THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 13-003 AND RESPECTFULLY RECOMMENDS:

1. Posting and Releasing of Sub-Committee/Council Agendas (CL13003) (City Wide) (Item 5.1)

   That the information report respecting Posting and Releasing of Sub-Committee/Council Agendas, be received (attached as Appendix “A”).

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

   The agenda was approved as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

   None

(c) APPROVAL OF MINUTES (Item 3)

   (i) October 22, 2013 (Item 3.1)
The minutes of the October 22, 2013 meeting of the Governance Review Sub-Committee, were approved.

(d) DISCUSSION ITEMS (Item 4)

(i) Posting and Releasing of Sub-Committee/Council Agendas (CL13003) (City Wide) (Item 5.1)

Staff gave an overview of the report, specifically outlining the following:

- Availability of sub-committee agendas online and the use of alternative mediums to post agendas
- Availability of sub-committee agendas online
- Release of Council agendas on Fridays prior to Council week
- Providing agendas to the media in print.

The Committee indicated that they would like to Clerk’s staff to maintain their current practices, relating to the production and release of Council Agendas.

Please refer to item 1 for disposition

(ii) Development of Proactive Disclosure of Expenses Policy (FCS13101) (City Wide) (Outstanding Business Item) (Item 5.2)

The Committee discussed the report and suggested some areas that should be added to aid in the accountability and transparency of the proposed template. Staff indicated that they were still in the development process and will look to bring a report back to next meeting, that would cover areas of concern that were addressed by the Committee members.

Staff was directed to continue to develop the template respecting proactive disclosure for the Mayor, members of Council and the Senior Management Team and report back at the next Committee meeting.

(e) OTHER BUSINESS (Item 6)

(i) Outstanding Business List

Outstanding Business List item A respecting the Inner City Fund and the Geographic Factor due date was amended to the first quarter of 2014.
(f) ADJOURNMENT (Item 6)

The Governance Review Sub-Committee meeting, was adjourned at 10:45 a.m.

Respectfully submitted,

Councillor R. Powers, Chair
Governance Review Sub-Committee

Christopher Newman
Legislative Coordinator
The Governance Review Sub-Committee at its meeting of October 22, 2013 directed staff to report back on the following:

1. The availability of Sub-Committee Agendas online
2. Use of alternate mediums to post Agendas (i.e. sub-site)
3. Release of Council Agendas on Fridays prior to Council week
4. Release of Agendas to the Media in Print

Information:

1. **Availability of Sub-Committee Agendas online and**
2. **Use of alternate mediums to post Agendas (i.e. sub-sites)**

The City of Hamilton currently has 72 Sub-Committees/Volunteer Committees. Of the 72, 45 Committees are clerked by the City Clerk’s Legislative Division, and the remaining 27 are clerked by staff liaisons from the respective departments.

The City's website provides a membership listing of the City’s 72 Sub-Committees and Volunteer Committees as well as the contact information of the...
staff person responsible for the Committee should a citizen require additional information.

The City’s website indicates that citizens wishing to receive a Sub-Committee or Volunteer Committee agenda, may either call or email the staff person listed or email the City Clerk’s office at clerk@hamilton.ca to be added to an electronic distribution list for the specific committee. Following which, the requestor then receives a PDF copy of the entire agenda package when it is made available to the public.

**Availability of Sub-Committee Agendas online**

The Clerk’s office utilizes the SIRE Software System to host the video streaming of the City’s Standing Committee and Council Meetings. In addition to the video streaming, this software also has Agenda Management capabilities. The Agenda Management works in sync with the video streaming and the Clerk’s office will be moving forward with the implementation of the Agenda Management component in the first quarter of 2014.

Highlights of the Agenda Management software includes:

1. Automatic email notifications for individuals who wish to be notified when committee/council agendas are posted and available on the City’s website
2. Time stamping of Committee/Council items when viewing archived video
3. Increased search capabilities when looking for specific reports considered by Committee and Council
4. AODA compliance of Committee/Council documents

As members of Committee are aware, the Web Redevelopment Review is currently underway. If following the review, it is Council’s wish to have Sub-Committee Agendas made available on the City’s website, the Sub-Committee agendas, clerked by the legislative staff, could easily be posted through the Agenda Management software.

For those Committees which are not clerked by the Legislative staff, the 27 of the 72, will continue to be made available on an as requested basis via the E-Copy distribution list.
3. Release of Council Agendas on Fridays prior to Council week

Currently, Council Agendas are delivered to members of Council by 2:00 p.m. the Friday preceding the Council meeting. The Agenda is posted on the City's website Monday morning, usually by 9:30 a.m.

With the exception of the presentation made to Governance, to date the Clerk's office has not received requests for an earlier publication of the Council Agenda.

From 2001 to 2003 when the City first amalgamated, City Council's business was considered by two Standing Committees, namely Committee of the Whole and the Hearings Sub-Committee. Meetings of City Council were held every two weeks on Tuesday evenings.

The Council Agendas were delivered to members of Council on the Thursday preceding Council and released to the public on the Friday.

City Council's business is now conducted by 6 Standing Committees and meetings of City Council are held every second Wednesday at 5:00 p.m.

In order to meet a Thursday delivery to members of Council for a public release on Friday, this would necessitate the printing of the Council Agenda either late Wednesday afternoon or 9:00 a.m. Thursday morning.

The concern with this process is that more often than not, the General Issues Committee is still meeting late into Wednesday afternoon and the Council Agenda would be printed absent of the General Issues Committee Report.

A suggestion, if it is Council's wish to provide additional time for the public's review of the Council Agenda, would be to consider a Friday Noon delivery to members of Council and waiving the 24 hour rule to allow posting of the Council Agenda on the City's website at 4:30 p.m. on the Friday. This would then provide the public with an additional two days to review the Council Agenda materials.

4. Providing Agendas to the media in print

A survey was conducted by email of our local media inquiring if they would like to receive hard copies of Council and Committee Agendas. With the exception of one individual, the results indicated that the media prefer to review their materials online.