

COUNCIL MEETING
OFFICE OF THE CITY CLERK

REPORT CLK-2025-02
February 18, 2025

SUBJECT: Response to Notice of Motion – Council Information Package

AUTHOR: Tara Stephens, Director of Legislative Services/City Clerk

APPROVING: Rob Axiak, Chief Administrative Officer

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report CLK-2025-02: Response to Notice of Motion – Council Information Package.

RELATIONSHIP TO STRATEGIC PLAN

Integrity: This recommendation is aligned to council’s strategic priority of ensuring “Transparency and Accountability” by providing consistent, timely updates and ensuring public access to relevant municipal and provincial matters.

EXECUTIVE SUMMARY:

This report is a response to a notice of motion that was referred to staff in April 2024 regarding Council Information Packages. The report outlines the Council Information Package process, emphasizing that actionable items can be added to future council agendas upon request. This practice enhances accessibility and communication, with no associated financial implications.

BACKGROUND:

Since January 2024, Council Information Packages have been published weekly on the city’s website, sharing over **765** pieces of correspondence with council and the public. Before 2024, only correspondence from Niagara Region municipalities was included in council agendas for consideration. This report outlines the Council Information Package process and procedures for requesting agenda items based on shared information.

DISCUSSION:

Council Information Packages are designed to share correspondence and other important information for members of council to be aware of that do not require consideration at a Council/General Committee meeting. They include:

- Resolutions from other municipalities;
- Memorandums from staff;
- Correspondence submitted to council;
- Webinars/training sessions; and
- other information that may be of interest to council

The practice ensures regular and accessible communication of matters affecting the municipality and broader provincial landscape. All documents in the Council Information Package are made publicly available to uphold transparency.

Key Achievements

- Over **765** pieces of correspondence shared since January 2024.
- Regular updates ensure council is informed about provincial and organizational developments in a timely manner.
- Enhanced transparency for matters being considered across Ontario.

Actionable Items

- Items shared in the CIP often include requests for support, recommendations, or declarations.
- Council members may request any actionable item to be included in a future Welland City Council agenda for consideration.

Items provided as “For Your Information” (FYI) are not eligible for inclusion on an agenda unless they involve a clear request or actionable component.

FINANCIAL:

There are no financial implications associated with the preparation and dissemination of Council Information Packages.

ATTACHMENT:

None.