THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 12-003 AND RESPECTFULLY RECOMMENDS:

1. **Office Staffing for Ward Councillors 7 and 8 (Item 4.1)**

   (a) That the hiring of a contract 1.0 FTE Administrative Assistant I retroactive from September 1, 2012 until May 31, 2012 for each of Ward 7 and 8 Councillors Office, be funded from the Tax Stabilization Reserve, and divided equally for the remainder of 2012 fiscal year, to assist the respective Councillors with their larger constituency workloads;

   (b) That full funding for the 2.0 FTE Administrative Assistant I positions for both Ward 7 and 8 Councillors offices be forwarded on to the 2013 budget process;

   (c) That staff further explore options to assist with inequities of staffing in the individual wards and report back to Governance review Sub-Committee.

2. **Delegated Authority of Council during a Municipal Election**

   That Report LS12016, respecting Delegated Authority During an Election, be received.
3. **Update to Staff Report Document Formatter template to reflect 2012 – 2015 Strategic Plan (CM12012) (City Wide)**

That no changes be made to the position of the City’s Strategic Plan in the Document Formatter Template.

FOR THE INFORMATION OF COMMITTEE:

(a) **DECLARATIONS OF INTEREST (Item 2)**

None

(b) **APPROVAL OF MINUTES (Item 3)**

(i) **June 14, 2012**

The minutes of the June 14, 2012 Governance Review Sub-Committee meeting, were approved.

(c) **DISCUSSION ITEMS (Item 4)**

(i) **Office Staffing for Ward Councillors 7 and 8 (Item 4.1)**

Chair Powers and Ms. Tomasik gave a brief synopsis of the issue, and spoke to the possible solutions that could aid the Ward 7 & 8 Councillors with their higher office workloads. The Committee then discussed the need for greater assistance in all ward offices.

Please refer to Item 1 for disposition.

(ii) **Business Appreciation Program (verbal update) (Item 4.2)**

Ms. Gallagher indicated that this item was discussed at our last meeting, and the recognition program has been initiated, with business appreciation being done at the General Issues Committee in the spring and fall.

The update respecting the Business Appreciation Program was received.
(iii) Delegated Authority of Council during a Municipal Election (Tabled on June 14, 2012) (Item 4.3)

Ms. Pasternak gave an overview of the report, speaking to what powers Council can delegate. The Committee discussed what other levels of government do during election periods, and what actions can be taken by this Council. The Committee indicated that during the writ period meetings should only occur if necessary. The Committee indicated some interest in passing a motion to suspend City Committee business once the writ has been dropped, and only meeting in the case of an emergency.

That Committee lifted Report LS12016, respecting Delegated Authority During an Election from the table.

Committee requested staff to report back on options that Council can exercise during and or prior to the writ period of a municipal election.

Refer to item 2 for disposition.

(iv) Committee Calendar – one year trial period (Item 4.4)

Ms. Gallagher indicated that she is seeking the opinions of Council and SMT with respect to their views on the one year trial of 2 General Issues Committee meeting, 1 Emergency & Community Services meeting, and one Audit, Finance, and Administration Committee meeting each month.

The update respecting the Committee Calendar – one year trial period, was received.

(v) Update to Staff Report Document Formatter template to reflect 2012 – 2015 Strategic Plan (CM12012) (City Wide) (Item 4.5)

Ms. Gallagher indicated that the City Manager's Office would like to highlight the importance of the new strategic plan by having it moved up in the hierarchy of Committee reports. The Committee requested that staff research how reports are formatted at other levels of government to aid in the evolution of Hamilton's document formatter.

Refer to Item 3 for disposition.
(vi) **Parking permits for volunteers that sit on City Committees (Item 4.6)**

The City Clerk Ms. Caterini, indicated that citizens that sit on volunteer Committees do receive complementary parking. The Committee wanted to insure that Board are also receiving parking, for volunteer members. Clerks staff indicated that they would do a review of the practices and procedures with relevant staff to insure volunteers are receiving parking vouchers.

The update respecting Parking permits for volunteers that sit on City Committees, was received.

(vii) **Outstanding Business List Items**

Outstanding Business List item A respecting a Ward Boundary Review was removed as the item is complete.

Outstanding Business List item D respecting Council Start Times be removed as the item is complete.

Outstanding Business List item I Business Appreciation Program be removed as the item is complete.

(viii) **Disclosure Policy for Expenses Submitted by Elected Officials and Senior Staff (Outstanding Business List)**

Councillor Clark indicated that this issue has been tied up for some time. The Committee discussed the need for disclosure of expenses, and asked staff to contact municipalities with disclosure by-laws to assist us in drafting our own.

(ix) **Business Appreciation Awards**

Councillor Clark stated his interest in having the City host an event to welcome new businesses to Hamilton and celebrate the diversity of the City. The Committee indicated that it might also be good to award those who have done business in Hamilton for extended periods of time.

Clerks staff and the General Manager of Planning and Economic Development were directed to report back on Business Appreciation Awards Options.
(d) ADJOURNMENT (Item 6)

The Governance Review Sub-Committee meeting, was adjourned at 2:30 p.m.

Respectfully submitted,

Councillor R. Powers, Chair
Governance Review Sub-Committee

Christopher Newman
Legislative Coordinator
September 11, 2012