

EXTRACT OF DRAFT MINUTES 19  
FINANCE AND ECONOMIC  
DEVELOPMENT COMMITTEE  
1 DECEMBER 2020

EXTRAIT DE L'ÉBAUCHE DU  
PROCÈS-VERBAL 19  
COMITÉ DES FINANCES ET DU  
DÉVELOPPEMENT ÉCONOMIQUE  
LE 1 DÉCEMBRE 2020

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2018-2022 MID-TERM GOVERNANCE REVIEW

ACS2020-OCC-GEN-0006

CITY WIDE

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**That the Finance and Economic Development Committee recommend  
City Council approve the following:**

**PART I – COUNCIL, STANDING COMMITTEES AND RELATED MATTERS**

- 1. That staff be directed to provide the Audit Committee with quarterly information reports regarding the status of the City's implementation of accepted audit recommendations, as described in this report and in Document 1;**
- 2. Establish the Debenture Committee as described in this report and in accordance with the Terms of Reference attached as Document 2;**
- 3. That the Terms of Reference for the Built Heritage Sub-Committee be amended to provide that annual staff reports regarding removal of properties from the Heritage Register, as required under Section 4.1 of the Heritage Register Procedures, be routed directly from the Built Heritage Sub-Committee to City Council, as described in this report;**
- 4. That the Terms of Reference for the Transit Commission be amended to provide that staff reports regarding contracts awarded under delegated authority to OC Transpo are received by the Commission and forwarded to Council, as described in this**

report;

5. That the *Advisory Committee Procedure By-law* be amended to provide for the continuation of electronic meetings for Advisory Committees, as described in this report;
6. Approve the increased meeting frequency for the Accessibility Advisory Committee as described in this report;
7. Approve administrative process improvements for Advisory Committees further to the pilot project with the Arts, Culture and Recreation Advisory Committee and Advisory Committee feedback, as described in this report;
8. That the Office of the City Clerk, in consultation with the Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Service, be directed to undertake a comprehensive review of recruitment, selection and appointment practices and associated policies and legislation that may improve Council's ability to achieve diverse representation in public appointments and report back to Council with findings and any recommendations in advance of the 2022-2023 recruitment process, as described in this report;
9. That the Appointment Policy be amended to include an updated equity and diversity statement as described in this report; and
10. That the standard Council and Committee report template be amended to include optional sections for Climate Implications, Economic Implications, and Indigenous, Gender and Equity Implications, as described in this report.

## **PART II – ACCOUNTABILITY AND TRANSPARENCY**

1. Receive the 2020 Annual Report of the Integrity Commissioner, attached as Document 3;
2. That the Council-approved codes of conduct for Members of Council [By-law No. 2018-400], members of local boards [By-law No. 2018-399], and citizen members of the Built Heritage Sub-Committee [By-law No. 2018-401] be amended as described in this

report and in Document 4;

3. That the *Lobbyist Registry By-law* [By-law No. 2012-309] be amended as described in this report and in Document 5;
4. That the Community, Fundraising and Special Events Policy be amended as described in this report and in Document 6; and
5. Receive the Integrity Commissioner's Interpretation Bulletin titled, "Use of Social Media," as attached in Document 3.

### PART III – LOCAL BOARDS

1. Approve the following recommendations from the City/Business Improvement Area (BIA) Governance Working Group, as described in this report:
  - a. That ward Councillors appointed directly by City Council to a BIA Board of Management pursuant to Subsection 204(3)(a) of the *Municipal Act, 2001*, be *ex officio*, non-voting members of the Board of Management;
  - b. That the General Manager, Planning, Infrastructure and Economic Development, be delegated the authority to appoint to a BIA Board of Management those directors who have been selected by a vote of the membership of the improvement area in accordance with Subsection 204(3)(b) of the *Municipal Act, 2001*;
  - c. Direct Economic Development Services staff to develop a policy with respect to the relationship between Members of Council and BIA board members and staff, to be brought forward to the Finance and Economic Development Committee and Council in Q1 of 2021;
  - d. Direct Economic Development Services staff to develop a standardized BIA Governance By-law to be brought forward to the Finance and Economic Development Committee and Council in Q1 of 2021;
2. Receive the status report on the compliance of the City's

Agencies, Boards and Commissions (“ABCs”) with respect to their *Municipal Act, 2001* policy requirements and direct staff to provide a further update on ABC compliance as part of the 2022-2026 Governance Review;

3. That the Chairs of Ottawa Board of Health and the Ottawa Police Services Board each be provided with a temporary half Full-time Equivalent (FTE) to support their roles, as a two-year pilot project to be funded from the Council Administrative Services budget, as described in this report; and
4. That the Secretary-Treasurer of the Committee of Adjustment report to the City Clerk for administrative matters, as described in this report.

#### **PART IV – AMENDMENTS TO VARIOUS BY-LAWS, POLICIES AND RELATED MATTERS**

1. The amendments to the *Procedure By-law* as described in this report and in Document 7;
2. The amendments to the *Delegation of Authority By-law* as described in this report and in Document 8;
3. The amendments to the *Procurement By-law* as described in this report;
4. The amendments to the Delegation of Powers Policy as described in this report and in Document 9;
5. The amendments to the Statutory Officer Recruitment, Appointment and Contract Administration Procedures as described in this report, including:
  - a. The performance review process for the Auditor General and City Manager, as set out in Document 10;
  - b. The voluntary exit interview process for statutory officers who report directly to City Council, as set out in Document 11;
6. Approve by-laws for statutory officers who report directly to City

**Council as described in this report, including:**

- a. **The City Manager's By-law attached as Document 13;**
  - b. **The Integrity Commissioner's By-law attached as Document 14; and**
7. **The amendments to the Auditor General's By-law [By-law No. 2013-375, as amended], including the adoption of the Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing* as the City of Ottawa audit standard, as described in this report and attached in Document 15.**

#### **PART V – OTHER MATTERS**

1. **Approve the updated Councillors' Office Manual attached as Document 19;**
2. **Direct the City Clerk to bring forward in Q3 of 2021 a report regarding matters relating to the 2022 Municipal Elections, as described in this report; and**
3. **That the City Clerk be delegated the authority to implement changes to all related processes, procedures, policies, terms of reference and to bring forward by-laws as required to implement Council's decisions further to the approval of this report and to reflect the current organizational alignment.**

\*Miranda Gray spoke of the lack of public consultation on this process. She also provided comments on the advisory committee procedure by-law, the Council and Committee report template, the codes of conduct of members of Council and each Committee. A copy of her comments is held on file with the Office of the City Clerk.

\*Angela Keller-Herzog, Community Associations for Environmental Sustainability spoke on the importance of the Climate Implications Section in report templates. She provided suggestions on policy concordance, quantified metrics, flooding risk and community emissions. A copy of her comments is held on file with the Office of the City Clerk.

\*Tim Lash, Citizen Climate Counsel, provided two recommendations for Committees consideration: Initiate a dashboard reporting system and a requirement for Committee to provide notes in the Budget. A copy of his comments is held on file with the Office of the City Clerk.

The following correspondence was provided to the committee coordinator between November 4, 2020 and November 11, 2020. A copy of the written submission is held on file with the Office of the City Clerk.

- Email received on November 26, 2020 by the National Capital Heavy Construction Association

After questions and responses provided regarding an environmental lens and gender section in report templates, training for councillors and their office staff, and meeting location for this Committee, the Committee CARRIED this item as presented.