



To: **Members of the Committee of the Whole**

From: **John Kennedy, City Clerk**

Meeting Date: **December 4, 2017**

Report: **Report CPCLK17-023**
Changes to Governance Model and 2018 Meeting Schedule

Purpose

A report to propose a change to the governance model and 2018 meeting schedule.

Recommendations

That Council approve the recommendations outlined in Report CPCLK17-023 dated December 4, 2017, of the City Clerk, as follows:

- a) That the presentation outlining the proposed changes to the governance model and Council meeting schedule be received for information.
- b) That the governance model for the City of Peterborough be amended as outlined in Report CPCLK17-023, combining Planning Committee and Committee of the Whole into one committee called General Committee;
- c) That a By-law be adopted, to amend the Procedure By-law as outlined in Appendix A attached to Report CPCLK17-023, which highlights the proposed changes to the Procedure By-law; and,
- d) That the 2018 meeting schedule, attached as Appendix B to Report CPCLK17-023, be approved.

Budget and Financial Implications

There are no direct budget or financial implications as a result of the recommendations.

Background

Current Schedule of Council Meetings and Public Engagement Concerns

The current annual schedule of Council meetings operates on a three-week cycle. Planning Committee convenes on week one, Committee of the Whole on week two and Council considers the recommendations from these two Standing Committees on week three.

Citizens, including local community organizations, have expressed concern with the short duration between the Committee and Council meetings which creates a challenge to exchange information before Council sits for the final time within a cycle of meetings to vote on matters. Staff has been asked by members of the public to consider changing the manner in which the business of Council is conducted to enable more opportunities for public engagement and increased time to prepare information to submit to Council as correspondence or as a delegation before Council.

Opportunities for Increased Public Review

Staff, in response to the above concerns, considered how to alter the current schedule of meetings and governance model of Council to increase the time line between the presentation of committee's recommendations and Council's final review of the recommendations. By increasing the time line between meetings, it would afford more opportunities for members of the public to contact their Councillors and/or staff to exchange information and discuss ideas, prior to Council's final consideration of a matter.

The extended time line between Committee and Council meetings can be utilized by members of the public to further review the information contained in the staff reports, provide comment to Council members, make inquiries of staff, and to prepare for making a delegation at the upcoming Council meeting. This week may also be used by members Council to conduct Town Hall meetings, schedule any individual meetings with interested members of the public and to otherwise engage with members of the public, as required.

Changes to the Governance Model/Standing Committee Structure

To increase the time line between committee meetings and Council's final consideration of the recommendations, staff proposes the schedule of meetings and the governance model or Standing Committee structure of Council meetings be amended.

Article 29 of the Procedure By-law, entitled "Standing Committees", identifies four Committees; Planning, Committee of the Whole, Audit and Budget. Staff recommends that Planning Committee and Committee of the Whole be combined into one

Committee, entitled “General Committee”. Reducing the number of Standing Committees will afford greater flexibility when scheduling meetings of Council.

Under the General Committee governance model reports on an agenda would be organized under the following categories:

- Reports of Closed Session
- Consent Reports
- Statutory Public Meeting (matters under the **Planning Act**)
- Presentations
- CAO, Corporate and Legal Services
- Community Services
- Planning and Development
- Utility Services

The order of the categories on the agenda would change, as necessary, depending on the number of reports and the attendance of staff and consultants and the anticipated attendance of the public at a meeting.

2018 Council Meeting Schedule

The proposed 2018 schedule of Council meetings, attached as Appendix B to this report, is based on a three-week meeting cycle. On week one, General Committee would meet. A meeting would not be held on week two - to allow more time to review the information provided at General Committee and for the other reasons mentioned previously in the report. Council would convene on week three to consider the recommendations from week one at General Committee. On the next week, immediately following the Council meeting, the meeting cycle would start over with General Committee. As with previous meeting schedules, meetings have not been convened on March Break or during some of the summer months. Due to the 2018 Municipal Election, meetings have not been scheduled during some weeks in October and November.

Start Time for Meetings Changed to 5:30 p.m.

