BOARD / ADVISORY COMMITTEE / TASK FORCE REPORT

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Date February 4, 2020

To Chair and Members
        Committee of the Whole – Operations and Administration

From Chair and Members
        Meeting Process Review Task Force

1.0 Type of Report
        Consent Item [ ]
        Item For Consideration [x]

2.0 Topic Amendments to Various By-laws to Streamline Meeting Processes [Financial Impact – None]

3.0 Recommendation

    A. THAT the necessary by-law to amend Chapter 15 of the City of Brantford Municipal Code regarding Procedure (the “Chapter”) BE PRESENTED to City Council for adoption to effect the following changes in keeping with Council’s desire to streamline meeting processes:

        i. Amend the Order of Business for Committee Meetings (Section 15.5.1.1 of the Chapter) to include “Separation of Items for Consideration and Consent Items for Discussion Purposes”, or in the case of the Finance Committee “Separation of Budget Reports, Items for Consideration and Consent Items for Discussion Purposes” immediately preceding “Statutory Public Hearings/Public Meetings”; and
ii. Amend the Order of Business for Council Meetings (Section 15.5.1 of the Chapter) to include “Separation of Items in Committee Reports for Discussion Purposes” immediately preceding “Delegations/Presentations”; and

iii. For the purposes of Clause Ai and ii:
   - all Items relating to matters where a person or persons have filed a written request to appear as a delegation in accordance with the provisions of Section 15.6.2 of the Chapter shall automatically be separated for discussion purposes; and
   - all Items not separated for discussion purposes shall be moved and seconded in one motion and then voted on before proceeding to the next Item on the agenda.
   - All Items separated for discussion purposes shall be moved and seconded in one motion and then voted on individually

iv. For the purpose of Clause Aii:
   - all Items deferred directly to City Council by a Committee of the Whole or Standing Committee shall continue to be listed on the Committee Report to Council and would need to be identified as an Item to be separated for discussion purposes rather than automatically being separated for discussion purpose.

v. Reduce the length of time for presentations at meetings to ten (10) minutes, inclusive of questions from members; and

vi. Permit municipal staff to invite consultants retained by the City to join with them in responding to questions from members during debate on an Item; and

vii. No presentations shall be permitted, other than those related to Statutory Public Hearings/Public Meetings at meetings of Committee of the Whole – Community Development, where two or more Statutory Public Hearings/Public Meetings appear on the agenda; and

viii. Require all Resolutions or Reports from Staff recommending the creation of a Task Force to complete a template, developed by the City Clerk’s Department, including, at minimum, the following components:
   - Name of Task Force
   - Mandate of Task Force
- Composition of Task Force
- Term of Task Force
- Reporting Structure of Task Force
- Departments of the City to provide administrative and/or clerking support to Task Force

ix. Require each Task Force, at its first meeting:
- to establish a meeting schedule, to give Members, staff and the public as much advance notice as possible. Meetings at the call of the Chair should be avoided; however, that would not preclude a Special Meeting being called by the Chair to address an Urgent Item;
- to identify specific tasks and report back dates in order to complete its mandate within the term identified by Council, a copy of which shall be appended to each Task Force agenda and updated to reflect status of identified tasks; and
- All existing Task Forces will be required to comply with these provisions.

x. Require Members of Council or Staff considering the creation of a new Task Force to consult with the City Clerk’s Department prior to the presentation of a Notice of Motion, Resolution or Staff Report to determine if there are existing Advisory Committees or Task Forces in place with related mandates that could be assigned additional tasks by Council, rather than creating a new Task Force; and

xi. Reduce Members’ speaking time at meetings of Council only, from five minutes to three minutes; and

xii. Change the deadline for persons wishing to appear as a delegation at meetings of the Social Services Committee, Brant and Brantford Local Housing Corporation Board of Directors and Brantford Municipal Non-Profit Housing Corporation Board of Directors to 9:00 a.m. on the day prior to the meeting; and

xiii. The Human Resources Committee shall continue to meet as required, but shall become a Standing Committee of Council and report directly to City Council; and

xiv. Other than for urgent Reports, all Private and Confidential Reports to Council BE PRESENTED at one Special City Council meeting per month, in consultation with the Mayor; and
xv. Motion to extend the hour at Committee Meetings would result in the extension of the meeting to conclude consideration of the Item under discussion at the time of the motion. Members may while moving the motion, identify any time sensitive items to be considered prior to adjournment. All unfinished business would automatically be deferred to City Council; and

xvi. All future meetings of Committee of the Whole – Community Development to be chaired by the Mayor, with additional training and support being provided by staff. In the absence of the Mayor, rules outlined in Section 15.5.3 of the Chapter would apply;

xvii. Strengthen existing wording within the Chapter regarding delegations appearing more than once on the same agenda item, regardless if appearing as an individual or on behalf of a Group, Organization or Business;

B. THAT the term of the Meeting Process Review Task Force BE EXTENDED to ________________, in order that the Task Force can undertake a review of the City’s Boards, Advisory Committees and Task Forces and make further recommendations to Council to streamline meeting processes and to align with Council’s priorities; and

C. THAT the Chief Administrative Officer BE DIRECTED to amend the existing Report Template for Staff Reports to include an Executive Summary and develop, with input from the City Clerk and the Executive Leadership Team, a Corporate Report Writing Training Session; and

D. THAT Staff BE DIRECTED to explore opportunities to remove routine items from open session agendas, where practical and possible, solutions of which may include, but are not limited to additional delegated authority to staff, Information Updates to Council, including on the Clerk’s Report on Communication, etc.; and

E. THAT the two recurring Private and Confidential Reports presented to the Finance Committee in the past, BE REMOVED from Finance Committee Agendas and presented as follows:

   i. Information regarding the Twenty Five Largest Property Tax Arrears to be distributed as a Private and Confidential Memorandum to all Members of Council; and
ii. Confidential Information regarding Minutes of Settlement for Assessment Appeals to be presented as a Private and Confidential Report directly to Special City Council for consideration.

