



## BOARD / ADVISORY COMMITTEE / TASK FORCE REPORT

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**Date** October 5, 2021

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

**From** Chair and Members  
Meeting Process Review Task Force

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### 1.0 Type of Report

Consent Item ☐

Item For Consideration ☒

### 2.0 Topic 09.22.21 Meeting Process Review Task Force

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### 3.0 Recommendation

1. **Appointments Policy and Chapter 26 – Boards and Committees Duties – Functions Update [Financial Impact – None] , 2021-502**
  - A. THAT Report 2021-502, Appointments Policy and Chapter 26 – Boards and Committees Duties – Functions Update BE RECEIVED; and
  - B. THAT By-law 70-2010 BE AMENDED by repealing and replacing Corporate-028 - Appointment of Citizen Members to City of Brantford Boards, Advisory Committees, Task Forces and other Committees to which Council makes Appointments as attached as Appendix A to Report 2021-502 and that the necessary By-law BE PRESENTED to City Council for adoption;
  - C. THAT Chapter 26 – Boards and Committees Duties – Functions of the City of Brantford Municipal Code BE AMENDED as outlined and attached as

Appendix B to Report 2021-502 and that the necessary By-law BE PRESENTED to City Council for adoption.

## **2. Procedural By-law Updates - 2021-629**

- A. THAT report 2021-629 titled “Procedural By-Law Update” BE RECEIVED; and
- B. THAT the necessary by-law to amend Chapter 15 of the City of Brantford Municipal Code regarding Procedure (the “Chapter”) as identified in “Appendix A” BE PRESENTED to City Council for adoption.
- C. THAT having achieved its mandate that the Meeting Process Review Task Force BE DISBANDED.

## **4.0 Background**

The Meeting Process Review Task Force at its September 22, 2021 meeting were presented with staff reports 2021-502 *Appointments Policy and Chapter 26 – Boards and Committees Duties – Functions Update* (Attached) and report 2021-629 *Procedural By-law Updates* (Attached) and passed the above recommendations for Council’s approval.

## **5.0 Conclusion**

For Council’s consideration.



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Councillor McCreary  
Chair, Meeting Process Review Task Force

Attachments (if applicable)