

TO:	CHAIR AND MEMBERS FINANCE AND ADMINISTRATION COMMITTEE MEETING ON SEPTEMBER 14, 2011
FROM:	CATHARINE SAUNDERS CITY CLERK
SUBJECT:	AMENDMENTS TO COUNCIL PROCEDURE BY-LAW ESTABLISHMENT OF INVESTMENT AND ECONOMIC PROSPERITY COMMITTEE

RECOMMENDATION

That, on the recommendation of the City Clerk, the following actions be taken with respect to the establishment of and appointments to the Investment and Economic Prosperity Committee:

- (a) the attached proposed by-law (Appendix "A") to amend By-law No. A-38 entitled "A by-law to provide for the Rules of Order and Procedure for the Council of The Corporation of the City of London" **BE INTRODUCED** at the Municipal Council meeting on September 19, 2011 to implement the new Investment and Economic Prosperity Committee; and,
- (b) the attached proposed by-law (Appendix "B") to implement a policy pertaining to the appointment of Council Members to Standing Committees of Council and to various Civic Boards and Commissions **BE INTRODUCED** at the Municipal Council meeting on September 19, 2011 to extend the term of the initial appointments of Council Members to the Investment and Economic Prosperity Committee to November 30, 2012.

PREVIOUS REPORTS

Agenda Item #18 – Finance and Administration Committee – July 20, 2011

BACKGROUND

At its meeting of August 29 and August 30, 2011 the Municipal Council directed the Civic Administration to undertake the necessary measures to implement the Investment and Economic Prosperity Committee by October 3, 2011. In response to this direction, the attached proposed by-law (Appendix "A") introduces the necessary amendments to the Council Procedure By-law A-38 to implement the Investment and Economic Prosperity Committee in accordance with the Municipal Council's direction. The proposed amendments are as follows:

- (a) amend the By-law Index - Part 23- Standing Committee - Meetings by adding the following new section:

"23.7.1 Investment and Economic Prosperity Committee – matters – Schedule 'E'."

- (b) delete the definition of “Standing committee” contained in section 1.1 and replace it with the following new definition of “Standing committee”:

“Standing committee - defined

“standing committee” shall refer to one or more of the following committees: the Finance and Administration Committee, the Built and Natural Environment Committee, the Community and Neighbourhoods Committee and the Investment and Economic Prosperity Committee.”

- (c) amend section 6.1 by removing the word “three” after the words “for each of the”;
- (d) amend section 6.3 (d) by deleting the words “(e.g., in the case of the Finance and Civic Administration Committee, letters of resignation from Committees and nominations for Committee appointments)”, after the words “routine matters”;
- (e) amend section 11.21 by deleting the words “Planning Committee” and replacing them with the words “Built and Natural Environment Committee”;
- (f) delete section 13.4 and replace it with the following new section 13.4:

“13.4 Standing committee

A notice of motion to reconsider a decided matter with the Clerk which relates to a matter within the jurisdiction of a standing committee, as prescribed in sections 23.5, 23.6, 23.7 and 23.7.1 of this by-law, shall be directed by the Clerk to the next standing committee meeting, as the case may be.”

- (g) delete section 23.1 and replace it with the following new section 23.1:

“23.1 Four standing committees – composition

There shall be four standing committees of Council, namely:

- (a) the Finance and Administration Committee which shall be composed of the Mayor and 4 members of Council;
 - (b) the Built and Natural Environment Committee which shall be composed of 5 members of Council;
 - (c) the Community and Neighbourhoods Committee which shall be composed of 5 members of Council; and
 - (d) the Investment and Economic Prosperity Committee which shall be composed of 6 members of Council.”
- (h) amend section 23.5 by deleting the words “Schedule ‘A’” and replacing them with the words “Schedule ‘B’”;
- (i) amend section 23.6 by deleting the words “Schedule ‘B’” and replacing them with the words “Schedule ‘C’”;
- (j) amend section 23.7 by deleting the words “Schedule ‘C’” and replacing them with the words “Schedule ‘D’”;
- (k) amend Part 23 by adding the following new section 23.7.1:

“23.7.1 Investment and Economic Prosperity Committee – matters – Schedule “E”

The Investment and Economic Prosperity Committee shall make recommendations and reports to the Council on those matters outlined in Schedule ‘E’ of this by-law.”