F. THAT the necessary by-law to amend By-law 70-2010, being a by-law to adopt various City of Brantford Policies and to create a Corporate Policy Manual regarding Corporate-028 Policy (Appointment of Citizen Members to City of Brantford Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointments) BE PRESENTED to City Council to include the following process regarding the nomination of citizen members to be recommended for appointment:
   i. Mover and Seconder required to nominate a candidate for consideration;
   ii. Nominated Candidates receiving the highest number of votes from the Appointments Committee would be recommended to City Council for appointment.

4.0 Background

City Council at its meeting held September 24, 2019 adopted the following:

Meeting Process Review Task Force

WHEREAS concerns exist regarding Staff and Council workload; and

WHEREAS City Council at its Special Meeting held June 11, 2019 had preliminary discussions regarding options to address the volume of Reports/Public Hearings/Recognition of Achievements, etc. at meetings; and

WHEREAS efficiencies may be found upon further review of existing policies, by-laws and processes;

NOW THEREFORE BE IT RESOLVED:

A. THAT a Meeting Process Review Task Force BE ESTABLISHED with a mandate to review existing policies, by-laws and processes, including but not limited to the City’s Procedure By-law (Chapter 15 of the City of Brantford Municipal Code) and the Recognition Awards by Mayor and Members of City Council (Corporate-007)
Policy and report back to Committee of the Whole – Operations and Administration by its December 10, 2019 meeting with any recommended changes meant to improve or enhance the efficiency and/or effectiveness of meetings of City Council and its Committees; and

B. THAT the Meeting Process Review Task Force BE COMPRISED of the following Members of Council:
   - Mayor Davis (ex-officio on all Task Forces)
   - Councillor McCreary
   - Councillor Carpenter
   - Councillor Sless
   - Councillor Weaver

C. THAT the comments received during the June 11, 2019 Special Meeting of City Council regarding options to address the volume of Reports/Public Hearings/Recognition of Achievements, etc. at meetings BE REFERRED to the Meeting Process Review Task Force for its consideration at its first meeting.

Below are the comments received during the June 11, 2019 Special Meeting of City Council regarding options to address the volume of Reports/Public Hearings/Recognition of Achievements, etc. at meetings as identified in Clause C above:

**Comments from June 11, 2019 Special City Council Minutes (Referred to Task Force)**

- Consider meeting on the 3rd Tuesday of the month, only if the agenda for meetings held on the 1st or 2nd Tuesday of the month could not be completed by 10:00 p.m., provided that those meetings not commence earlier than 6:00 p.m.;
- Holding Planning Hearings/Presentations on a designated night;
- Review Procedure By-law and other procedures/policies that affect meetings;
- Deferring Items directly to City Council does not work;
- Should meetings be held in July?;
- A review of the Execution of Routine Documents By-law is currently underway and could include more opportunities for delegated authority to staff;
- There are a large number of Boards, Advisory Committees and Task Forces that require additional time and resources by Members of Council and Staff;
- Not in favour of any changes that would shorten debate on matters;
- Consideration should be given to a four week meeting cycle;
- Proclamations/Recognition of Achievements should be scheduled on a different night and not form part of the monthly meeting agenda so that Members of Council have an opportunity to meet with recipients afterwards;
- Meetings of City Council should focus on required business of Council;
- Confusion by the public when meetings aren’t broadcast every Tuesday;
- Need more opportunities to ask questions and get answers from the public;
- Hold In-Camera Meetings once during the month, starting at 4:00 p.m. prior to Regular City Council Meetings, noting that Special Meetings could be called for urgent items only;
- Committee of the Whole meetings could start at 4:00 p.m.; and
- City Council meetings should remain at 6:00 p.m., to accommodate In-Camera Meetings at 4:00 p.m. those days.

On October 21, 2019 the Chair and Vice-Chair of the Task Force met with the City’s Chief Administrative Officer and General Managers to obtain their feedback regarding recommended changes to streamline meeting processes. The following input was received at that meeting:

- Public Statutory Meetings to be held on a separate night
- Reducing multiple presentations during meetings where there are statutory meetings
- Clearer roles and expectations of staff regarding task force support
- Review mandates and terms of reference before appointment to task forces/committees
- Increased delegation to staff in order to reduce routine reports
- Identify separating items before public hearings/delegations/presentations in order to allow staff to be able to leave if their reports are not separated
- Provide Executive Summaries in reports

Staff will be meeting with members of the Executive Leadership Team to discuss the rollout of Private and Confidential Reports using eScribe, the City’s agenda management system. The use of eScribe for Private and Confidential items will assist in streamlining agendas to Members of Council, providing one central location for all agendas.
5.0 Conclusion

The Report includes preliminary recommendations of the Task Force.

Staff is currently in the process of reviewing amendments to both the Execution of Routine Documents and the City’s Purchasing Policy regarding further delegation of authority to staff, which could result in additional streamlined processes. That report is expected to be presented to the Task Force in February 2020.

Councillor Dan McCreary, Chair
Meeting Process Review Task Force