

## Governance Review Update

	<b>Complete</b>	<b>23</b>
	<b>In Progress</b>	<b>7</b>

MNP Recommendation		Status
5.1.1	Consolidate and expressly delegate administrative authority to the City Manager in an updated bylaw.	In progress; 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"> <li>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.</li> <li>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.</li> </ul>	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.	Complete; Code of Conduct Bylaw No. 23-058 adopted October 2023.
5.1.4	Consider establishing a policy regarding the City of Victoria's and Council's role in matters beyond core municipal responsibility.	Complete; Council directed staff not to pursue a Policy.
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; Most Council appointments are required under Bylaw (e.g., CRD Bylaws); however, staff identified some Council appointments to be reviewed when terms expire.
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	Complete; Neighbourhood Assignment Policy adopted August 2023.
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"> <li>a) Conduct a formal review of base remuneration once per term, ordinarily in the last year of the term to enable adjustments to take</li> </ul>	In progress; Council directed the City Manager to undertake a review.

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	<p>effect for the next elected Council, based on an established review framework.</p> <p>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.</p>	
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.	Complete; Annual adjustment applied for January 2023.
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.	In progress; See above (5.2.1). Council directed the City Manager to undertake a review instead of an independent task force.
5.3.1	<p>Update Council committees and related processes to comply with bylaws, and to support efficient and effective use, including:</p> <p>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.</p> <p>b) Enable greater transparency regarding City Family.</p> <p>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.</p> <p>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.</p>	Complete; Council Committee Policies adopted July 2023 and Council Procedure Bylaw adopted August 2023.
5.3.2	Relieve members of Council from formal appointments as liaisons to Advisory Committees	Complete; Council Committee Policies adopted July 2023 and Council Procedure Bylaw adopted August 2023.
5.3.3	Formalize the expectations of the administration with respect to engaging and supporting committees	Complete; Council Committee Policies adopted July 2023 and Council Procedure Bylaw adopted August 2023.
5.3.4	Formalize the process for bringing Advisory Committee recommendations to Council.	Complete; Council Committee Policies adopted July 2023 and Council Procedure Bylaw adopted August 2023.
5.3.5	Publish meeting schedules, agendas and supporting materials for all Council committees.	Complete; committee resources are posted online for active committees.

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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 address participation; Staff will report back to Council on the implications of the new Committee Policies before end of 2023.
5.3.7	Develop and implement a common orientation process for Advisory Committees.	Complete; Council Committee Policies adopted July 2023 and Council Procedure Bylaw adopted August 2023.
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.	Complete; Council Procedure Bylaw adopted August 2023.
5.4.2	Create a separate, distinct meeting for public hearings, and evaluate whether this may be suited for scheduling on a separate day	Complete; Council Procedure Bylaw adopted August 2023. Council did not include this recommendation as part of the Bylaw review.
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.	Complete; staff report templates updated.
5.4.5	Limit changes to published agendas to only matters that are determined to be emergent by the Mayor.	Council Procedure Bylaw adopted August 2023.
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; Policy adopted June 2023.
5.4.7	Consider identifying specific meetings where citizens can bring forward issues that are not related to matters on Council's agenda.	Complete; Council Procedure Bylaw adopted August 2023.
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.

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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.
5.5.3	Update technology so that the public addresses to Council, whether in delegation or at public hearing, may use video.	In progress; Council provided staff direction to use live video.
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 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.	Complete; Council direction to include this as part of a future CALUC review.
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 Strategic Plan adopted.
5.6.2	Develop user-friendly materials for public consumption for both the strategic plan and progress reports	Complete; new and updated Strategic Plan adopted by Council. New progress report formats in development.