

# Agenda

## Governance Working Group

1<sup>st</sup> Meeting of the Governance Working Group

January 14, 2019, 2:30 PM

Committee Room #5

### Members

Councillors S. Hillier, A. Kayabaga, S. Lewis, J. Morgan, P. Squire and M. van Holst, and C. Saunders (Secretary).

	Pages
<b>1. Call to Order</b>	
1.1 Disclosures of Pecuniary Interest	
1.2 Election of Chair and Vice Chair	
<b>2. Consent Items</b>	
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<b>4. Deferred Matters/Additional Business</b>	
<b>5. Adjournment</b>	

**TERMS OF REFERENCE**

**GOVERNANCE WORKING GROUP**

January 4, 2019

**COMPOSITION:**

Comprised of any interested Council Member upon approval by the Municipal Council.

**TERM OF OFFICE:**

The Governance Working Group's term shall coincide with the term of Municipal Council.

**MEETINGS:**

The first meeting shall be called by the City Clerk. Subsequent meetings shall be at the call of the Chair, in consultation with the Working Group Secretary.

**CHAIR AND VICE CHAIR:**

The Chair and Vice Chair shall be appointed by the Governance Working Group from amongst its members.

**DUTIES:**

The Governance Working Group reports to the Municipal Council, through the Strategic Priorities and Policy Committee.

The Governance Working Group's role shall be to complete the attached list of deferred matters (Governance Working Group 2017 Deferred List), and to meet on an as needed basis to consider specific matters put before them by the Municipal Council.

**CONTACT**

**CHAIR:**

Name:

Phone: 519-661-CITY (2489), Ext.

E-mail: \_\_\_\_\_@london.ca

**VICE CHAIR:**

Name:

Phone: 519-661-CITY (2489), Ext.

E-mail: \_\_\_\_\_@london.ca

**WORKING GROUP SECRETARY:**

Name: Cathy Saunders

Phone: 519-661-CITY (2489), Ext. 4937

Fax: 519-661-4892

E-mail: csaunder@london.ca

*(Passed at Council on October 26, 2016; updated July 26, 2017, per Council resolution 6/14/SPPC)*

**GOVERNANCE WORKING GROUP 2019 DEFERRED LIST**

<b>COUNCIL DATE/ CLAUSE REFERENCE</b>	<b>ITEM</b>	<b>BODY RESPONSIBLE</b>	<b>STATUS</b>
September 1, 2015 4c)i)/21/SPPC	<p><b>Advisory Committee Recruitment</b></p> <p>c) the Civic Administration BE REQUESTED to undertake the following actions with respect to the recruitment process for Advisory Committees, Boards, Commissions and Striking Committee Terms of Reference:</p> <p>i) the City Solicitor’s Office BE REQUESTED to review and report back to the Governance Working Group (GWG) regarding the recommendation from the Striking Committee that applicants be requested to voluntarily disclose information pertaining to diversity;</p>	City Solicitor	
September 1, 2015 4c)ii)/21/SPPC	<p><b>Advisory Committee Recruitment</b></p> <p>c) the Civic Administration BE REQUESTED to undertake the following actions with respect to the recruitment process for Advisory Committees, Boards, Commissions and Striking Committee Terms of Reference:</p> <p>ii) the City Clerk and the City Solicitor’s Office BE REQUESTED to review and report back to the Governance Working Group (GWG) regarding the processes undertaken by other municipalities with respect to Council appointments to Advisory Committees, Boards and Commissions and provide a recommendation regarding best practices that could be considered to ensure a transparent, streamlined and fair process for appointments; it being noted that the review is to consider, but not be limited to, the following matters:</p> <p>A) staggered term appointments to provide for appointments to be made at the beginning and middle of each term of Council so that the process is not onerous;</p> <p>D) possible creation of a different type of committee structure for appointments;</p> <p>E) a process that provides for the short listing of applicants;</p> <p>F) an interview process for applicants;</p> <p>G) an improved communications and recruitment process;</p> <p>H) clear and plain language descriptions of the role of the Advisory Committees, Boards and Commissions; and,</p> <p><b>(continued)</b></p>	City Clerk	

