The Governance Review Sub-Committee presents Report 08-001 and respectfully recommends:

1. **Election of Chair and Vice Chair (Item 2)**

   (a) That Councillor Russ Powers be appointed Chair of the Governance Review Sub-Committee;

   (b) That Councillor D. Mitchell be appointed Vice Chair of the Governance Review Sub-Committee.

**FOR THE INFORMATION OF THE COMMITTEE:**

(a) **ELECTION OF CHAIR AND VICE CHAIR (Item 2)**

   See Item 1.

(b) **CALL TO ORDER/DECLARATIONS OF INTEREST (Item 1)**

   Chair Powers called the meeting to order and asked if there were any declarations of which there were none.

   **Audit and Administration Committee – October 22, 2008**
R. Caterini provided the Sub-Committee with an update with respect to proposed budget meeting dates for the two-week period commencing Monday, January 5, 2009. In light of the extended break over Christmas/New Year’s Day, the Sub-Committee suggested that budget meetings start later in the week. As a result, the schedule was re-adjusted to accommodate this request. Councillors Powers and Pearson advised that they would bring this revised schedule forward for discussion at their meeting scheduled for Wednesday, October 1, 2008.

The 2009 Committee/Council meeting calendar was received and referred to the Deputy Clerk for revisions, subject to the discussions of the Budget Steering Committee, to be brought back to the Governance Review Sub-Committee for approval.

The Deputy Clerk was directed to prepare a tentative schedule for the 2010 Committee/Council meeting calendar, to be brought back to the Governance Review Sub-Committee for review and approval.

Rose Caterini advised the Sub-Committee that stationery (letterhead and envelopes) printed with the triple “H” printed is used by all City Departments and on Sub-Committee agendas. Letterhead stamped with the City crest is used by the Mayor and for City Council business (Council and Standing Committee agendas.

Following discussion of the proposed use of a secondary logo by advisory committees and sub-committees of Council, the Governance Review Sub-Committee supported the design of secondary logos, subject to the following:

(i) that the City logo (triple “H”) be mandatory on all stationery
(ii) that the triple “H” be of sufficient prominence ascribed to by the user organization.

That the issue of the use of a secondary logo by advisory committees and sub-committees of Council was referred back to the Clerk for further investigation, including:

(i) who would pay for the cost of developing the secondary logo
(ii) who would be given permission to use a secondary logo.
The Sub-Committee also requested that a future agenda include an item relating to Councillors’ letterhead and business cards in respect of the inclusion of the triple H.

(e) ITEMS FOR FUTURE MEETINGS (Item 5)

The Sub-Committee acknowledged the following items for inclusion on future agendas:

(i) Code of Conduct for Sub-Committee and Volunteer Committee Members

(ii) Oath of Office for Citizen Appointments/Members

(iii) Community Councils

This issue was discussed briefly in terms of how Community Councils currently operate.

Rose Caterini advised that in consultation with Legal Services, a report on this matter is forthcoming.

(iv) Revised Procedural By-law

Chair Powers advised staff to present logical “groupings” of procedural by-law revisions for the Sub-Committee’s consideration/approval.

(v) Council Service Rings

The Sub-Committee requested the Clerk to research and bring back information addressing:

- Timing of Councillors receiving service rings i.e., at the beginning or end of term
- Items which can be given to Councillors i.e., watch, briefcase, pen.

(f) OTHER BUSINESS (Item 6)

The Sub-Committee requested that the following issues also be addressed at future meetings:

- “Walk-ons” at Council – what justifiably should be a walk-on and what should not
- Possibility of a deadline for motions and notices of motions to be forwarded to the Clerk’s office for Council’s consideration
- Evolution of Committee of the Whole/Standing Committees.
At the next meeting of the Governance Review Sub-Committee, members will put together a priority game plan to deal with the issues discussed at this meeting. Also, staff will present the 2009 Committee/Council calendar for consideration/approval, and present a tentative 2010 Committee/Council calendar for review and consideration.

(g) ADJOURNMENT (Item 7)

There being no further business, the Sub-Committee adjourned at 10:20 a.m.

Respectfully submitted

Councillor R. Powers
Chair

Carolyn Biggs
Legislative Assistant
September 29, 2008