law 18-270.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. That By-law No. 18-270, be amended:
  - (i) to replace Healthy and Safe Communities Committee with Emergency and Community Services Committee;
  - (ii) to amend the instances where acronyms have been used, in order to fully describe the meaning of acronyms being referred to throughout the by-law;
  - (iii) to replace the term “48 hours” and “2/two business days” with “2 days”;
  - (iv) to add the definition of “Time Sensitive”;
  - (v) to add the definition of “Public Hearing”;
  - (vi) to expand upon the definition of “Motion”;
  - (vii) to expand upon the definition of “Notice of Motion”;
  - (viii) to amend the definition of “Senior Leadership Team”;
  - (ix) to add subsection (4) to section 3.10 – Communication Items, to address the instance when a communication item is not relevant to a matter that appears on an agenda;
  - (x) to add subsection (8)(l) to section 3.12 – Rules of Debate, to include “a motion to lift”;
  - (xi) to amend subsection (3) of section 3.13 – Voting Procedures to remove “move into Closed Session” to change the votes to move into Closed Session to be by electronic vote;
  - (xii) to add subsections (6) and (7) to section 3.13 – Voting Procedures to address the procedure to be followed when a member advises the Chair of a point of privilege with respect to the taking of an electronic vote;
  - (xiii) to add subsections 4.2 and 4.3 to include a procedure for lifting an information item from a Committee Report;
  - (xiv) to add subsection (5) to section 5.2 - Appointment of Standing Committee Chairs and Vice Chairs to address the possible reappointment of the Chair or Vice-Chair of a Sub-Committee or an

## To Amend By-law No. 18-270, the Council Procedural By-law

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- Advisory Committee or Task Force for more than one year in a Council term;
- (xv) to amend the times of the Board of Health and Public Works Committee meetings to: Board of Health at 9:30 a.m. and Public Works Committee at 1:30 p.m.;
  - (xvi) to amend section 5.11 - Delegations to remove any requirements pursuant to legislation as it applies to the holding of Public Hearings;
  - (xvii) to delete and replace section 5.12 - Public Hearings to address the City's requirements for holding Public Hearings pursuant to legislation;
  - (xviii) to add subsection (5) to section 5.13 – Communication Items, to address the instance when a communication item is not relevant to a matter that appears on an agenda;
  - (xix) to add section 5.17 - Change to a Scheduled Committee Meeting, to address the Ombudsman of Ontario recommendation to include a provision for notice of all Committee meetings;
  - (xx) to add "Climate Change" to the MANDATE of the General Issues Committee;
  - (xxi) to delete the reference to MPMP (Municipal Performance Measurement Program);
  - (xxii) to expand upon the reference to OMBI, to: Ontario Municipal Benchmarking Initiative (OMBI); to expand upon the reference to GRIDS; and
  - (xxiii) to replace the reference to the Ontario Municipal Board to the Local Planning Appeal Tribunal (LPAT).

2 This By-law comes into force on the day it is passed.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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F. Eisenberger  
Mayor

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A. Holland  
City Clerk



## Appendix B to Report CL19010/LS19041

### Summary of the Proposed Revisions

#### Throughout the by-law:

- Healthy and Safe Communities Committee has been replaced with **Emergency and Community Services Committee**;
- Acronyms have been expanded upon to fully describe their meaning (i.e. OMBI, is now expanded upon when first referred to in the by-law, as follows: Ontario Municipal Benchmarking Initiative (OMBI);
- “48 hours” and “2/two business days” has been replaced with “**2 days**”.

#### Section 1 – Definitions:

- Added “Time Sensitive”, in order to define the term when it appears in the by-law:

**“Time Sensitive”** means useful for a specific amount of time only or has to be used or completed by a specific time.

- Added “Public Hearing”, as it applies to a meeting or a portion of a meeting held pursuant to the requirements of a statute, regulation or by-law:

**“Public Hearing”** means a Meeting or portion of a Meeting held pursuant to the requirements of a statute, regulation or by-law to hold a public meeting to hear representations on a matter from any person who attends the public meeting.

- The definition of “Motion” has been expanded upon to state that a motion is included in the published agenda:

**“Motion”** means a proposal by a member for the consideration of Council or a Committee **included in the published agenda** that is moved by a member and seconded by another member.

