

**DATE:** NOVEMBER 29, 2021**MEETING NO. 03-2021****TIME:** 4:00 PM**PLACE:** MS TEAMS**CHAIR:** MAYOR BILL MAURO**MEMBERS:**

Mayor Bill Mauro  
Councillor M. Bentz, Chair – Administrative Services  
Councillor Brian McKinnon, Chair - Operations  
Councillor Andrew Foulds, Vice-Chair – Community Services & Planning Services  
Councillor Aldo Ruberto, Chair – Planning

**OFFICIALS:**

Norm Gale, City Manager  
Krista Power, City Clerk  
Dana Earle, Deputy City Clerk  
Gordon Stover, Committee & Meeting Management System Coordinator

**AGENDA****1.0 DISCLOSURES OF INTEREST**

None.

**2.0 AGENDA APPROVAL**

**MOVED BY:** Councillor Brian McKinnon  
**SECONDED BY:** Councillor Aldo Ruberto

With respect to the November 29, 2021, Coordinating Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**3.0 MINUTES OF PREVIOUS MEETINGS**

The Minutes of Meeting Nos. 01-2021 & 02-2021 of the Coordinating Committee, held on February 22 and June 14, 2021, respectively, to be confirmed.

MOVED BY: Councillor Aldo Ruberto  
SECONDED BY: Councillor Brian McKinnon

THAT the Minutes of Meetings Nos. 01-2021 & 02-2021 of the Coordinating Committee, held on February 22 and June 14, 2021, respectively, be confirmed.

CARRIED

4.0 CONTINUOUS IMPROVEMENT SURVEY RESULTS AND THE KPI –  
PERFORMANCE INDICATOR

City Clerk Krista Power provided information relative to the above noted.

Copy of publication titled “Measuring Up: An Evaluation Toolkit for Local Governments” by Charles K. Bens, for information was distributed separately with agenda.

Discussion was held relative to methods available to measure the success of Council.

- 1) Including questions regarding City Council on the Citizen Satisfaction Survey. Tracie Smith, Director – Strategic Initiatives & Engagement can be invited to a future Coordinating Committee meeting.
- 2) Using the Strategic Plan to measure whether Council has been successful in implementing priorities and goals that were identified. This method is used by most Ontario municipalities.

MOVED BY: Councillor Brian McKinnon  
SECONDED BY: Councillor Andrew Foulds

With respect to the Continuous Improvement and Performance Indicators for City Council, we recommend that Council continue to use the Strategic Plan as the Performance Measurement Tool.

CARRIED

5.0 REVIEW OF MEETING MANAGEMENT PROTOCOLS FOR CHAIRS AND  
VICE- CHAIRS

City Clerk Krista Power provided a PowerPoint presentation and an overview relative to the following procedural rules:

- Points of Order and Points of Privilege
- Chair Rulings and Challenging the Chair

Discussion was held relative to meeting end times and if a formal end time to a Council Meeting can be implemented and/or the possibility of time limits being allocated for each agenda item, both open and closed session.

City Clerk Krista Power advised that implementing time limits would require changes to the Procedural By-law. Options will be reported back to the Coordinating Committee at a future meeting.

## 6.0 NEW BUSINESS

### 6.1 Closed Session Meetings – Council Training Opportunities

Councillor Andrew Foulds noted the need for further Council training regarding meeting procedure. For instance, the receiving of Advisory Committee minutes is not an opening for new discussion/debate at the Committee of the Whole Meeting on items recorded in those minutes.

Discussion about repetitive questions and long pre-ambls can be reduced with better training.

City Clerk Krista Power advised that Closed Session Meetings can be established for the purpose for training/educating Council Members. Reviewing previous meetings to improve effectiveness as a group discussion can also be explored.

A future meeting Closed Session Meeting with the Integrity Commission will also be scheduled.

MOVED BY: Councillor Brian McKinnon  
SECONDED BY: Councillor Andrew Foulds

THAT the Coordinating Committee is in support of establishing Closed Session Meetings for the purpose of providing training opportunities for procedural review and improving meeting effectiveness.

CARRIED

7.0 NEXT MEETING

The next meeting date to be scheduled for 2022.

8.0 ADJOURNMENT

The meeting adjourned at 5:13 p.m.