



City of Hamilton
GOVERNANCE REVIEW SUB-COMMITTEE
AGENDA

Meeting #: 23-003
Date: July 5, 2023
Time: 9:00 a.m.
Location: Council Chambers
Hamilton City Hall
71 Main Street West

Tamara Bates, Legislative Coordinator (905) 546-2424 ext. 4102

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 25, 2023
5. **COMMUNICATIONS**
6. **DELEGATION REQUESTS**
7. **DELEGATIONS**
8. **STAFF PRESENTATIONS**
9. **CONSENT ITEMS**
10. **DISCUSSION ITEMS**
11. **MOTIONS**

11.1 Major Efficiency Improvements to the Council Calendar for 2024 - REVISED

11.2 Consistent Quorum Requirements for Council and Committees - REVISED

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE

MINUTES 23-002

Thursday, May 25, 2023

1:30 p.m.

Council Chambers

Hamilton City Hall

Present: Councillors T. Hwang (Chair), B. Clark, J.P. Danko and C. Kroetsch

**Absent
with Regrets:** Councillor N. Nann – City Business
Councillor M. Wilson - Personal

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

1. **Feedback from the Advisory Committees on the Code of Conduct for Local Boards (FCS23032(a)) (Item 9.1)**

(Clark/Kroetsch)

That Report FCS23032(a), respecting Feedback from the Advisory Committees on the Code of Code of Conduct for Local Boards, be received.

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

YES - Councillor Brad Clark
 YES - Councillor J.P. Danko
 YES - Councillor Tammy Hwang
 YES - Councillor Cameron Kroetsch
 ABSENT - Councillor Nrinder Nann
 ABSENT - Councillor Maureen Wilson

2. **Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (FCS23034(a)) (Item 10.1)**

(Kroetsch/Danko)

That the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards, attached hereto as Appendix 'A', be approved.

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

YES - Councillor Brad Clark
YES - Councillor J.P. Danko
YES - Councillor Tammy Hwang
YES - Councillor Cameron Kroetsch
ABSENT - Councillor Nrinder Nann
ABSENT - Councillor Maureen Wilson

3. Use of Electronic Devices During Closed Meetings (Item 11.1)

(Kroetsch/Hwang)

WHEREAS, the City's Procedural By-law 21-021, as amended, at this time strictly prohibits the use of all electronic devices during closed session meetings;

WHEREAS, members of Committee and Council are required to use their computers/laptops during closed meetings, to review reports and add their names to the speaker list; and

WHEREAS, members of Committee and Council from time to time are required to respond to email and text inquiries during a closed meeting;

THEREFORE, BE IT RESOLVED:

That Section 8.7 of the City's Procedural By-law 21-021, as amended, be **amended** to allow the use of computers/laptops during Closed Meetings, and that notice of the proposed amendment be given pursuant to the City's Public Notice Policy By-law 07-351:

8.7 Electronic devices at IN-PERSON / VIRTUAL / HYBRID meetings:

- (a) Every person shall have all electronic devices, including but not limited to phone, computers, and similar electronic devices, etc. switched to a non-audible function during Council and Committee meetings.
- (b) ***The use of personal electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings be strictly prohibited;***
- (c) The use of **City** electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings ***be limited to text communications;***
- (d) The use of **all** electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings ***are not to be used as a telephone, recording device or camera;***

- (e) Staff from the Office of the City Clerk are exempted from subsection 8.7(c) when using electronic devices for record-keeping purposes.

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

YES - Councillor Brad Clark
YES - Councillor J.P. Danko
YES - Councillor Tammy Hwang
YES - Councillor Cameron Kroetsch
ABSENT - Councillor Nrinder Nann
ABSENT - Councillor Maureen Wilson

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Committee Clerk advised of the following changes to the agenda:

12. NOTICES OF MOTION

12.1 Major Efficiency Improvements to the Council Calendar for 2024

(Kroetsch/Danko)

That the May 25, 2023 Agenda of the Governance Review Sub-Committee be approved, as amended.

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

YES - Councillor Brad Clark
YES - Councillor J.P. Danko
YES - Councillor Tammy Hwang
YES - Councillor Cameron Kroetsch
ABSENT - Councillor Nrinder Nann
ABSENT - Councillor Maureen Wilson

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES (Item 4)

(i) March 27, 2023 (Item 4.1)

(Clark/Danko)

That the Minutes of the March 27, 2023 meeting of the Governance Review Sub-Committee be approved, as presented.

