



Hamilton

REPORT 11-005
GOVERNANCE REVIEW SUB-COMMITTEE
Thursday November 7, 2011
1:30 p.m.
Room 171, (1st Floor)
Hamilton City Hall

Present: Councillor R. Powers (Chair)
Councillors B. Clark, R. Pasuta, M. Pearson, T. Whitehead

Also Present: M. Gallagher, Deputy Clerk
L. Pasternak, Senior Solicitor
T. Tollis, City Treasurer
L. Barroso, Manager, Records and Freedom of Information
C. Newman, Legislative Assistant, City Clerk's

THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 11-005 AND RESPECTFULLY RECOMMENDS:

1. 2012 Committee Calendar (Item 4.1)

- (a) That the 2012 Committee/Council Calendar amended as follows, and attached as Appendix "A", be approved:
 - (i) That Board of Health meet on the third Monday of every month commencing at 1:30 p.m.;
 - (ii) That the General Issues Committee meet on the first and third Wednesday of every month commencing at 9:30 a.m.;
 - (iii) That the Emergency & Community Services Committee meet on the second Monday of every month commencing at 1:30 p.m.;
 - (iv) That the Audit, Finance & Administration Committee meet on the second Monday of every month commencing at 9:30 a.m.;
- (b) That the amendments to the 2012 Committee/Council Calendar be implemented on a one year trial;

- (c) That staff be directed to prepare the necessary amendments to the Procedural By-law;
- (d) That staff be directed to report back to the Governance Review Sub-Committee prior the end of 2012 with the results of the one-year trial period.

FOR THE INFORMATION OF COMMITTEE:

(a) APPROVAL OF MINUTES

(i) October 6, 2011

The minutes of the October 6, 2011 Governance Review Sub-Committee meeting were approved.

(b) DISCUSSION ITEMS

(i) 2012 Committee Calendar (Item 4.1)

The Deputy Clerk, Ms. Gallagher, discussed the proposed two General Issues Committee (GIC) calendar. Staff has consulted with the Senior Management Team respecting the calendar. With the move to two GIC dates, both Audit Finance & Administration and Emergency & Community Services would be scaled back to one meeting per month. The Committee expressed interest in having the Board of Health meet on the same day that Public Works commences their first monthly meeting. Furthermore, the Committee wanted to amend the Committee calendar with the prescribed changes for a one-year trial period.

(ii) Disclosure Policy for Expenses Submitted by Elected Officials and Senior Staff (Item 4.2)

Councillor Clark indicated that a report is forthcoming from the City Manager's Office respecting proactive disclosure. A proactive approach would lower the number of Freedom of Information requests and add to the transparency of Councillor's expenses. Ms. Barroso, Manager of Records and Freedom of Information gave an overview of what other municipalities and levels of government are doing to provide financial disclosure of elected officials.

The Disclosure Policy for Expenses Submitted by Elected Officials and Senior Staff, was moved to the Outstanding Business List to return in the 2nd quarter of 2012.

(iii) Opening Prayer at City Council (Item 4.3)

The Committee discussed the letter sent to Council by Mr. Jelly respecting the prayer at City Council meeting. The Committee indicated that they are comfortable with the process currently in place. The Committee indicated that they would like to have the details of the current process posted on the City's webpage for public knowledge.

The correspondence respecting the Opening Prayer at City Council meetings, was received.

(c) OTHER BUSINESS (Item 5)

(i) Ward Boundary Review

The Committee indicated that they would like to have the issue of Ward Boundary Review appear on the next agenda.

(ii) Agenda Review & Print Schedule

Ms. Gallagher raised the issue of Agenda Review meetings with Committee Chairs and their preference to scheduling reviews prior to agenda printing or after. Ms. Gallagher also addressed the current concerns respecting meeting the print and delivery deadlines if reviews are conducted prior to agenda printing. Committee members preferred the pre-printing agenda reviews, and suggested that the deadlines be moved up to accommodate the print and delivery deadlines required by Clerks.

(d) ADJOURNMENT (Item 6)

The Governance Review Sub-Committee meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Councillor R. Powers, Chair
Governance Review Sub-Committee

Christopher Newman
Legislative Assistant
November 7, 2011

2 GIC/MONTH VERSION WITH PROPOSED BUDGET MEETINGS

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 IN LIEU OF NEW YEAR'S DAY	3	4	5	6	7
8	9 9:30 a.m. – GIC	10	11 *5:00 p.m. – Council	12	13	14
15	16 9:30 a.m. – PW 1:30 p.m. – BoH	17 9:30 a.m. – PLANNING	18 9:30 a.m. – AF&A 1:30 p.m. – E&CS	19	20	21
22	23	24 **9:30 a.m. – GIC Corporate Budget Overview (TENTATIVE)	25 *5:00 p.m. – Council	26 9:30 a.m.- 1:00 p.m. - GIC Boards and Agencies	27 9:30 a.m.- 1:00 p.m. - GIC Boards and Agencies	28
29	30 **9:30 a.m. – GIC Corporate/Dept Budget Overviews	31 9:30 a.m. – PLANNING				

GIC = General Issues Committee (*formerly Committee of the Whole*)

