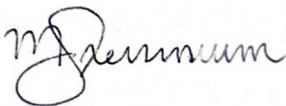




## MEMORANDUM

<b>TO:</b>	Chair and Members Governance Review Committee
<b>COMMITTEE DATE:</b>	October 31, 2024
<b>SUBJECT/REPORT NO:</b>	Governance Workplan (CC24001)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Matthew Trennum, City Clerk
<b>SUBMITTED BY:</b>	Matthew Trennum, City Clerk, Corporate Services
<b>SIGNATURE:</b>	

### INFORMATION

The Governance Review Committee, at its meeting held on September 13, 2024, the Committee requested information respecting the governance workplan for the remainder of 2024 and for the next 12 months.

Items of Governance which are currently being reviewed and prepared for Committee's consideration are as follows:

#### 1. Procedural By-law Review and Update

The Procedural By-law is updated annually by practice to address issues that arise throughout the previous year of meetings, as flagged by Legislative staff and Members of Council. In preparation for the 2024 update, all members of City Council were offered an opportunity to share any final/additional comments with the Clerk's Office by September 30, 2024. Clerk's staff are currently finalizing the review of these comments and synthesizing them with material collected through the year.

Going forward, that process will shift to a more comprehensive review that will take place twice a term of Council (once at the midway point, and then again towards the end of the term). The Governance Review Committee can use this timeline to address certain areas of the procedural by-law to discuss and provide direction to staff with respect to research and potential amendments to those sections throughout the term.

The most recent amendments will be brought forward to the November Governance Review Committee meeting for discussion.

Areas of focus include the following:

- A review of the current standing committees and their Terms of Reference for alignment with the City's functions.
- A review of the communications section of the Council and Committee agendas to improve access and transparency of council correspondence.
- Updating the delegations section to provide greater clarity of timelines, and to make it easier for members of the public to address the Committee's of Council.
- Other housekeeping amendments to address agenda management.

## 2. Agenda Management Software for Staff Reports

The City utilizes eScribe as it's tool for meeting and agenda management. There is a module included in the software package that allows for electronic workflow management of staff reports, including template control, user management for access, and report timeline and approval management.

Implementation of this for the entire City will be a priority for Clerk's staff over the coming months, as it will allow for both document control and greater accountability for approvals.

In terms of the Committee's workplan for the coming year, this is an excellent opportunity to have that discussion.

Staff will capture discussion and Committee's direction respecting what projects should be made a priority, and what key governance functions should be the focus going forward. Whether that be related to the procedural by-law, corporate policy, or council/staff training and development, or other matters.

Once assembled, we can prepare a report with recommendations for consideration on setting a 2025 workplan.