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

YES - Councillor Brad Clark
YES - Councillor J.P. Danko
YES - Councillor Tammy Hwang
YES - Councillor Cameron Kroetsch
ABSENT - Councillor Nrinder Nann
ABSENT - Councillor Maureen Wilson

(d) MOTIONS (Item 11)

(i) Use of Electronic Devices During Closed Meetings (Item 11.1)

(Kroetsch/Hwang)

WHEREAS, the City's Procedural By-law 21-021, as amended, at this time strictly prohibits the use of all electronic devices during closed session meetings;

WHEREAS, members of Committee and Council are required to use their computers/laptops during closed meetings, to review reports and add their names to the speaker list; and

WHEREAS, members of Committee and Council from time to time are required to respond to email and text inquiries during a closed meeting;

THEREFORE, BE IT RESOLVED:

That Section 8.7 of the City's Procedural By-law 21-021, as amended, be amended to allow the use of computers/laptops during Closed Meetings, and that notice of the proposed amendment be given pursuant to the City's Public Notice Policy By-law 07-351::

8.7 Electronic devices at IN-PERSON / VIRTUAL / HYBRID meetings:

- (a) Every person shall have all electronic devices, including but not limited to phone, computers, and similar electronic devices, etc. switched to a non-audible function during Council and Committee meetings.
- (b) The use of electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings **be limited to text communications.**
- (c) **The use of electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings are not to be used as a telephone, recording device or camera.**

- (d) Staff from the Office of the City Clerk are exempted from subsection 8.7(b) when using electronic devices for record-keeping purposes.

(Danko/Kroetsch)

That the motion respecting Use of Electronic Devices During Closed Meetings, be **amended**, as follows:

8.7 Electronic devices at IN-PERSON / VIRTUAL / HYBRID meetings:

- (a) Every person shall have all electronic devices, including but not limited to phone, computers, and similar electronic devices, etc. switched to a non-audible function during Council and Committee meetings.
- (b) ***The use of personal electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings be strictly prohibited;***
- (c) The use of **City** electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings be limited to text communications.
- (d) The use of **all** electronic devices at IN-PERSON / VIRTUAL / HYBRID Closed Meetings are not to be used as a telephone, recording device or camera.
- (e) Staff from the Office of the City Clerk are exempted from subsection 8.7(c) when using electronic devices for record-keeping purposes

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

YES - Councillor Brad Clark
YES - Councillor J.P. Danko
YES - Councillor Tammy Hwang
YES - Councillor Cameron Kroetsch
ABSENT - Councillor Nrinder Nann
ABSENT - Councillor Maureen Wilson

For further disposition of this matter, refer to Item 3.

(e) NOTICES OF MOTION (Item 12)

- (i) **Major Efficiency Improvements to the Council Calendar for 2024 (Added Item 12.1)**

Councillor Kroetsch introduced the following revised Notice of Motion:

WHEREAS, a comprehensive review of the City's meeting schedule, timelines, procedural by-law, budget schedule and process and Committee structure would solve a number of problems, and would address one of the key governance concerns raised by Council during its priority setting session; and

WHEREAS, the detailed presentation received at the September 9, 2022, Governance Review Sub-Committee meeting, along with a further list of revisions would achieve major efficiency improvements to the Council Calendar for 2024.

THEREFORE, BE IT RESOLVED:

That staff report back to the Governance Review Sub-Committee respecting major efficiency improvements to the Council calendar for 2024, including:

- (a) Strict reporting timelines for staff so that Council and the public have more time to review reports and presentations (i.e. 2 weeks prior to the meeting date);
- (b) The elimination of the General Issues Committee and the shift of tasks from that Committee to the Administration portion of Audit, Finance and Administration Committee;
- (c) All members of Council sitting as members of all Standing Committees;
- (d) A different dispersal of Standing Committees and Council so there are fewer "Council" and "Committee" weeks and more consistency in scheduling with 2 Standing Committees reporting to a single Council meeting (i.e. Planning Committee and Public Works Committee would report to Council (first meeting of the month) and Emergency and Community Services Committee and Audit, Finance and Administration Committee reporting to Council (second meeting of the month)); **and**
- (e) Revising City's Procedural By-law 21-021, as amended, so it reads more clearly, is less repetitive.