(l) delete section 23.8 and replace it with the following new section 23.8:

“23.8 Meetings – regular- exception – holiday

- (a) Regular meetings of the Built and Natural Environment Committee shall commence at 4:00 p.m. on Mondays to be identified in the annual meeting schedule. The Chair may amend the commencement time of the Committee meeting, when the content of the Agenda warrants a change to be necessary.
- (b) Regular meetings of the Community and Neighbourhoods Committee shall commence at 4:00 p.m. on Tuesdays to be identified in the annual meeting schedule. The Chair may amend the commencement time of the Committee meeting when the content of the Agenda warrants a change to be necessary.
- (c) Regular meetings of the Finance and Administration Committee shall commence at 10:00 a.m. on Wednesdays to be identified in the annual meeting schedule. The Chair may amend the commencement time of the Committee meeting when the content of the Agenda warrants a change to be necessary.
- (d) Regular meetings of the Investment and Economic Prosperity Committee shall commence at 1:00 p.m. on Mondays to be identified in the annual meeting schedule. The Chair may amend the commencement time of the meeting when the content of the Agenda warrants a change to be necessary.”

(m) amend by adding the following new “Schedule ‘E’ – Jurisdiction – Investment and Economic Prosperity Committee”:

“Schedule ‘E’ – Jurisdiction – Investment and Economic Prosperity Committee

The Investment and Economic Prosperity Committee shall consider and recommend strategies to Council for fulfilling the economic objectives/priorities set by Municipal Council, noting that approval of certain operational steps to implement the strategies recommended by the Investment and Economic Prosperity Committee will often fall to another Standing Committee.”

In addition to the above, Municipal Council also directed the Civic Administration to take the necessary steps to provide for the initial appointments to the Investment and Economic Prosperity Committee to extend to November 30, 2012 given that the Investment and Economic Prosperity Committee is being established very late in the Council year and there is a need for continuity as that Committee begins its work. The attached proposed by-law (Appendix “B”) makes the necessary changes to Council Policy 5(34) – Appointment of Council Members to Standing Committees of Council and Civic Boards and Commissions to extend the initial appointments to the Investment and Economic Prosperity Committee to November 30, 2012.

Further amendments to the Council Procedure By-law will be brought forward in the near future to implement the balance of the proposed new governance model, which is to come into effect on December 1, 2011.

RECOMMENDED BY:

**CATHARINE SAUNDERS
CITY CLERK**

APPENDIX “A”

Bill No.
2011

By-law No.

A By-law to amend By-law No. A-38, entitled “A by-law to provide for the Rules of Order and Procedure for the Council of The Corporation of the City of London”

WHEREAS the Council of The Corporation of the City of London wishes to amend By-law A-38 entitled “A By-law to provide for the Rules of Order and Procedure for the Council of The Corporation of the City of London”;

AND WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Council of The Corporation of the City of London enacts as follows:

1. The Council Procedure By-law, being By-law No. A-38 is amended as follows:
 - (a) by adding the following new section in the By-law Index – Part 23 - Standing Committee - Meetings:

“23.7.1 Investment and Economic Prosperity Committee – matters – Schedule ‘E’.”
 - (b) by deleting the definition of “Standing committee” contained in section 1.1 and replacing it with the following new definition of “Standing committee”:

