

February 6, 2026

Subject: Item 8.4 Motion Memorandum regarding amendments to the Council Code of Good Governance and Council Staff Relations Policy (COW-04-26)

Both the Code of Good Governance and the Council Staff Relations Policy are past their review by dates.

The Council-Staff Relations Policy was due to be reviewed by 22-02-01.

The Code of Good Governance was due to be reviewed by 2022-10-1.

The Integrity Commissioner report of June 2023 included the following

“As part of our responsibilities as Integrity Commissioner, we have suggested that the City of Burlington’s Code of Good Governance be updated on the basis that the document lacks several ‘best practices’ provisions and contains no explanations, examples or other commentary to assist the reader. We are encouraged that progress will be made under collaboration with the Executive Director of Community Relations & Engagement. We encourage Council to consider updating its Code to a more robust version with better policy guidance to serve members of Council and the public.”

Council has not acted on the Integrity Commissioners advice.

Council is failing to provide “Excellence in Governance” by ignoring the periodic review of corporate policies.

More than 50% of the Corporate Policies listed on the City Website are past the due date for review.

There are policies listed on the City website that have not been reviewed in over 10 years.

Many policies are listed as being under review for 5 or more years.

This indicates a systemic failure.

Council is responsible for approving policies but has not set in place a mechanism to ensure that reviews are conducted in a timely manner.

With respect to the Integrity Commissioner portion of the Motion, staff are not governed by the Code of Good Governance. Issues with staff are dealt with in-house and appeal is to the Ombudsman not the Integrity Commissioner.

Council should direct staff to review both the Code of Good Governance and the Council Staff Relations Policy and provide a schedule for the review of all the other policies along with a mechanism that keeps policies up to date in future.

Regards

Jim Thomson