LAST UPDATE: JANUARY 4, 2019

**GOVERNANCE WORKING GROUP 2019 DEFERRED LIST**

<b>COUNCIL DATE/ CLAUSE REFERENCE</b>	<b>ITEM</b>	<b>BODY RESPONSIBLE</b>	<b>STATUS</b>
continued September 1, 2015 4c)ii)/21/SPPC	l) clearer guidelines with respect to the disclosure of potential conflicts of interest by appointed Advisory Committee members;	City Clerk	
August 22, 2017 4/15/SPPC	<p><b>Council Policy Update</b></p> <p>at such time as the modernization phase of the Council policy review process occurs, consideration BE GIVEN to implementing a policy amendment that would require each Advisory Committee to provide a comprehensive annual update to the appropriate Standing Committee which incorporates information regarding the Advisory Committee's annual budget and expenditures, attendance record of members, a proposed Work Plan for the coming year and a summary of accomplishments for the preceding year;</p>	Governance Working Group	
September 20, 2017 8/16/SPPC	<p><b>Ranked Ballot Process</b></p> <p>the City Clerk BE DIRECTED to work with Councillor M. van Holst to draft a policy that is reflective of the ranked ballot process contained in the computer program developed by Councillor M. van Holst and to assist in finalizing the computer program to the satisfaction of the Director, Information and Technology Services and the City Clerk</p>	City Clerk	
November 15, 2017 /29/CSC	<p><b>FCM Diverse Voices for Change Initiative</b></p> <p>a) part e) of the Municipal Council resolution, from its meeting held on September 5, 2017, BE REFERRED to the Governance Working Group for consideration as part of the report already going to the Working Group on an enhanced recruitment process, so as to avoid unnecessary duplication; it being noted that part e) states as follows:</p> <p>“e) the City Clerk BE REQUESTED to consider organizing a public workshop, similar to the "form-a-palooza" workshop organized by Mayor Muriel Bowser of the District of Columbia, to improve the application form for advisory committees, agencies, boards and commissions.”;</p>	City Clerk	

LAST UPDATE: JANUARY 4, 2019



## Policy for the Establishment and Maintenance of Council Policies

**Policy Name:** Policy for the Establishment and Maintenance of Council Policies

**Legislative History:** Adopted November 28, 2017 (By-law No. CPOL.-231-555); Amended July 24, 2018 (By-law No. CPOL.-231(a)-429)

**Last Review Date:** June 25, 2018

**Service Area Lead:** City Clerk

### 1. Policy Statement

- 1.1 This policy establishes the responsibilities and procedures for establishing and maintaining Council policies, including making Council policies available to Council, Civic Administration and the public in order to promote accountability, transparency, and openness.

### 2. Definitions

For the purposes of this policy,

- 2.1 **Administrative Practice or Procedure** – shall mean an internal practice or procedure used by City of London employees to carry out the City’s day-to-day business operations.
- 2.2 **Corporate or City-Wide significance** – shall mean a policy that impacts all or the majority of service areas or could impact a significant number of City of London residents.
- 2.3 **Council Policy** – shall mean a policy adopted by Council that provides high level direction to guide the actions of the City in carrying out its business operations.
- 2.4 **Council Policy Manual** – shall mean a consolidation of policies that have been adopted by Council.
- 2.5 **Service Area Lead** – shall mean the City of London staff person primarily responsible for the development and maintenance of a Council policy.
- 2.6 **Service Area Head** – shall mean the City of London department head to whom the Service Area Lead reports.
- 2.7 **Strategic Management Team** – shall mean the group of City administrators assembled by the City Manager to provide senior administrative oversight of the business operations of the City.

### 3. Applicability

- 3.1 This Council policy applies to all policies recommended for adoption by and/or adopted by Council.

### 4. The Policy

#### 4.1 Roles and Responsibilities

- a) The Council is responsible for approving Council policies.
- b) The City Clerk, or their designate, is responsible for maintaining and making available to Council, Civic Administration and the public, a current consolidation of Council policies.

- c) The Service Area Lead is responsible for the development and maintenance of Council policies related to their respective business operations.
- d) The Service Area Head is responsible for recommending any new policies, amendments to existing policies or policies for repeal, related to their respective business operations, for approval by Council.

## 4.2 Procedures

### 4.2.1 Developing, Amending or Repealing a Council Policy

- a) Council or the Civic Administration may identify a matter for which they wish to establish a new Council policy, an existing Council policy which requires amendment, or a policy which needs to be repealed.
- b) The appropriate Service Area Lead shall research, develop, and prepare proposed Council policies, proposed amendments to existing Council policies, or a proposed repeal of Council policies relevant to their business operations for the Service Area Head's recommendation to Council for consideration, through the appropriate Standing Committee.
- c) Council Policies that are being recommended for creation, amendment or repeal by the Civic Administration:
  - i) Must be recommended to the appropriate Standing Committee of Council by the Service Area Head.
  - ii) Must be reviewed by the Strategic Management Team for content and intent in the case of a policy with corporate and/or city-wide significance.
  - iii) Must be reviewed by the City Clerk, or their designate, for compliance with the provisions of this Policy.

