

Attachment A – Governance Review Status Update

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| | Complete | 6 |
| | In Progress | 18 |
| | Not started | 6 |

| MNP Recommendation | | Status |
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| 5.1.1 | Consolidate and expressly delegate administrative authority to the City Manager in an updated bylaw. | In progress; Preliminary review of policies and bylaws underway. |
| 5.1.2 | Establish processes for Council education and consensus-building regarding its governance role and relationship to management, and to enable continuous improvement. <ul style="list-style-type: none"> a) Expand Council orientation to emphasize and allow discussion of the governance responsibilities of Council, delegated authority to the City Manager, and the relationship between Council and management in the Council orientation materials. b) Incorporate an annual discussion of governance with members of Council as a general refresher, to share new insights and leading practices, and to identify opportunities to strengthen the shared understanding of effective governance. | Complete; Council orientation has been expanded including additional discussions and opportunities for further growth and learning. |
| 5.1.3 | Establish a Code of Conduct and appoint an Integrity Commissioner. | In progress; Council is developing a Code of Conduct Bylaw. |
| 5.1.4 | Consider establishing a policy regarding the City of Victoria's and Council's role in matters beyond core municipal responsibility. | Not started; |
| 5.1.5 | Evaluate the purpose of Council appointments to external Boards and Committees in the context of Council's governance role, general municipal mandate, and workload | In progress; Council Procedure Bylaw amendments and new Policies under development. |
| 5.1.6 | Amend the terms of reference for Councillor Neighbourhood Liaison to remove the expectation that a member of Council would convey the concerns of the Neighbourhood Association to Council and to support an Association in advocating for and representing their priorities to Council | In progress; new Council Policy under development. |
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| 5.2.1 | Adopt the recommendations of the UBCM for review of Council remuneration to be reflected in an updated Council remuneration bylaw to <ul style="list-style-type: none"> a) Conduct a formal review of base remuneration once per term, ordinarily in the last year of the term to enable adjustments to take | Not Started; |

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| | effect for the next elected Council, based on an established review framework. b) Continue the use of an annual adjustment to base remuneration based on the change in the CPI for in between years. Include consideration of any significant external factors that may impact remuneration at that time. | |
| 5.2.2 | Maintain current levels of Council remuneration and apply the next annual adjustment according to the current bylaw for January 2023, pending completion of a more comprehensive independent task force review. | Not started; |
| 5.2.3 | Strike an independent task force to review considerations of time commitment, principles for appropriate comparators and benchmark level (percentile) for an ongoing review framework, per diems for committee appointments and conferences, and diversity. | Not started; |
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| 5.3.1 | Update Council committees and related processes to comply with bylaws, and to support efficient and effective use, including: a) Update the structure and terms of reference of the Heritage Advisory Committee, Advisory Design Panel, and Advisory Committees with council co-chairs to comply with and appropriately reference the City's bylaws. b) Enable greater transparency regarding City Family. c) Establish a process to review the purpose and mandate of committees with each term of Council as part of the strategic planning and budgeting process. d) Establish a standard policy for committee structure, Council member participation, role to advise council on policy matters, open meetings, public agendas, minutes and staff support, and guidance to enable diverse and equitable participation. | In progress; Council Procedure Bylaw amendments and new Policies under development. |
| 5.3.2 | Relieve members of Council from formal appointments as liaisons to Advisory Committees | In progress; See above (5.3.1). |
| 5.3.3 | Formalize the expectations of the administration with respect to engaging and supporting committees | In progress; See above (5.3.1). |
| 5.3.4 | Formalize the process for bringing Advisory Committee recommendations to Council. | In progress; See above (5.3.1). |
| 5.3.5 | Publish meeting schedules, agendas and supporting materials for all Council committees. | In progress; Dependent on Council's upcoming review of committees; review of resource implications also underway. |

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| 5.3.6 | Establish a policy for remuneration and to reimburse expenses for public members of Council committees to remove barriers to participation. | In progress; new Committee Policies to address participation; Council direction is needed for committee remuneration. |
| 5.3.7 | Develop and implement a common orientation process for Advisory Committees. | In progress; Council Procedure Bylaw amendments and new Policies under development. |
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| 5.4.1 | Review the purpose and use of Committee of the Whole to reduce duplication, enable use of COTW for informal discussion on key issues requiring learning and development of consensus, and to receive public delegations on matters being considered by Council. Enable immediate ratification at Council for all matters concluded at COTW unless Council has identified a clear exception. | In progress; Council Procedure Bylaw amendments under development. |
| 5.4.2 | Create a separate, distinct meeting for public hearings, and evaluate whether this may be suited for scheduling on a separate day | In progress; See above (5.4.1). |
| 5.4.3 | Streamline land use matters by delegating more authority to staff where an application is consistent with the OCP and dispensing with public hearings where not required. | In progress; Land Use Procedures Bylaw review underway. |
| 5.4.4 | Streamline Council agenda materials to include a short, high-level summary of key decision considerations, following by detailed background with user friendly cross-references. | In progress; staff report templates under review. |
| 5.4.5 | Limit changes to published agendas to only matters that are determined to be emergent by the Mayor. | In progress; See above (5.4.1). |
| 5.4.6 | Change the process for proclamations such that they are handled under the authority of the Mayor. Dispense with requiring a staff report, COTW review and separate Council decision on proclamations. | Complete; Updated Policy. |
| 5.4.7 | Consider identifying specific meetings where citizens can bring forward issues that are not related to matters on Council's agenda. | In progress; See above (5.4.1). |
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| 5.5.1 | Ensure engagement feedback is effectively summarized for Council materials. Include an analysis of how public and advisory committee input is reflected in recommendations to Council and the public report of what was heard. | Complete; Outlined in Staff Report template. |
| 5.5.2 | Incorporate the principles for equitable engagement in the update to the Engagement Framework as planned. Consider ways to develop relationships within equity deserving communities and work with them to co-create inclusive engagement processes. | Complete; Engagement Framework updated. |

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| 5.5.3 | Update technology so that the public addresses to Council, whether in delegation or at public hearing, may use video. | Not started; Pre-recorded video and telephone currently available. |
| 5.5.4 | Continue to allow pre-recorded video submissions for public hearings and delegations on matters to be considered by council | Complete; Pre-recorded video and telephone currently available. |
| 5.5.5 | Establish a requirement for recorded input from CALUC meetings to be posted to allow participants the opportunity to identify any errors or omissions before the information is officially submitted. | Not started; |
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| 5.6.1 | Maintain a higher-level focus for the municipal strategic plan. Clearly identify the target results and align specific measures to evaluate progress. | Complete; new and updated Strategic Plan adopted by Council. |
| 5.6.2 | Develop user-friendly materials for public consumption for both the strategic plan and progress reports | In progress; new and updated Strategic Plan adopted by Council. Progress report format in development. |