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## Governance Committee

**Date:** January 31, 2022  
**Time:** 1:03 PM  
**Location:** Online Video Conference

Members	Mayor Bonnie Crombie	
	Councillor Carolyn Parrish	Ward 5
	Councillor Pat Saito	Ward 9 (Chair)
	Councillor George Carlson	Ward 11
	John Magill	Citizen Member
	Sandy Milakovic	Citizen Member (Vice-Chair)

### Staff Present

**Paul Mitcham, City Manager**  
**Andra Maxwell, City Solicitor**  
**Shari Lichterman, Commissioner, Corporate Services & CFO**  
**Diana Rusnov, Director, Legislative Services & City Clerk**  
**Sacha Smith, Manager, Legislative Services & Deputy City Clerk**  
**Michelle Sanstra, Legislative Coordinator**

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1. CALL TO ORDER - 1:03 PM

2. INDIGENOUS LAND STATEMENT

Councillor Saito, Chair recited the Indigenous Land Statement.

3. APPROVAL OF AGENDA

Approved (Mayor Bonnie Crombie)

4. DECLARATION OF CONFLICT OF INTEREST – Nil

5. MINUTES OF PREVIOUS MEETING

5.1 Governance Committee Draft Meeting Minutes - November 15, 2021

Approved by: (S. Milakovic)

6. PRESENTATIONS - Nil

7. DEPUTATIONS - Nil

8. PUBLIC QUESTION PERIOD - 15 Minute Limit

No members of the public registered to speak.

9. CONSENT AGENDA

That the following item(s) were approved on the Consent Agenda:

- 10.2 Status of the Governance Committee Work Plan (CONSENT)

10. MATTERS CONSIDERED

10.1 Corporate Policy and Procedure Update – Use of City Resources During an Election Campaign

Members of the Committee engaged in discussion and inquired about campaigning and nomination dates, processes and policies, City newsletters dates, continuation and conducting of Ward Councillor business, City facility rentals to host all candidates meetings, and Ward specific events.

Laura Wilson, Manager, Elections, Diana Rusnov, Director Legislative Services and City Clerk and Andra Maxwell, City Solicitor responded to the Committee's inquiries.

RECOMMENDATION GOV-0001-2022

Moved By Councillor C. Parrish

That the Corporate Report dated January 6, 2021 from the Director of Legislative Services and City Clerk titled *Corporate Policy and Procedure Update - Use of City Resources During an Election Campaign* be endorsed subsequent to:

- a. An amendment clarifying when candidates can file their nomination papers and begin campaigning.
- b. Council providing direction on the last date that a Member of Council can send out a newsletter during an election year.

YES (6): Mayor Crombie, Councillor C. Parrish, Councillor P. Saito, Councillor G. Carlson, J. Magill, and S. Milakovic

Carried (6 to 0)

10.2 Status of the Governance Committee Work Plan (CONSENT)

RECOMMENDATION GOV-0002-2022

Moved By Councillor C. Parrish

That the status of the Governance Committee Work Plan items, updated for January 31, 2022 Governance meeting, be received.

Received

11. MATTERS PERTAINING TO THE COUNCIL PROCEDURE BY-LAW

11.1 Proposed Amendments to the Council Procedure By-law 0139-2013, as amended

Members of the Committee discussed the proposed By-law and asked for clarification on various terminology that is referenced in the By-law. Shari Lichterman, Commissioner, Corporate Services and CFO Andra Maxwell, City Solicitor and Diana Rusnov, Director, Legislative Services and City Clerk clarified the various terminology of the Council Procedure By-laws that Members of the Committee inquired about.

Mayor Crombie requested a reduction to the speaking limits from five to three minutes for Members of Council that are speaking to a matter for a second round of speaking time for Members of Council speaking to an item of business a second or third time, unless determined otherwise by the Chair at Council and General Committee.

Direction was given to staff to advise all the Chairs of the Committee's and Coordinators when discussing the names of individuals outside the Committee that they should be going in-camera.

RECOMMENDATION GOV-0003-2022

Moved By Mayor Crombie

- 1. That a by-law be enacted to establish a new Council Procedure By-law incorporating the amendments outlined in Appendix 1 attached to the report dated November 1, 2021 entitled "Proposed Amendments to the Council Procedure By-law 0139-2013, as amended from the Commissioner of Corporate Services and Chief Financial

Officer: and further that Section 34(3) of the proposed By-law be amended to reduce the speaking time of five minutes to three minutes for members of Council speaking to an item of business a second or third time, unless determined otherwise by the Chair.

2. That a by-law be enacted to amend By-law 0133-2016 to consolidate the powers that are delegated to the City Solicitor as identified in Section 88 of the Council Procedure By-law 0139-2013, as amended, By-laws 0394-2005, 0012-2008, 0043-2017 and 0123-2017.
3. That By-laws 0139-2013, as amended, 0394-2005, 0012-2008, 0043-2017 and 0123-2017 be repealed.

Carried

12. INFORMATION ITEMS - Nil
13. OTHER BUSINESS - Nil
14. DATE OF NEXT MEETING - March 28, 2022
15. ADJOURNMENT  
2:03 PM (Councillor Parrish)