“Standing committee - defined

“standing committee” shall refer to one or more of the following committees: the Finance and Administration Committee, the Built and Natural Environment Committee, the Community and Neighbourhoods Committee and the Investment and Economic Prosperity Committee.”
 - (c) by amending section 6.1 by removing the word “three” after the words “for each of the”;
 - (d) by amending section 6.3 (d) by deleting the words “(e.g., in the case of the Finance and Civic Administration Committee, letter of resignation from Committees and nominations for Committee appointments)”, after the words “routine matters”;
 - (e) by amending section 11.21 by deleting the words “Planning Committee” and replacing them with the words “Built and Natural Environment Committee”;
 - (f) by deleting section 13.4 and replacing it with the following new section 13.4:

“13.4 Standing committee

A notice of motion to reconsider a decided matter with the Clerk which relates to a matter within the jurisdiction of a standing committee, as prescribed in sections 23.5, 23.6, 23.7 and 23.7.1 of this by-law, shall be directed by the Clerk to the next standing committee meeting, as the case may be.”
 - (g) by deleting section 23.1 and replacing it with the following new section 23.1:

“23.1 Four standing committees – composition

There shall be four standing committees of Council, namely:

- (a) the Finance and Administration Committee which shall be composed of the Mayor and 4 members of Council;
 - (b) the Built and Natural Environment Committee which shall be composed of 5 members of Council;
 - (c) the Community and Neighbourhoods Committee which shall be composed of 5 members of Council; and
 - (d) the Investment and Economic Prosperity Committee which shall be composed of 6 members of Council.”
- (h) by amending section 23.5 by deleting the words “Schedule ‘A’” and replacing them with the words “Schedule ‘B’”;
- (i) by amending section 23.6 by deleting the words “Schedule ‘B’” and replacing them with the words “Schedule ‘C’”;
- (j) by amending section 23.7 by deleting the words “Schedule ‘C’” and replacing them with the words “Schedule ‘D’”;
- (k) by adding the following new section 23.7.1
- “23.7.1 Investment and Economic Prosperity Committee – matters – Schedule “E”
- The Investment and Economic Prosperity Committee shall make recommendations and reports to the Council on those matters outlined in Schedule ‘E’ of this by-law.”
- (l) by deleting section 23.8 and replacing it with the following new section 23.8:
- “23.8 Meetings – regular- exception – holiday
- (a) Regular meetings of the Built and Natural Environment Committee shall commence at 4:00 p.m. on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting, when the content of the Agenda warrants a change to be necessary.
 - (b) Regular meetings of the Community and Neighbourhoods Committee shall commence at 4:00 p.m. on Tuesdays to be identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting when the content of the Agenda warrants a change to be necessary.
 - (c) Regular meetings of the Finance and Administration Committee shall commence at 10:00 a.m. on Wednesdays to be identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting when the content of the Agenda warrants a change to be necessary.
 - (d) Regular meetings of the Investment and Economic Prosperity Committee shall commence at 1:00 p.m. on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the meeting when the content of the Agenda warrants a change to be necessary.”
- (m) by adding the following new “Schedule ‘E’ – Jurisdiction – Investment and Economic Prosperity Committee”:

“Schedule ‘E’ – Jurisdiction – Investment and Economic Prosperity Committee

The Investment and Economic Prosperity Committee shall consider and recommend

strategies to Council for fulfilling the economic objectives/priorities set by Municipal Council, noting that approval of certain operational steps to implement the strategies recommended by the Investment and Economic Prosperity Committee will often fall to another Standing Committee.”

2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on September 19, 2011.

Joe Fontana
Mayor

Catharine Saunders
City Clerk

Second reading – September 19, 2011
Third reading – September 19, 2011

APPENDIX “B”

Bill No.
2011

By-law No. A.-

A by-law to implement a policy pertaining to the appointment of Council Members to Standing Committees of Council and to various Civic Boards and Commissions.”