~~(f) — A complete review of the Budget Schedule and Process.~~

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

(Clark/Kroetsch)

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

13.1 Amendments to the Outstanding Business List

(a) Items Considered Completed and to be Removed

1. Code of Conduct and Conflict of Interest Education and Communications (HUR22011(a)/CM22018(a)) (City Wide)
Item on OBL 22-E
Addressed as Item 10.5 on the March 27, 2023 agenda
2. Integrity Commissioner and Lobbyist Registrar Contract (FCS22074) (City Wide)
Item on OBL: 22-D
Addressed as Item 10.6 on the March 27, 2023 agenda
3. Mandatory COVID-19 Vaccination Verification Policy for Members of Council and Members of Council Appointed Committees (FCS22016 / HR22010) (City Wide)
Item on OBL: 22-C
Addressed as Item 4 on the September 9, 2022 agenda
4. Feedback from the Advisory Committees on the Code of Conduct for Local Boards (FCS23032)
Item on OBL: 23-A
Addressed as Item 9.1 on today's agenda
5. Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (FCS23034)
Item on OBL: 23-B
Addressed as Item 10.1 on today's agenda

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

YES - Councillor Brad Clark
YES - Councillor J.P. Danko
YES - Councillor Tammy Hwang
YES - Councillor Cameron Kroetsch
ABSENT - Councillor Nrinder Nann
ABSENT - Councillor Maureen Wilson

(g) ADJOURNMENT (Item 15)

(Kroetsch/Danko)

That, there being no further business, the Governance Review Sub-Committee meeting be adjourned at 11:34 a.m.

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

YES - Councillor Brad Clark

YES - Councillor J.P. Danko
YES - Councillor Tammy Hwang
YES - Councillor Cameron Kroetsch
ABSENT - Councillor Nrinder Nann
ABSENT - Councillor Maureen Wilson

Respectfully submitted,

Councillor T, Hwang, Chair
Governance Review Sub-Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk

REVISED 11.1

**CITY OF HAMILTON
M O T I O N**

Governance Review Sub-Committee: July 5, 2023

MOVED BY COUNCILLOR C. KROETSCH.....

SECONDED BY COUNCILLOR

Major Efficiency Improvements to the Council Calendar for 2024

WHEREAS, a comprehensive review of the City’s meeting schedule, timelines, procedural by-law, budget schedule and process and Committee structure would solve a number of problems, and would address one of the key governance concerns raised by Council during its priority setting session; and

WHEREAS, the detailed presentation received at the September 9, 2022, Governance Review Sub-Committee meeting, along with a further list of revisions would achieve major efficiency improvements to the Council Calendar for 2024.

THEREFORE, BE IT RESOLVED:

That staff report back to the Governance Review Sub-Committee respecting major efficiency improvements to the Council calendar for 2024, including:

- (i) Strict reporting timelines for staff so that Council and the public have more time to review reports and presentations (i.e. 2 weeks prior to the meeting date);
- (ii) The elimination of the General Issues Committee and the shift of tasks from that Committee to the Administration portion of Audit, Finance and Administration Committee;
- (iii) All members of Council sitting as members of all Standing Committees;
- (iv) A different dispersal of Standing Committees and Council so there are fewer “Council” and “Committee” weeks and more consistency in scheduling with 2 Standing Committees reporting to a single Council meeting (i.e. Planning Committee and Public Works Committee would report to Council (first meeting of the month) and Emergency and Community Services Committee and Audit, Finance and Administration Committee reporting to Council (second meeting of the month)); and
- (v) Revising City’s Procedural By-law 21-021, as amended, so it reads more clearly, is less repetitive.

REVISED 11.2

**CITY OF HAMILTON
MOTION**

Governance Review Sub-Committee: July 5, 2023

MOVED BY COUNCILLOR B. CLARK.....

SECONDED BY COUNCILLOR

Consistent Quorum Requirements for Council and Committees

WHEREAS, staff were directed by Council on June 7, 2023, to prepare the necessary amendments to By-law 21-021, A By-law to Govern the Proceedings of Council and Committees of Council, the ‘Procedural By-law’ to amend the quorum requirement for Committees to be the same as for Council, for the Governance Review Sub-Committee’s consideration;

WHEREAS, the City’s Procedural By-law 21-021, as amended, states that quorum of Council be a majority, as per Section 237(1) of the *Ontario Municipal Act, 2001*, as amended;

WHEREAS, the City’s Procedural By-law 21-021, as amended, states that quorum of Committees be half of the Committee’s membership; and

WHEREAS, for consistency purposes, having the same quorum requirements for Council and for Committees would be practical;

THEREFORE, BE IT RESOLVED:

That staff be directed to prepare a by-law to amend the City’s Procedural By-law 21-021, as amended, to amend Section 5.4 (1) to require that a majority be present:

5.4 Quorum

- (1) The quorum for all Committees shall be **a majority** of the membership rounded up to the nearest whole number.