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BOH – Board of Health

All meetings will be in the Council Chambers, Hamilton City Hall

* Pilot Project from January to April, 2012

** Denotes meeting is subject to change

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 9:30 a.m. – GIC	2 **9:30 a.m. – GIC (cont'n) Dept. Overview	3 **9:30 a.m. – GIC (cont'n) Dept. Overview	4
5	6 9:30 a.m. – PW 1:30 p.m. – BoH	7 **9:30 a.m. – GIC (cont'n) Department Overviews	8 5:00 p.m. – Council	9	10 **9:30 a.m. – GIC (cont'n) Department Overviews (if required)	11
12	13 9:30 a.m. – AF&A 1:30 p.m. – E&CS	14 9:30 a.m. – PLANNING	15 9:30 a.m. – GIC 3:00 to 7:00 – GIC – Public Delegations	16	17 **9:30 a.m. – GIC (cont'n) Department Overviews (if required)	18
19	20 <i>FAMILY DAY</i>	21	22 5:00 p.m. – Council		24 **9:30 a.m. – GIC Budget Deliberations	25
26	27	28 9:30 a.m. – PLANNING	29 **9:30 a.m. – GIC Budget Deliberations			

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March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 **9:30 a.m. – GIC Budget Deliberations	3
4	5 9:30 a.m. – PW 1:30 p.m. – BoH	6 **9:30 a.m. – GIC Budget Deliberations	7 5:00 p.m. – Council BUDGET APPROVAL	8	9	10
11 MARCH BREAK	12	13 MARCH BREAK	14	15 MARCH BREAK	16	17 MARCH BREAK
18	19 9:30 a.m. – AF&A 1:30 p.m. – E&CS	20 9:30 a.m. – PLANNING	21 9:30 a.m. – GIC	22	23	24
25	26	27	28 5:00 p.m. – Council	29	30	

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April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9:30 a.m. – PW	3 9:30 a.m. – PLANNING	4 9:30 a.m. – GIC	5	6 GOOD FRIDAY	7
8	9 EASTER MONDAY	10 9:30 a.m. – AF&A 1:30 p.m. – E&CS	11 5:00 p.m. – Council	12	13	14
15	16 9:30 a.m. – PW 1:30 p.m. – BoH	17 9:30 a.m. – PLANNING	18 9:30 a.m. – GIC	19	20	21
22	23	24	25 5:00 p.m. – Council	26	27	28
29	30					

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May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9:30 a.m. – PLANNING	2 9:30 a.m. – GIC	3	4	5
6	7 9:30 a.m. – PW 1:30 p.m. – BoH	8	9 7:00 p.m. – Council	10	11	12
13	14 9:30 a.m. – AF&A 1:30 p.m. – E&CS	15 9:30 a.m. – PLANNING	16 9:30 a.m. – GIC	17	18	19
20	21 VICTORIA DAY	22	23 7:00 p.m. – Council	24	25	26
27	28	29	30	31		

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June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 9:30 a.m. – PW	5 9:30 a.m. – PLANNING	6 9:30 a.m. – GIC	7	8	9
10	11 9:30 a.m. – AF&A 1:30 p.m. – E&CS	12	13 7:00 p.m. – Council	14	15	16
17	18 9:30 a.m. – PW 1:30 p.m. – BoH	19 9:30 a.m. – PLANNING	20 9:30 a.m. – GIC	21	22	23
24	25	26	27 7:00 p.m. – Council	28 9	29	30

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July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CANADA DAY	3	4	5	6	7
8	9 9:30 a.m. – GIC	10 9:30 a.m. – PLANNING	11 9:30 a.m. – BoH	12 9:30 a.m. – Council	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 CIVIC HOLIDAY	7	8	9	10	11
12	13 9:30 a.m. – GIC	14 9:30 a.m. – PLANNING	15 9:30 a.m. – BoH	16 9:30 a.m. – Council	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 LABOUR DAY	4 9:30 a.m. – PW	5 9:30 a.m. – PLANNING	6 9:30 a.m. – GIC	7	8
9	10 9:30 a.m. – AF&A 1:30 p.m. – E&CS	11	12 7:00 p.m. – Council	13	14	15
16	17 9:30 a.m. – PW 1:30 p.m. – BoH	18 9:30 a.m. – PLANNING	19 9:30 a.m. – GIC	20	21	22
23	24	25	26 7:00 p.m. – Council	27	28	29
30						

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October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 9:30 a.m. – PW	2 9:30 a.m. – PLANNING	3 9:30 a.m. – GIC	4 9:30 a.m. – AF&A 1:30 p.m. – E&CS	5	6
7	8 THANKS-GIVING	9	10 7:00 p.m. – Council	11	12	13
14	15 9:30 a.m. – PW 1:30 p.m. – BoH	16 9:30 a.m. – PLANNING	17 9:30 a.m. – GIC	18	19	20
21	22	23	24 7:00 p.m. – Council	25	26	27
28	29	30	31			

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November 2012

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				1	2	3
4	5 9:30 a.m. – PW	6 9:30 a.m. – PLANNING	7 9:30 a.m. – GIC	8	9	10
11	12 9:30 a.m. – AF&A 1:30 p.m. – E&CS	13	14 7:00 p.m. – Council	15	16	17
18	19 9:30 a.m. – PW 1:30 p.m. – BoH	20 9:30 a.m. – PLANNING	21 9:30 a.m. – GIC	22	23	24
25	26	27	28 7:00 p.m. – Council	29	30	

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December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 9:30 a.m. – PW 1:30 p.m. – BoH	4 9:30 a.m. – PLANNING	5 9:30 a.m. – GIC	6	7	8
9	10 9:30 a.m. – AF&A 1:30 p.m. – E&CS	11	12 7:00 p.m. – Council	13	14	15
16	17	18	19	20	21	22
23	24 CHRISTMAS EVE	25 CHRISTMAS DAY	26 BOXING DAY	27 SHUTDOWN	28 SHUTDOWN	29
30	31 SHUTDOWN	JANUARY 1 NEW YEAR'S DAY				

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Appendix "A" to Item 1 of Governance Review Sub-Committee Report 11-005