- Amended the definition of “Senior Leadership Team”, as follows:

**“Senior Leadership Team”** means the City Manager and General Managers appointed by Council and **anyone designated by the City Manager**.

- The definition of “Notice of Motion” has been expanded upon to state that it is a motion that may be included in the published agenda or in the addendum:

**“Notice of Motion”** means advanced, written notice, given by a member and received by the Clerk, advising Council or Committee that a Motion will

**Appendix B to Report CL19010/LS19041**

be brought forward at a future Meeting of Council or Committee, that may be included in the published agenda or in the addendum.

**Section 3 – Council Meetings****3.10 Communication Items**

- Added subsection (4) to address the instance when a Communication Item is not relevant to a matter that appears on an agenda:

(4) If the Communication Item is not relevant to a matter that appears on the Council Agenda for that meeting, and is not received for inclusion in the Agenda package, it may be included in a future agenda.

**3.12 Rules of Debate**

- Added subsection (8)(l) to include “a motion to lift”:

(8) The following matters may be introduced orally without written notice and without leave:

- (a) a point of order
- (b) a point of privilege
- (c) a motion to adjourn
- (d) a motion to call the question
- (e) a motion to go into committee of the whole
- (f) a motion to recess
- (g) a motion to refer
- (h) a motion to defer
- (j) a motion to go into a closed meeting
- (k) a motion to suspend the rules of procedure
- (l) a motion to lift

**3.13 Voting Procedures**

- amendment to subsection (3) to remove “move into Closed Session” to change the votes to move into Closed Session to be by electronic votes:

(3) When an electronic voting system is available every Member of Council or Committee present and participating in a vote on a motion, excluding those motions referred to in (i) and (ii) below, shall vote electronically:

## Appendix B to Report CL19010/LS19041

- (i) procedural (majority vote: refer, defer, withdraw, recess, call the question; ~~move into Closed Session~~ and adjourn); and
  - (ii) Consent Items.
- subsections (6) and (7) have been included to address the procedure to be followed when a member advises the Chair of a point of privilege with respect to the taking of an electronic vote:

(6) When an electronic vote is taken and a member advises the Chair of a point of privilege immediately following and prior to the taking of another vote, with respect to their vote being omitted or in error, the vote will be considered void and a new electronic vote will be retaken immediately.

(7) When an electronic vote is taken and a member advises the Chair of a point of privilege following the taking of another vote, with respect to their vote being omitted or in error, the member's request will be considered through a vote to reconsider the matter:

- (i) If a two-thirds majority vote to reconsider is decided in the affirmative, the electronic vote will be retaken immediately;
- (ii) If a two-thirds majority vote to reconsider is decided in the negative, the original electronic vote stands.

### Section 4 - Committee of the Whole

- 4.2** During the consideration of Standing Committee Reports and Selection Committee Reports, a member may lift an item from the Information Section with the approval of a majority of the members present, for the matter:
- (a) to be voted upon by Council; or
  - (b) to be debated and/or amended by Council.
- 4.3** An information item that is lifted from a Standing Committee Report or a Selection Committee Report and amended, will be given an item number and added to the appropriate section of the Standing Committee Report or Selection Committee Report.

### Section 5 – Standing Committee Meetings

#### 5.2 - Appointment of Standing Committee Chairs and Vice Chairs

- Addition of subsection (5) to address the possible reappointment of the Chair or Vice-Chair of a Sub-Committee or an Advisory Committee or Task Force for more than one year in a Council term, as they may only meet a few times per term or there may not be sufficient interest from the other members of the Committee:

## Appendix B to Report CL19010/LS19041

- (5) Despite subsection 5.2 (1)(b) the Chair or Vice-Chair of a Subcommittee or an Advisory Committee or Task Force established by Council may serve for more than one year in a Council term.

