



Hamilton

**GOVERNANCE REVIEW SUB-COMMITTEE
REPORT 19-003**

AS AMENDED AT COUNCIL ON MAY 22, 2019

FURTHER AMENDED AT COUNCIL ON AUGUST 21, 2020

**Thursday, April 25, 2019
11:00 am, Council Chambers
Hamilton City Hall**

Present: Councillors M. Wilson (Vice-Chair), A. VanderBeek, M. Pearson, B. Clark, and L. Ferguson

Absent with

Regrets: Councillor T. Whitehead (Chair) - Personal

THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 19-003 AND RESPECTFULLY RECOMMENDS:

1. **2020 and 2021 Council and Committee Calendars (Item 10.1) (Attached hereto as Appendix "A")**

That the 2020 and 2021 Council and Committee Calendars be approved, as presented.

2. **Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) (Outstanding Business List Item) (Item 10.2)**

That Report CL19001, respecting the Best Practices in Other Municipalities – Council Meeting Times: Breaks and Adjournments, be received.

At it's meeting of May 22, 2019 Council DEFEATED the following Item:

At it's meeting of August 25, 2020 Council RECONSIDERED (by a 2/3's majority vote) and APPROVED, AS AMENDED the following Item:

3. **Changing the Time of Council Meetings (Referred from Council at it's meeting of February 27, 2019) (Item 11.1)**

WHEREAS, Council does feel at present that the Council meetings held at 5:00 p.m., should be moved to an earlier time;

Audit, Finance & Administration Committee – May 2, 2019

WHEREAS, an amendment to the time of Council meetings would constitute an amendment to the By-law to Govern the Proceedings of Council and Committees of Council;

WHEREAS, an amendment to the By-law to Govern the Proceedings of Council and Committees of Council requires that public notice be placed in the newspaper a minimum of 14 days prior to the Committee meeting; and,
WHEREAS, Council has mandated the Governance Review Sub-Committee the task of making recommendations on matters pertaining to governance structure and the governing proceedings of Council and its' committees.

THEREFORE, BE IT RESOLVED:

- (a) That Section 3.2 of the By-law to Govern the Proceedings of Council and Committees of Council **be amended** to reflect a **9:30 a.m.** start time as follows:

3.2 Regular Council Meeting Times

- (1) Unless otherwise decided by Council, Regular Council meetings shall be held:

- (a) in January:

on the fourth Wednesday of the month, commencing at **9:30 a.m.** unless such day is a public or civic holiday, in which case Council shall set an alternate day and time;

- (b) in February, April, May, June, September, October and November:

every second and fourth Wednesday of each month, commencing at **9:30 a.m.**, unless such day is a public or civic holiday, in which case Council shall set an alternate day and time;

- (c) in March:

on the fourth Wednesday of the month, commencing at **9:30 a.m.** unless such day is a public or civic holiday, in which case Council shall set an alternate day and time;

- (d) in July and August:

on a Friday of each month (one meeting per month), commencing at 9:30 a.m., unless such a day is a public or civic holiday, in which case Council shall set an alternate day and time;

- (e) in December:

on the second Wednesday of the month, commencing a 9:30 a.m., unless such a day is a public or civic holiday, in which case Council shall set an alternative day and time; or
- (f) in accordance with the schedule approved by Council.
- (b) That the regular meetings of the City Council for the remainder of 2019, be held at 9:30 a.m.;
- (c) That, from time to time, there may be a need for Special Council Meeting at 5:00 p.m. to accommodate a Ceremonial Activity where the individuals being recognized are unable to attend a meeting during the day; and
- (d) That the required notice be placed in the newspaper a minimum of 14 days prior to the Audit, Finance & Administration Committee meeting when the amendment is to be considered.

That Section 3.2 of the By-law to Govern the Proceedings of Council and Committees of Council **be amended** to reflect a **9:30 a.m.** start time as follows:

3.2 Regular Council Meeting Times

(1) Unless otherwise decided by Council, Regular Council meetings shall be held:

(a) in January:

on the fourth Wednesday of the month, commencing at **9:30 a.m.** unless such day is a public or civic holiday, in which case Council shall set an alternate day and time;

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on a Friday of each month (one meeting per month), commencing at 9:30 a.m., unless such a day is a public or civic holiday, in which case Council shall set an alternate day and time;

(e) in December:

on the second Wednesday of the month, commencing at 9:30 a.m., unless such a day is a public or civic holiday, in which case Council shall set an alternative day and time; or

(f) in accordance with the schedule approved by Council.

