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**To:** Chair and Members of Environment, Infrastructure and Community Services Committee

**From:** Mayor Marianne Meed Ward

**Date:** December 7, 2020

**Re:** Recommendation for updates to the Procedure Bylaw

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## **Recommendation:**

Direct the City Clerk to prepare a staff report with recommended updates to the Procedure By-law on the following items:

- Add definitions to the procedure by-law for Council Memorandums, Staff Reports, Municipal Officer Reports and Resolutions.
- Provide guidance on how Council Member items are submitted to Standing Committee versus straight to Council.
- Review the Notice of Motion section to refine and include deadlines (time) for Motions to Committee and Council.
- Define an Agenda Review process for Standing Committees and Council, including Chair's Role.
- Provide clarity on items that are provided to Audit Committee versus Corporate Services, Strategy, Risk & Accountability Committee.

## **Background:**

We have recently discovered our Procedure Bylaw is silent on a number of matters related to meetings, agendas and good governance, some of which in the past have been "understood" and for the most part adhered to, but not written down.

The silver lining is that now that we are aware, council has an opportunity to update our Procedure Bylaw to provide clarity around a number of matters including, but not limited to:

- different types of reports and their uses (Memo; Standard Report; Resolution with Whereas/Therefore Be It Resolved recitations; Municipal Officers Report)
- Notice of Motion procedures
- advanced notice to the Chair of Council/Standing Committees of any items coming forward, especially time-sensitive "walk-on" items
- which items come to Standing Committee versus straight to Council

- an annual schedule of deadlines for submitting material to ensure items can be placed on an upcoming agenda for committee or council

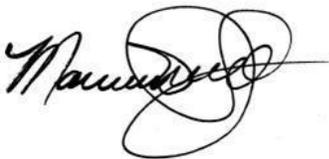
Providing clear, transparent and accountable processes will set members of council up for success in bringing items forward. It will set staff, council and the public up for success in reviewing and providing input to items, with multiple opportunities for engagement, and ample time to review and receive answers to questions.

This assists in good decision-making and is respectful of everyone's time and schedule. Effective meeting management, using some of the tools noted above, is also a key takeaway from the Charter Director program the Mayor is currently enrolled in.

Directing the City Clerk to bring back appropriate recommendations to update our Procedure Bylaw will advance our goals to be a high functioning board committed to continuous improvement, the principles of good governance and working collaboratively with each other, with staff and with the public.

The City Clerk was consulted in preparation of this memo and provided the language for the recommendation.

Signed,

A handwritten signature in black ink, appearing to read "Marianne Meed Ward". The signature is stylized with large loops and a long horizontal stroke at the end.

Mayor Marianne Meed Ward