### 5.5 - Standing Committee Meeting Times

- Switching the times of the Board of Health and Public Works Committee meetings will provide Councillors with time between meetings:
  - (1) Unless otherwise decided by Council, scheduled meetings of the Standing Committees will be as follows:
    - (a) (i) General Issues Committee shall meet at least once per month on a Wednesday commencing at 9:30 a.m.;
    - (ii) Board of Health shall meet at least once per month commencing at 9:30 a.m.;
    - (iii) Public Works Committee shall meet at least once per month commencing at 1:30 p.m.;
    - (iv) Planning Committee shall meet at least once per month on a Tuesday commencing at 9:30 a.m.;
    - (v) Audit, Finance & Administration Committee shall meet at least once per month on a Thursday commencing at 9:30 a.m.;
    - (vi) Emergency & Community Services Committee shall meet at least once per month on a Thursday commencing at 1:30 p.m.;

### 5.11 Delegations

This section has been amended to remove any requirements pursuant to legislation as it applies to the holding of Public Hearings:

- (1) Persons who wish to appear as a delegation to address a Standing Committee on a matter that:
  - (a) is not listed on a Standing Committee agenda, shall make a request in writing to the Clerk, the Clerk will list the delegation request on the respective Standing Committee's upcoming agenda. The requester will be notified of the date of the meeting where their delegation will be heard following Council's ratification of the Standing Committee's Report.
  - (b) is listed on the agenda for a Standing Committee meeting, shall make a request in writing to be listed as a delegation, such request to be received by the Clerk no later than 12:00 noon the business day before the meeting. If the Standing Committee is meeting on a Monday, the deadline will be 12:00 noon on the Friday.

**Appendix B to Report CL19010/LS19041**

~~(c) provided that a person may attend as a delegation in the absence of a request under paragraphs (a) or (b) where prescribed by applicable legislation or allowed by the Standing Committee.~~

The "Request to Speak to a Committee of Council" form is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca).

- (2) A request to attend as a delegation shall include the person's name, reason(s) for the delegation, and if applicable the name, address and telephone number of any person, corporations or organizations which they represent.
- (3) Upon receipt of a request to attend as a delegation, the Clerk shall list the delegation request on the next appropriate agenda for the relevant Standing Committee and the decision whether or not to entertain the delegation will be made by the Standing Committee.
- ~~(4) A delegation granted permission to appear before the Standing Committee is encouraged to provide the Clerk with a brief of their presentation, which in turn will be provided by the Clerk to the Members of the Standing Committee in advance of the meeting.~~
- (5) When a person is listed as a delegation on a Standing Committee agenda and such person, without notification to the Clerk, does not attend said meeting, that person must make a new request to be considered as a delegation and must re-apply in accordance with subsections 5.11(1) and 5.11(2).
- (6) A delegation, which can be made by two or more individuals, shall be limited to an oral presentation of not more than five minutes, ~~except as otherwise prescribed for at a public meeting by applicable legislation.~~
- (7) Notwithstanding subsection 5.11(6), an extension of a specific allotment of time to the five-minute speaking restriction may be granted with the approval of a majority of the members of the Committee present.
- (8) Delegations are encouraged to provide a written brief of their presentation to the Clerk, at least 5 days in advance, which will be provided to the members of the Standing Committee and become part of the public record.
- ~~(9) Notwithstanding subsection 5.11(6),~~ A delegation may provide additional written material regarding the subject matter, for the public record, by providing a copy of such written material to the Clerk at least 5 days in advance of the meeting.
- ~~(9) A delegation making a request to address a Standing Committee pursuant to their rights under applicable legislation shall be heard without a written request~~

## Appendix B to Report CL19010/LS19041

being received in accordance with subsections 5.11(1) and 5.11(2), if advanced notice is not required by such applicable legislation.

- (10) Except as required by by-law, any Delegations who have previously appeared before a particular Committee on a subject matter shall be limited to providing only new information in their second and subsequent appearances at that Committee.
- (11) Notwithstanding subsection 5.11(10), a Committee member may add the delegation on a Committee Agenda.

### 5.12 Public Hearings

The entire section has been amended to address the City's requirements for holding Public Hearings pursuant to legislation:

- (1) Public Hearings shall be held at Standing Committee meetings.
- (2) Advertising or notice of a Public Hearing shall be undertaken as required by applicable legislation, by-law, or according to City policy, to advise interested persons.
- (3) Public Hearings shall commence with:
  - (a) an introduction of the subject matter by the Chair or by staff;
  - (b) the staff presentation, if any and if not waived by the members of the Standing Committee;
  - (c) the signing in of all delegations on a sheet, provided by staff, with their name, address, including postal code, phone number and e-mail address (optional).
- (4) Persons who wish to appear as a delegation to address Standing Committee on a matter that is the subject of a Public Hearing may make a delegation in accordance with section 5.11.
- (5) Notwithstanding subsection (4), Standing Committee shall hear oral representations from any person in attendance at a Public Hearing, whether or not a request was made in advance.
- (6) There is no limitation to the length of oral representations made at a Public Hearing, except that the Chair may encourage the delegation to conclude where the representations are irrelevant or repetitive.
- (7) Where a delegation wishes to provide written material to the members of the Standing Committee at a Public Hearing, which will become public record, the delegation shall:

