

# Background and Previous Council Direction

## Background

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At its 2022 July 26 Combined Meeting, Council directed Administration to do the following:

1. Prepare amendments to the Procedure Bylaw 35M2017 to create a new Standing Specialized Committee of Council entitled the “Council Services Committee” with terms of reference including the following:
  - a. The mandate and powers of the Council Services Committee shall include:
    - i. Strategic and policy direction on services provided by Administration for Councillors and their staff;
    - ii. Funding decisions on the Ward Community Event Fund; and
    - iii. Receiving advice from Administration and making recommendations to Council on Councillors’ budget and expense policy.
  - b. The committee shall report directly to Council;
  - c. Membership shall consist of five (5) councillors selected at the annual Organizational Meeting of Council;
  - d. The committee shall elect a Chair and Vice-Chair at its first meeting following the annual Organizational Meeting of Council;
  - e. The committee shall meet quarterly and at the call of the Chair as necessary; and
2. Report back to Council with the proposed amendments to Procedure Bylaw 35M2017 no later than the 2022 October 4 Combined Meeting of Council, with the mandate and powers to be further discussed and developed at the first meeting of the Council Services Committee.

## Previous Council Direction

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### Bylaws, Regulations, Council Policies

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#### **Procedure Bylaw 35M2017**

**The Procedure Bylaw 35M2017, as amended, sets out the “...procedure and conduct of Council, Council Committees and other bodies established by Council.”**

#### **Councillor’s Budgets and Expenses Bylaw 36M2021**

**Section 3 of the Councillor’s Budgets and Expenses Bylaw 36M2021 specifies that “The purpose of this Bylaw is to establish clear and consistent rules and requirements on the permitted expenses that may be incurred by Councillors in relation to their official duties as Members of Council.”**

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2022 July 26	EC2022-0885	<p>Establishing the Council Services Committee</p> <p>Directing Administration to prepare amendments to Procedure Bylaw 35M2017 to establish the Council Services Committee as a Standing Specialized Committee and to report back with the proposed amendments prior to the 2022 October 4 Combined Meeting of Council.</p>
9/13/2021	C2021-1201	<p>Amendments to Council's Procedure Bylaw and Council Committee Governance</p> <p>Council disbanded the Coordinating Committee of the Councillors Office</p>
5/10/2021	C2021-0699	<p>Office of the Councillors: Governance Review and Proposal</p> <p>Council rescinded the <i>Governance Structure Office of the Councillors Policy</i> (PAC004), and amended the City Clerk Bylaw 73M94 to provide authority to the City Clerk for the purposes of accountability for the Office of the Councillors and for any Council policies and guidelines referencing the authority of the Coordinating Committee of the Councillors Office (CCCO)</p>
2/24/2020	Motion Arising	<p>Motion Arising</p> <p>Council adopted a motion to address a perceived governance gap with respect to public disclosure and oversight of the Office of the Councillors</p>