Meetings currently start at 6:30 p.m. for Planning Committee, Committee of the Whole and Council. Under the new governance model, applications related to planning matters would be tabled on the same agenda as previous Committee of the Whole items. This has the potential to increase the number of reports on an agenda and potentially extend the duration of the meeting. Staff therefore recommends the start time for General Committee and Council meetings be moved to 5:30 p.m. Closed session, Audit Committee and Budget Committee meetings would start, whenever possible, before 5:30 p.m.

Convening Special Meetings

On occasion, special meetings of Council were scheduled or meetings were held off-site of City Hall, at a larger venue, due to the anticipated attendance by members of the public. Where the need arises, week two of the proposed meeting schedule could also be used by Council to hold public meetings on issues of considerable public interest.

Agendas Published Earlier to Improve Public Review of Agenda Material

Currently, Council agendas are available to the public on the Friday preceding the Monday meeting. Members of the public have expressed concern with the timing of the publishing of the agenda, as they feel it does not afford sufficient time over a weekend to obtain information or have questions answered by staff, to contact their Ward Councillors or to read and research the material contained in the reports. In response to these concerns, staff recommends General Committee and Council agendas be made available to the public on the Thursday preceding the Monday meeting. Publishing the agenda earlier will provide more opportunity for information to be reviewed, discussed and questions answered prior to the meeting. In keeping with current practice, staff would provide agendas to members of Council the day prior to the public receiving it, which would be on the Wednesday preceding the Monday meeting.

Delegations

Currently delegations both registered and non-registered are permitted up to seven minutes to speak before Council. Currently, delegations speaking to a planning matter under the **Planning Act** during a public meeting have a maximum of ten minutes as per the Procedure By-law. Other municipalities such as the Cities of Guelph, Oshawa, Kingston and Barrie permit five minutes for public delegations. In some municipalities the number of delegations permitted at a meeting is limited and/or the number of times a delegate can appear before Council in a specified period of days is limited. Staff recommends continuing with a maximum of seven minutes for registered and unregistered delegations speaking at Council and to introduce a limit of 20 minutes, in total, to hear from unregistered delegations. This change still allows some unregistered delegations to speak before Council; however, it does provide an incentive to register. Individuals are able to register as a delegation until 11:00 a.m. the day of the meeting. Having more delegations register to speak will assist in conducting the meeting in a more efficient manner. The proposed changes to the governance model and the Council meeting calendar provides greater opportunities for member of the public to be engaged and to discuss matters with members of Council and staff before the item is presented to Council for final consideration.

Staff recommend changing the time limit for delegations speaking to matters at a statutory public meeting under the **Planning Act** from ten minutes to seven minutes.

Permitting delegations, a maximum of seven minutes for **Planning Act** related matters will create consistent speaking time limits at General Committee and Council meetings. In keeping with the current practice, delegations speaking to matters under the **Planning Act** at General Committee would not have to register to speak. Similar to the rules that currently exist at Committee of the Whole, under the proposed governance model, delegations would not be permitted at General Committee, with the exception for those items deemed a public meeting under the **Planning Act**. Delegations when speaking at Council would continue to have seven minutes to speak for any matter on the agenda, including items considered a public meeting under the **Planning Act**.

Next Steps

Subject to Council's approval of the proposed amendments to the governance structure, Procedure By-law and meeting schedule, staff will monitor the changes and report back to Council with any suggested updates in the future, as necessary. Staff intends to bring a report to Council early in 2018 recommending further changes to the Procedure By-law based on requirements contained in Bill 68, **Modernizing Ontario's Municipal Legislation Act, 2017**. Bill 68 contained three main themes; Accountability and Transparency, Municipal Financial Sustainability and Responsible and Flexible Municipal Government. The Bill which amended various pieces of legislation including the **Municipal Act**, the **Municipal Elections Act** and the **Municipal Conflict of Interest Act** requires municipalities to update their Procedure By-law in response to these amendments.

Summary

In response to citizen concerns related to public engagement, staff recommend changes to the governance structure and the Council meeting schedule by combining Planning Committee and Committee of the Whole into one meeting type called General Committee. The Council meeting schedule would start on week one with General Committee, week two would be reserved to allow time for any public engagement, followed by a Council meeting on week three to consider the recommendations from week one.

Submitted by,

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Attachments:

Appendix A – Highlighted version of Procedure By-law with proposed changes

Appendix B – Proposed 2018 Council meeting Schedule