## Appendix B to Report CL19010/LS19041

- (a) comply with subsection 5.11(9); or
- (b) provide 25 copies of the written material to the Clerk at the meeting for distribution at the meeting, with the exception of the General Issues Committee, which requires 45 copies.

### 5.13 Communication Items

- Added subsection (5) to address the instance when a Communication Item is not relevant to a matter that appears on an agenda:

(5) If the Communication Item is not relevant to a matter that appears on the Standing Committee Agenda for that meeting, and is not received for inclusion in the Agenda package, it may be included in a future agenda.

The Ombudsman of Ontario in the Final Report respecting Closed meetings on February 9 and 23, 2019, recommended that the City's Procedural By-law be updated to include a provision for notice of all Committee meetings, in addition to those of its Standing Committees, staff are therefore, recommending that the following section be included to address the Ombudsman's recommendation:

### 5.17 Change to a Scheduled Committee Meeting

- (1) The Clerk may change the time or location of a Committee meeting in consultation with the Committee Chair or the Committee Vice Chair in the Committee Chair's absence.
- (2) The Clerk shall give each Member of the Committee, or their designated staff, notice of the change to the Committee meeting at least 2 days prior to the time appointed for such meeting by:
  - (a) delivering a written notice personally;
  - (b) delivering such notice at their residence or place of business; or
  - (c) facsimile transmission or electronic mail to such residence or place of business.
- (3) The written notice to be given under subsection 5.17(2) shall state the reason for the change to the meeting.
- (4) The Clerk shall ensure that the change to the Committee meeting is posted to the Committee and Council Meeting Calendar on the City's website at [www.hamilton.ca](http://www.hamilton.ca).

## Appendices

### Appendix A - GENERAL ISSUES COMMITTEE

## Appendix B to Report CL19010/LS19041

- Added “Climate Change” to the MANDATE of the General Issues Committee;
- The reference to MPMP (Municipal Performance Measurement Program) has been removed as it was discontinued effective the 2014 reporting year;
- The reference to OMBI, has been expanded upon: Ontario Municipal Benchmarking Initiative (OMBI); and
- The reference to G.R.I.D.S. was expanded upon and changed to the manner in which it is currently being referred to as GRIDS:

### MANDATE

#### *General:*

To report and make recommendations to Council on matters relating to:

- MPMP, Ontario Municipal Benchmarking Initiative (OMBI)
- Growth Related Integrated Development Strategy (GRIDS)
- Climate Change

#### *Specific duties shall include:*

- To consider and recommend to Council on matters relating to GRIDS

## Appendix D - PLANNING COMMITTEE

- Local Planning Appeal Tribunal (LPAT) has replaced Ontario Municipal Board:

#### *Specific duties shall include:*

- To advise and assist Council in any matters arising from the work of the Committee of Adjustment in considering applications for consent and minor variance under the *Planning Act*, including possible City participation at any Local Planning Appeal Tribunal (LPAT) Hearings to consider the appeal of Committee of Adjustment decisions



