



PROCEDURE BY-LAW REVIEW WORKSHOP

Proposed Values, Guiding Principles and Criteria that Constitute Good Process and Great Governance

Please come to the Procedure By-Law Review Workshop on February 27, 2023 having reviewed the following *proposed* values, guiding principles and criteria that constitute good process and great governance.

This proposed list has been developed to ground, inform and guide Council's discussion and deliberation related to making any procedure by-law changes. In short, they are principles to support analysis and a structured decision making process related to making any procedural changes.

Please come prepared to reflect on the following questions with respect the content below:

1. Do you agree with the proposed values, guiding principles and criteria? Do you like how they are defined? Does anything need to change?
2. Are we missing anything? Would you add anything to this list? And if yes, how would you define any new values or criteria you are proposing to Council?

These criteria will be updated in the morning of February 27, 2023 to reflect Council's input and will be used to guide all discussions at the Procedure By-Law Review Workshop.

Role of council

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- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;

- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

Accountability – answerability and responsibility to make sure that the public has a right to expect an answer for decisions and actions made by Council

Clarity – easy to understand

Collaboration – procedures and decisions involve all members – commitment to work together for the benefit of the whole instead of competitively

Consensus Building – procedures encourage consensus amongst members and should not hinder decision making

Democratic – everyone is treated equally and is involved in making decisions

Diversity – respecting and appreciating a range of perspectives (racial, ethnic, socioeconomic, and cultural backgrounds) and various competencies, experiences, and skills

Effectiveness – the power to produce an intended result

Efficiency - the ability to achieve an end goal with limited waste, resources, effort, or energy Efficiency at Council table, and realizing that efficiency may mean different things to different people.

Equity – being fair, impartial and just and recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances

Fully present – being focused and engaged in the here and now, not distracted or mentally absent from the meeting or to the debate.

Impactful - aiming for the best results and outcome for the community

Inclusion – everyone feels engaged, valued and respected as an individual

Procedural Fairness – having a fair and impartial process that gives parties the right to be heard and explains reasons for decisions

Role Clarity – a clear understanding of the task, responsibilities and process including decision-making

Transparency – displaying openness, honesty, communication, and accountability

Others?

Responsibility - To what are we accountable? For what are we accountable? Who we responsible for? — Council is responsible to the City of Burlington, we also need to look out for the City's best interests

We are People First– we need breaks and need to be at our best to make effective decisions.

Outcome focused – start with the end in mind – what are we here for? To what end? Avoiding “check the box” situations

Discipline – sometimes become too tangential – everyone needs discipline when at Council to ensure best

Being prepared – read and review agendas and reports, submit clarifying questions in advance

Professionalism – respect and value procedure, and the process, and adhere to set members up to be professional, realizing that there are expectations on our actions and decorum.