### 4.2.2 Policy Template

Council policies shall be prepared using the following template:

**Policy Name:** (Council Policy Title)

**Legislative History:** (Provided by City Clerk's Office)

**Last Review Date:** (Provided by the City Clerk's Office based upon written notification by the Service Area Lead responsible for the maintenance of the Council policy)

**Service Area Lead:** (Title of the staff person responsible for the development and maintenance of the Council policy and the staff contact for information regarding the Council policy)

1. Policy Statement (states the objective of the Policy)
2. Definitions (if applicable)
3. Applicability (states who/what the Policy applies to)
4. The Policy

#### 4.2.3 Publishing of Council Policies

The City Clerk, or their designate, shall be responsible for the retention and publication of Council policies.

#### 4.2.4 Maintaining the Currency of Council Policies

It is the responsibility of Service Area Leads to maintain the currency of the Council policies that fall within their service area's jurisdiction.

The City Clerk shall by January 31 of each calendar year ending in an odd number, send a written notice to each Service Area Lead, with a copy to the relevant Service Area Head, reminding them to ensure completion of their annual review of Council policies for which they have been designated responsibility, to ensure they continue to properly meet Council, corporate and other legislative requirements.

Service Area Leads shall:

- a) Review all Council policies within their service area's jurisdiction by no later than April 30 of each calendar year ending in an odd number to ensure they continue to properly meet Council, corporate and other legislative requirements and advise their Service Area Head of the findings from their review. This does not preclude any Service Area from being responsible for updating a policy prior to the bi-annual review of all policies, should it become evident that a change in policy is required on a more immediate basis.

Service Area Heads shall:

- a) Advise the City Clerk's staff person specified in the City Clerk's notice letter, of the date the review of the Council policies within their Service Area was completed, for those policies not requiring any change, so that review date can be reflected in the relevant policy.
- b) Bring forward any recommendations for revisions to existing Council policies arising from the Service Area's review by May 31 of each calendar year ending in an odd number, for consideration by the appropriate Standing Committee of Council. The review date for any policies recommended for change will be the date those changes are adopted or denied by the Municipal Council.



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**London**  
CANADA

December 19, 2018

Chair and Members  
Governance Working Group

I hereby certify that the Municipal Council, at its meeting held on December 18, 2018 resolved:

That the following matters BE REFERRED to the Governance Working Group for consideration, as contained in the submission dated November 30, 2018, from Councillor M. van Holst:

- a) Council expense restrictions; and
- b) Council policy for debate at standing committee meetings. (4.1/1/CSC) (2018-E07)

A handwritten signature in black ink, appearing to read 'C. Saunders'.

C. Saunders  
City Clerk  
/hw



**From:** "van Holst, Michael" <[mvanholst@london.ca](mailto:mvanholst@london.ca)>  
**Date:** November 30, 2018 at 2:11:57 PM EST  
**To:** "Westlake-Power, Barb" <[bwestlake@london.ca](mailto:bwestlake@london.ca)>  
**Cc:** "Saunders, Cathy" <[csaunder@london.ca](mailto:csaunder@london.ca)>  
**Subject:** CSC communication

Dear chair and members of the Corporate Services Committee,

I would like to request that the following topics be referred to the first meeting of the Governance Working Group:

1) Council expense restrictions

Since all expenses are posted publicly, is there a need for such a restrictive list of permissible uses?

2) Council policy for debate at standing committee meetings

In order to ensure committee work is done at committee, should non-committee councillors be allowed to participate in the debates?

Sincerely,

Michael van Holst  
Councillor Ward 1



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300 Dufferin Avenue  
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**London**  
CANADA

December 6, 2018

Chair and Members  
Governance Working Group

I hereby certify that the Municipal Council, at its meeting held on December 5, 2018 resolved:

That the process for public appointments of directors for boards and commissions, at the beginning of the term, be referred to the Governance Working Group (GWG) for the creation of a more robust strategy. (5.1/1/SPPC)

A handwritten signature in black ink, appearing to read 'C. Saunders'.

C. Saunders  
City Clerk  
/hw