**Revised** Appendix A to Report CL19010/LS19041

**Authority:** Item \_\_, Audit, Finance &  
Administration Committee  
TBD  
CM: TBD  
Ward: City Wide

**Bill No.** \_\_\_\_

## CITY OF HAMILTON

### BY-LAW NO. 19-\_\_\_\_

#### To Amend By-law No. 18-270, the Council Procedural By-law

**WHEREAS** Council enacted a Council Procedural By-law being City of Hamilton By-law No. 18-270;

**AND WHEREAS** it is necessary to amend By-law 18-270.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. That By-law No. 18-270, be amended:
  - (i) to replace Healthy and Safe Communities Committee with Emergency and Community Services Committee;
  - (ii) to amend the instances where acronyms have been used, in order to fully describe the meaning of acronyms being referred to throughout the by-law;
  - (iii) to replace the term “48 hours” and “2/two business days” with “2 days”;
  - (iv) to add the definition of “Time Sensitive”;
  - (v) to add the definition of “Public Hearing”;
  - (vi) to expand upon the definition of “Motion”;
  - (vii) to expand upon the definition of “Notice of Motion”;
  - (viii) to amend the definition of “Senior Leadership Team”;
  - (ix) to add subsection (4) to section 3.10 – Communication Items, to address the instance when a communication item is not relevant to a matter that appears on an agenda;
  - (x) to add subsection (8)(l) to section 3.12 – Rules of Debate, to include “a motion to lift”;
  - (xi) to amend subsection (3) of section 3.13 – Voting Procedures to remove “move into Closed Session” to change the votes to move into Closed Session to be by electronic vote;
  - (xii) to add subsections (6) and (7) to section 3.13 – Voting Procedures to address the procedure to be followed when a member advises the Chair of a point of privilege with respect to the taking of an electronic vote;
  - (xiii) to add subsections 4.2 and 4.3 to include a procedure for lifting an information item from a Committee Report;
  - (xiv) to add subsection (5) to section 5.2 - Appointment of Standing Committee Chairs and Vice Chairs to address the possible reappointment of the Chair or Vice-Chair of a Sub-Committee or an

## To Amend By-law No. 18-270, the Council Procedural By-law

Page 2 of 2

- Advisory Committee or Task Force for more than one year in a Council term;
- (xv) to amend the times of the Board of Health and Public Works Committee meetings to: Board of Health at 9:30 a.m. and Public Works Committee at 1:30 p.m.;
  - (xvi) to amend section 5.11 - Delegations to remove any requirements pursuant to legislation as it applies to the holding of Public Hearings;
  - (xvii) to delete and replace section 5.12 - Public Hearings to address the City's requirements for holding Public Hearings pursuant to legislation;
  - (xviii) to add subsection (5) to section 5.13 – Communication Items, to address the instance when a communication item is not relevant to a matter that appears on an agenda;
  - (xix) to add section 5.17 - Change to a Scheduled Committee Meeting, to address the Ombudsman of Ontario recommendation to include a provision for notice of all Committee meetings;
  - (xx) to add "Climate Change" to the MANDATE of the General Issues Committee;
  - (xxi) to delete the reference to MPMP (Municipal Performance Measurement Program);
  - (xxii) to expand upon the reference to OMBI, to: Ontario Municipal Benchmarking Initiative (OMBI); to expand upon the reference to GRIDS;
  - (xxiii) to replace the reference to the Ontario Municipal Board to the Local Planning Appeal Tribunal (LPAT); and
  - (xxiv) to add "to hold hearings on complaints made pursuant to Section 20 of the Development Charges Act, 1997" to the MANDATE of the Audit, Finance & Administration Committee.**

2 This By-law comes into force on the day it is passed.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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F. Eisenberger  
Mayor

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A. Holland  
City Clerk

## Revised Appendix B to Report CL19010/LS19041

### Summary of the Proposed Revisions

#### Throughout the by-law:

- Healthy and Safe Communities Committee has been replaced with **Emergency and Community Services Committee**;
- Acronyms have been expanded upon to fully describe their meaning (i.e. OMBI, is now expanded upon when first referred to in the by-law, as follows: Ontario Municipal Benchmarking Initiative (OMBI);
- “48 hours” and “2/two business days” has been replaced with “**2 days**”.

#### Section 1 – Definitions:

- Added “Time Sensitive”, in order to define the term when it appears in the by-law:

**“Time Sensitive”** means useful for a specific amount of time only or has to be used or completed by a specific time.

- Added “Public Hearing”, as it applies to a meeting or a portion of a meeting held pursuant to the requirements of a statute, regulation or by-law:

**“Public Hearing”** means a Meeting or portion of a Meeting held pursuant to the requirements of a statute, regulation or by-law to hold a public meeting to hear representations on a matter from any person who attends the public meeting.

- The definition of “Motion” has been expanded upon to state that a motion is included in the published agenda:

**“Motion”** means a proposal by a member for the consideration of Council or a Committee **included in the published agenda** that is moved by a member and seconded by another member.