(2) *That, from time to time, there may be a need for Special Council Meeting at 5:00 p.m. to accommodate a Ceremonial Activity where the individuals being recognized are unable to attend a meeting during the day; and*

(3) Advance notice of meetings for the public's information may be found by accessing the Committee and Council Meeting Calendar on the City's website at www.hamilton.ca

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

The April 25, 2019 Agenda of the Governance Review Sub-Committee was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES (Item 4)

(i) March 25, 2019 (Item 4.1)

The Minutes of the March 25, 2019 meeting of the Governance Review Sub-Committee were approved, as presented.

(d) COMMUNICATIONS (Item 5)

(i) Comments and Correspondence respecting the Change in Council Meeting Time:

The following Comments and Correspondence, respecting the Change in Council Meeting time, were received and referred to Item 11.1 for consideration:

Audit, Finance & Administration Committee – May 2, 2019

5.1.a	William Custers, Cable 14
5.1.b	Matt Trabucco
5.1.c	Kris Button
5.1.d	Kendra Cheeseman
5.1.e	Rob Wagner
5.1.f	Pamela Llewellyn
5.1.g	Janet OSullivan
5.1.h	Andrew Kelly
5.1.i	Anna Carter
5.1.j	Jason Nason
5.1.k	Carly Mary McLeod
5.1.l	Kelly Fremlin
5.1.m	Louise MacDonald
5.1.n	Jacqueline Bennett
5.1.o	Jess Plant-Weir
5.1.p	Graeme Weir
5.1.q	Bren Buckley
5.1.r	Jason Morse
5.1.s	Loretta Ray
5.1.t	Dr. Patrick Carter
5.1.u	Joey Pottinger
5.1.v	Don McLean
5.1.w	Mark Prier
5.1.x	Simon Carroll
5.1.y	Rich Gelder
5.1.z	Teresa LaFave
5.1.aa	Kris Button
5.1.ab	Sue White
5.1.ac	Jeremy Freiburger
5.1.ad	Alex Bishop
5.1.ae	Angela Di Nello
5.1.af	Frances Murray
5.1.ag	Cathy Swenson
5.1.ah	Laurie Nielsen
5.1.ai	Patti Randazzo Beckett
5.1.aj	Leanne Palmerston
5.1.ak	Chris Parkinson
5.1.al	Mark Gresch
5.1.am	Brian Martinson
5.1.an	Erin Shacklette
5.1.ao	Robin Williamson
5.1.ap	Ian Fox
5.1.aq	Bob Berberick
5.1.ar	Maggie Martineau
5.1.as	Paul Copcutt
5.1.at	AJ Bullivant
5.1.au	Gail Langdon

5.1.av Natalie Seniuk
5.1.aw Sandra Manners
5.1.ax Lyla Miklos
5.1.ay Cameron Kroetsch
5.1.az Matt Jelly

(e) DELEGATION REQUESTS (Item 6)

The following delegation requests, respecting Item 11.1, being a Motion to change the Council meeting time, were approved for today's meeting:

- (i) Karl Andrus, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting) (Item 6.1)
- (ii) Craig Burley, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting) (Item 6.2)
- (iii) Deanna Allain, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting) (Item 6.3)
- (iv) Cameron Kroetsch, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting) (Item 6.4)

(f) PUBLIC HEARINGS/DELEGATIONS (Item 8)

(i) Karl Andrus, respecting Item 11.1, being a Motion to change the Council meeting time (Added Item 8.1)

Karl Andrus was not present when called upon.

The following delegations, respecting Item 11.1, being a Motion to change the Council meeting time, were received:

- (ii) Craig Burley, respecting Item 11.1, being a Motion to change the Council meeting time (Added Item 8.2)
- (iii) Deanna Allain, respecting Item 11.1, being a Motion to change the Council meeting time (Added Item 8.3)
- (iv) Cameron Kroetsch, respecting Item 11.1, being a Motion to change the Council meeting time (Added Item 8.4)

(g) GENERAL INFORMATION/OTHER BUSINESS (Item 13)

(i) Changes to the Outstanding Business List (Item 13.1):

- (a) That Item B-2019, respecting staff be directed to report back on best practices in other municipalities and in consultation with senior leadership and Human Resources, with respect to Breaks and Adjournments, remain on the Outstanding Business List; and,

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- (b) That staff be directed to report back to the Audit, Finance & Administration Committee on May 2nd, 2019, with a broader list of larger urban municipalities (York/Peel/Kitchener-Waterloo) and their start times for Council meetings, with respect to Breaks and Adjournments.

The following change to the Outstanding Business List was approved:

- (a) Items to be Removed:

Item: B

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.

Completed: February 28, 2019 at General Issues Committee
(Item 6.5 - FCS18093(b))

(h) ADJOURNMENT (Item 15)

There being no further business, the Governance Review Sub-Committee meeting adjourned at 12:58 p.m.

Respectfully submitted,

Councillor M. Wilson, Vice-Chair
Governance Review Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk