

**THE MUNICIPALITY OF NORTH PERTH
GOVERNANCE REVIEW COMMITTEE AGENDA**



Date: April 3, 2023
Time: 1:00 pm
Location: North Perth Municipal Building
Committee Room

Pages

1. **Call to Order**
2. **Land Acknowledgement Statement**

“We acknowledge that we are on the traditional land of the Anishinaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”
3. **Selection of Chair and Vice-Chair**
4. **Disclosure of Pecuniary Interest**
5. **Reports**
 - 5.1 **Proposed Governance Review Committee Workplan 2023-2024** 1
 - 5.2 **Procedural By-law Review - Proposed Timeline** 5
6. **Other Business**
 - 6.1 **Next Meeting Date**
7. **Adjournment**



COMMITTEE REPORT

From: Lindsay Cline, Clerk/Legislative Services Supervisor
Date: Monday, April-03-23
Subject: Proposed Governance Review Committee Workplan 2023-2024

Background:

The purpose of this report is to establish a workplan for the Governance Review Committee for 2023-2024. This Committee was established by Council in January 2023. In accordance with the approved Terms of Reference (attached), the mandate of the Governance Review Committee is to review governance-related policies and procedures with the purpose of improving accountability and transparency. The Committee will provide recommendations to Council on methods and/or tools to build on the current governance framework and practices.

Comments:

Staff are proposing a two-year workplan covering 2023 and 2024. The intention of the workplan is to guide the work of the Governance Review Committee and staff. The workplan can be revised as needed if priorities and tasks need to be adjusted.

Staff are proposing that the Governance Review Committee focus on the following items over the next two years:

1. Procedural By-law Review
 - a. Meeting frequency
 - b. Meeting format (hybrid vs. in-person)
2. Code of Conduct Review
3. Board and Committee Policies and Procedures Review
4. Council Remuneration

1. Council Procedural By-law Review – Completion Fall 2023

The Municipal Act requires that every municipality and local board pass a procedure by-law for governing the calling, place and proceedings of meetings. The Municipality's current Council Procedural By-law was adopted in 2015. Specific sections have been updated since its adoption but a fulsome review has not been completed. Staff will be

seeking input from the Committee on the various sections of the Procedural By-law with the goal of improving meeting management and efficiency.

As part of the review of the Procedural By-law, it is proposed that Council meeting frequency and meeting format have a more focused review. In a recent Council remuneration review, it was determined that North Perth has a significantly higher number of Council meetings per year in relation to its comparators (33 versus a median of 21.5). Should the number of Council meetings be adjusted, the Procedural By-law will have to be updated accordingly.

It is also recommended that the current Council meeting format be reviewed to ensure effectiveness. In July 2022 Council approved a hybrid meeting format where members of Council shall attend meetings in-person while staff and delegations have the option to attend either in-person or virtually. Any changes to the Council meeting format will also need to be incorporated into the Procedural By-law.

2. Code of Conduct Review – Completion Winter 2024

The Municipal Act requires that municipalities establish codes of conduct for members of Council and local boards. The current Code of Conduct policy was adopted in 2015 and has not been reviewed since. It is a recommended best practice that the Code of Conduct, in addition to other governance policies and procedures, is reviewed once per term of Council. The current Code of Conduct only refers to members of Council and as part of the review, language should be updated to ensure reference is also made to members of local boards. It may also be beneficial for the Municipality's Integrity Commissioner to review any updates to the Code of Conduct as the Integrity Commissioner is responsible for conducting investigations and providing advice with respect to the Code of Conduct.

3. Board and Committee Policies and Procedures Review – Completion Summer 2024

North Perth has a number of boards and committees, some of which are statutory in nature and required through various legislation, while others have been established to serve as advisory committees to Council. Members of Council and citizen volunteers are appointed at the beginning of each term of Council to serve on the various boards and committees. Currently, North Perth has a separate procedural by-law that governs the proceedings of board and committee meetings. Similar to the Council Procedural By-law, the Committee Procedural By-law was adopted in 2015 and while some minor updates have been made since its adoption, a fulsome review has not been completed.

Staff are recommending a fulsome review of North Perth's boards and committees, including the Committee Procedural By-law, appointment process, training for members and other related processes to ensure legislative compliance and consistency across all boards and committees.

It is anticipated that this review will include consultation with existing boards and committees, including appointed members and staff who oversee each board/committee.

This document is available in alternate formats, upon request.

4. Council Remuneration – Completion 2024/2025

North Perth Council remuneration was last reviewed and updated by by-law in November 2022. Council remuneration should be reviewed once per term of Council to ensure compensation is in line with the Municipality's strategic goals and any adjustments are supported by market data and comparator municipalities. This work will be supported by Human Resources staff and may involve the use of an external consultant.

Financial Implications: *(Include amounts and funding source)*

None at this time.

Recommendation:

THAT:

The Governance Review Committee approves the 2023-2024 workplan as outlined in the Proposed Governance Review Committee Workplan report, dated April 3, 2023.

Reference Material Attached:

Governance Review Committee Terms of Reference

Corporate Strategic Plan:

The information and responses provided in this report are consistent with and in keeping with the Municipality's approved Vision, Mission, and Strategic Plan.

Report Prepared by: Lindsay Cline, Clerk/Legislative Services Supervisor

Lindsay Cline, Clerk/Legislative Services Supervisor

GOVERNANCE REVIEW COMMITTEE – TERMS OF REFERENCE

1. AUTHORITY

The Governance Review Committee is a committee established by Council.

The Governance Review Committee has the authority to direct staff in relation to the Committee's mandate and may retain the services of outside experts and/or consultants as needed. The Governance Review Committee does not hold any additional approval authority and any recommendations requiring implementation must first be considered by Council through a staff report.

2. MANDATE

The Governance Review Committee is mandated to review governance-related policies and procedures with the purpose of improving accountability, transparency and efficiency. The Committee will provide recommendations to Council on methods and/or tools to build on the current governance framework and practices. The Committee will review and, if required, provide recommendations on:

- Procedural By-law
- Council meeting frequency
- Committee structure and purpose
- Code of Conduct for Council, Local Boards and Advisory Committees
- Council remuneration
- Other policies and procedures as required related to governance and Council decision-making

3. COMMITTEE COMPOSITION

The Governance Review Committee shall be composed of five (5) members of Council. In accordance with the Procedural By-law, the Head of Council is "Ex-Officio" on all committees of Council and may participate fully in any meeting.

4. LOCATION AND TIME OF MEETINGS

Meetings shall be held in the North Perth Administration Office Committee Room as required and called at the discretion of the Chair and/or the Clerk or designate.

Members of the Committee shall be appointed for a term ending upon the dissolution of the Committee or at the end of the term of Council.

Staff support shall include the Clerk and/or designate.

5. QUORUM

Quorum will consist of the majority of the total members of the Committee. The Head of Council will not be considered part of quorum.

Procedural By-law Review – Proposed Timeline

Pending approval of the 2023-2024 Governance Review Committee workplan, the following timeline will be used as a framework to guide the Procedural By-law review process.

Phase 1:

- Governance Review Committee reviews existing Procedural By-law and identifies substantive amendments and proposed changes
- Governance Review Committee provides feedback and direction on approach to number of meetings, meeting format and other issues that may require a more focused review

Phase 2:

- Staff will review items based on feedback from Governance Review Committee, research best practices from other municipalities and identify housekeeping/administrative amendments

Phase 3:

- Staff will compile a new draft Procedural By-law which will incorporate changes identified by Governance Review Committee and staff
- Draft Procedural By-law presented to Governance Review Committee for final round of feedback

Phase 4:

- Draft Procedural By-law presented to Council for consideration (two meeting process – first meeting for Council feedback and public notice, second meeting for By-law adoption)
- Expected completion in Fall 2023