- Amended the definition of “Senior Leadership Team”, as follows:

**“Senior Leadership Team”** means the City Manager and General Managers appointed by Council and **anyone designated by the City Manager**.

- The definition of “Notice of Motion” has been expanded upon to state that it is a motion that may be included in the published agenda or in the addendum:

**“Notice of Motion”** means advanced, written notice, given by a member and received by the Clerk, advising Council or Committee that a Motion will

**Revised Appendix B to Report CL19010/LS19041**

be brought forward at a future Meeting of Council or Committee, that may be included in the published agenda or in the addendum.

**Section 3 – Council Meetings****3.10 Communication Items**

- Added subsection (4) to address the instance when a Communication Item is not relevant to a matter that appears on an agenda:

(4) If the Communication Item is not relevant to a matter that appears on the Council Agenda for that meeting, and is not received for inclusion in the Agenda package, it may be included in a future agenda.

**3.12 Rules of Debate**

- Added subsection (8)(l) to include “a motion to lift”:

(8) The following matters may be introduced orally without written notice and without leave:

- (a) a point of order
- (b) a point of privilege
- (c) a motion to adjourn
- (d) a motion to call the question
- (e) a motion to go into committee of the whole
- (f) a motion to recess
- (g) a motion to refer
- (h) a motion to defer
- (j) a motion to go into a closed meeting
- (k) a motion to suspend the rules of procedure
- (l) a motion to lift

**3.13 Voting Procedures**

- amendment to subsection (3) to remove “move into Closed Session” to change the votes to move into Closed Session to be by electronic votes:

(3) When an electronic voting system is available every Member of Council or Committee present and participating in a vote on a motion, excluding those motions referred to in (i) and (ii) below, shall vote electronically:

## **Revised Appendix B to Report CL19010/LS19041**

- (i) procedural (majority vote: refer, defer, withdraw, recess, call the question; ~~move into Closed Session~~ and adjourn); and
  - (ii) Consent Items.
- subsections (6) and (7) have been included to address the procedure to be followed when a member advises the Chair of a point of privilege with respect to the taking of an electronic vote:

(6) When an electronic vote is taken and a member advises the Chair of a point of privilege immediately following and prior to the taking of another vote, with respect to their vote being omitted or in error, the vote will be considered void and a new electronic vote will be retaken immediately.

(7) When an electronic vote is taken and a member advises the Chair of a point of privilege following the taking of another vote, with respect to their vote being omitted or in error, the member's request will be considered through a vote to reconsider the matter:

- (i) If a two-thirds majority vote to reconsider is decided in the affirmative, the electronic vote will be retaken immediately;
- (ii) If a two-thirds majority vote to reconsider is decided in the negative, the original electronic vote stands.

### **Section 4 - Committee of the Whole**

- 4.2** During the consideration of Standing Committee Reports and Selection Committee Reports, a member may lift an item from the Information Section with the approval of a majority of the members present, for the matter:
- (a) to be voted upon by Council; or
  - (b) to be debated and/or amended by Council.
- 4.3** An information item that is lifted from a Standing Committee Report or a Selection Committee Report and amended, will be given an item number and added to the appropriate section of the Standing Committee Report or Selection Committee Report.

### **Section 5 – Standing Committee Meetings**

#### **5.2 - Appointment of Standing Committee Chairs and Vice Chairs**

- Addition of subsection (5) to address the possible reappointment of the Chair or Vice-Chair of a Sub-Committee or an Advisory Committee or Task Force for more than one year in a Council term, as they may only meet a few times per term or there may not be sufficient interest from the other members of the Committee:

**Revised Appendix B to Report CL19010/LS19041**

- (5) Despite subsection 5.2 (1)(b) the Chair or Vice-Chair of a Subcommittee or an Advisory Committee or Task Force established by Council may serve for more than one year in a Council term.