WHEREAS the Council Procedure By-law sets out general rules pertaining to the composition of the Standing Committees of Council;

AND WHEREAS the Municipal Council has determined that it wishes to implement a policy to encourage Council Members to serve on different Standing Committees through the course of their Council term;

AND WHEREAS the Municipal Council has determined that it wishes to implement a new Standing Committee called the “Investment and Economic Prosperity Committee” by October 3, 2011;

AND WHEREAS the Municipal Council wishes to make the initial appointments to the Investment and Economic Prosperity Committee effective to November 30, 2012 for the purposes of continuity;

AND WHEREAS section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The attached policy entitled “Appointment of Council Members to Standing Committees of Council and to various Civic Boards and Commissions” is hereby approved.
2. By-law No. A.-6573-240 is hereby repealed.
3. This by-law comes into force and effect on the day it is passed.

PASSED in Open Council on September 19, 2011.

Joe Fontana
Mayor

Catharine Saunders
City Clerk

Second Reading – September 19, 2011
Third Reading – September 19, 2011

Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions

General

This policy comes into effect commencing with appointments for the 2011 Council Term.

Council Members shall be appointed to Standing Committees of Council each *Council Year*. (i.e. for a one-year period commencing December 1 until November 30).

Council Members shall make every effort to serve on different Standing Committees throughout the *Council Term*; noting that the Council Procedure By-law provides for the Mayor to be, ex officio, a member of all committees of the Council, except for the Finance and Administration Committee where the Mayor shall serve as Chair.

Council Members shall be appointed to civic boards and commissions each *Council Term*, to serve for the *Council Term*, unless the term of office is otherwise specified by legislation specific to the board or commission.

The Committee of the Whole shall nominate the appointment of Council Members to Standing Committees of Council and various civic boards and commission to the Municipal Council.

Appointment of Council Members at the Commencement of a New Council Term

The City Clerk shall convene a meeting of the Committee of the Whole (Council-Elect), in sufficient time for a nomination to be brought forward at the Inaugural Council meeting, with respect to the appointment of Council Members to the Standing Committees of Council and various civic boards and commissions. In advance of the above-noted Committee of the Whole meeting, the City Clerk shall provide incoming Council Members with a communication briefly describing the mandate of each of the committees, boards and commissions to which Council Members are to be appointed, and providing a document on which each Council Member is to indicate their committee, board and commission preference. The latter document shall be returned to the City Clerk, by a specified date, in order to form part of the agenda for the Committee of the Whole meeting.

Appointment of Council Members to Council Standing Committees After Appointments at the Commencement of a Council Term

The City Clerk shall convene a meeting of the Committee of the Whole in sufficient time for a nomination to be brought forward to the Municipal Council for consideration prior to the commencement of a new Council Year, with respect to the appointment of Council Members to Standing Committees of Council for the upcoming Council Year. The City Clerk shall provide the Council Members with a document on which each Council Member is to indicate their Standing Committee preference. The latter document shall be returned to the City Clerk, by a specified date, in order to form part of the agenda for the Committee of the Whole meeting.

In the event a Council Member is no longer able to hold office and another individual is elected in their place during the course of a Council Year, the new Council Member shall assume the membership on the Standing Committee previously held by the Council Member which they are replacing.

Initial Appointment of Council Members to the Newly-Established Investment and Economic Prosperity Committee

The Committee of the Whole shall consider the names of Council Members interested in serving as initial appointees to the Investment and Economic Prosperity Committee, being implemented in October 2011, for nomination to the Municipal Council. Taking into consideration the establishment of the Investment and Economic Prosperity Committee late in the 2011 Council year, and recognizing the need for continuity as the Investment and Economic Prosperity Committee commences its work, the term of the initial appointments to the Investment and Economic Prosperity Committee shall be from the date of appointment through to November 30, 2012.

Appointment of Council Members to Civic Boards and Commissions After Appointments at the Commencement of a Council Term

In the event a vacancy on a civic board or commission becomes available during a Council Term, after appointments have been made at the commencement of the Council Term, the City Clerk shall canvass the Council Members to determine which Council Members would be interested in filling the vacancy. The names of the Council Members who have expressed an interest in filling the vacancy shall be placed on an agenda of the Committee of the Whole, at the earliest opportunity, for a nomination to be brought forward to the Municipal Council for consideration.