



Motion Memorandum

SUBJECT: Review of Standing Committee Structure

TO: Corporate Services, Strategy, Risk & Accountability Cttee.

FROM: Mayor Marianne Meed Ward

Date to Committee: June 26, 2023

Date to Council: July 11, 2023

Motion for Council to Consider:

Direct the City Clerk to review the current standing committee structure, with the intent to streamline the meeting cycle; and

Prepare a recommendation in the form of a report, in advance of setting the annual calendar of committee meetings for 2024.

Reason:

Historically the City of Burlington has had as few as two standing committees (plus Audit Committee)

The current standing committee model, (with three standing committees, Council Workshops, and Audit Committee) was created in January 2020 through report CL-1-20. This standing committee model moved away from a committee of the whole system to a standing committee model to mirror the newly created City of Burlington corporate structure.

Recent meeting cycles have demonstrated that some areas have less Council business than others, resulting in a variance in meeting length. The committee week should be reimaged to optimize the time of Council, staff, and the public.

Outcome Sought:

A recommendation on an optimized standing committee cycle to enhance efficiency. A possible outcome may result in fewer standing committees, or less time assigned for standing committees. The Audit Committee should not be included in this review.

Seek Feedback on the standing committee model from Members at the June 26, 2023 CSSRA meeting.

In preparation of the report, the Office of the City Clerk should explore municipal comparators and past City of Burlington governance models.

Vision to Focus Alignment:

- Increase economic prosperity and community responsive city growth
- Improve integrated city mobility
- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

Share with Senior Staff

Approved as per form by the City Clerk,

Reviewed by the City Manager - In accordance with the Code of Good Governance, Council-Staff Relations Policy and an assessment of the internal capacity within the City to complete the work based on a specific target date (quarter/year).

Comments:

City Clerk: Approved as per Form

City Manager: none