**5.5 - Standing Committee Meeting Times**

- Switching the times of the Board of Health and Public Works Committee meetings will provide Councillors with time between meetings:
  - (1) Unless otherwise decided by Council, scheduled meetings of the Standing Committees will be as follows:
    - (a) (i) General Issues Committee shall meet at least once per month on a Wednesday commencing at 9:30 a.m.;
    - (ii) Board of Health shall meet at least once per month commencing at 9:30 a.m.;
    - (iii) Public Works Committee shall meet at least once per month commencing at 1:30 p.m.;
    - (iv) Planning Committee shall meet at least once per month on a Tuesday commencing at 9:30 a.m.;
    - (v) Audit, Finance & Administration Committee shall meet at least once per month on a Thursday commencing at 9:30 a.m.;
    - (vi) Emergency & Community Services Committee shall meet at least once per month on a Thursday commencing at 1:30 p.m.;

**5.11 Delegations**

This section has been amended to remove any requirements pursuant to legislation as it applies to the holding of Public Hearings:

- (1) Persons who wish to appear as a delegation to address a Standing Committee on a matter that:
  - (a) is not listed on a Standing Committee agenda, shall make a request in writing to the Clerk, the Clerk will list the delegation request on the respective Standing Committee's upcoming agenda. The requester will be notified of the date of the meeting where their delegation will be heard following Council's ratification of the Standing Committee's Report.
  - (b) is listed on the agenda for a Standing Committee meeting, shall make a request in writing to be listed as a delegation, such request to be received by the Clerk no later than 12:00 noon the business day before the meeting. If the Standing Committee is meeting on a Monday, the deadline will be 12:00 noon on the Friday.

**Revised Appendix B to Report CL19010/LS19041**

~~(c) provided that a person may attend as a delegation in the absence of a request under paragraphs (a) or (b) where prescribed by applicable legislation or allowed by the Standing Committee.~~

The "Request to Speak to a Committee of Council" form is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca).

- (2) A request to attend as a delegation shall include the person's name, reason(s) for the delegation, and if applicable the name, address and telephone number of any person, corporations or organizations which they represent.
- (3) Upon receipt of a request to attend as a delegation, the Clerk shall list the delegation request on the next appropriate agenda for the relevant Standing Committee and the decision whether or not to entertain the delegation will be made by the Standing Committee.
- ~~(4) A delegation granted permission to appear before the Standing Committee is encouraged to provide the Clerk with a brief of their presentation, which in turn will be provided by the Clerk to the Members of the Standing Committee in advance of the meeting.~~
- (5) When a person is listed as a delegation on a Standing Committee agenda and such person, without notification to the Clerk, does not attend said meeting, that person must make a new request to be considered as a delegation and must re-apply in accordance with subsections 5.11(1) and 5.11(2).
- (6) A delegation, which can be made by two or more individuals, shall be limited to an oral presentation of not more than five minutes, ~~except as otherwise prescribed for at a public meeting by applicable legislation.~~
- (7) Notwithstanding subsection 5.11(6), an extension of a specific allotment of time to the five-minute speaking restriction may be granted with the approval of a majority of the members of the Committee present.
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**Revised Appendix B to Report CL19010/LS19041**

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**Revised Appendix B to Report CL19010/LS19041**

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  - (a) delivering a written notice personally;
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- (3) The written notice to be given under subsection 5.17(2) shall state the reason for the change to the meeting.
- (4) The Clerk shall ensure that the change to the Committee meeting is posted to the Committee and Council Meeting Calendar on the City's website at [www.hamilton.ca](http://www.hamilton.ca).

## Revised Appendix B to Report CL19010/LS19041

### Appendices

#### Appendix A - GENERAL ISSUES COMMITTEE

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#### MANDATE

*General:*

To report and make recommendations to Council on matters relating to:

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*Specific duties shall include:*

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#### Appendix D - PLANNING COMMITTEE

- Local Planning Appeal Tribunal (LPAT) has replaced Ontario Municipal Board:

*Specific duties shall include:*

- To advise and assist Council in any matters arising from the work of the Committee of Adjustment in considering applications for consent and minor variance under the *Planning Act*, including possible City participation at any Local Planning Appeal Tribunal (LPAT) Hearings to consider the appeal of Committee of Adjustment decisions

**Revised Appendix B to Report CL19010/LS19041*****Revision:*****Appendix F – AUDIT, FINANCE & ADMINISTRATION COMMITTEE**

Council at their meeting of October 23, 2019, delegated its authority to hold any further hearings; pursuant to any other complaints made pursuant to Section 20 of the *Development Charges Act, 1997*; to the Audit, Finance & Administration Committee:

- Added “to hold hearings on complaints made pursuant to Section 20 of the *Development Charges Act, 1997*” to the MANDATE of the Audit, Finance & Administration Committee;