



City of  
**Peterborough**

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**To:** Members of the General Committee

**From:** Patricia Lester  
Commissioner of Corporate and Legislative Services

**Meeting Date:** September 17, 2018

**Subject:** Report CLSCLK18-017  
Changes to Governance Model and 2019 Meeting Schedule

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## **Purpose**

A report to propose a change to the governance model and 2019 meeting schedule.

## **Recommendations**

That Council approve the recommendations outlined in Report CLSCLK18-017 dated September 17, 2018, of the Commissioner of Corporate and Legislative Services, as follows:

- a) That the 2019 Meeting Schedule attached as Appendix A, be adopted;
- b) That the changes to the Governance Model, which include combining Audit and Budget Committees into one Committee called Finance Committee, be approved;
- c) That the amended Procedure By-law attached as Appendix C, be approved;
- d) That the Terms of Reference for the Finance Committee, attached as Appendix B, to Report CLSCLK18-017, be approved; and,
- e) That the Terms of Reference for the Audit Committee be rescinded.

## Budget and Financial Implications

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

## Background

### Current Schedule of Council Meetings

The current annual schedule of Council meetings operates on a three-week cycle. General Committee convenes on week one, there is a break on week two and Council considers the recommendations from the General Committee on week three. This schedule came into effect in January 2018 and this report is recommending changes following review of the first year pilot.

Citizens, including local community organizations, previously expressed concern with the short duration between the Committee and Council meetings, which created a challenge to exchange information before Council sits for the final time within a cycle of meetings to vote on matters. Staff had been asked by members of the public to consider changing the manner in which the business of Council was 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. As a result, the schedule was amended to the current system in 2018.

### Review of Council Meeting Schedule in 2018

The current schedule has been in place for nine months and this has provided an opportunity to discover some of the benefits and the drawbacks to this approach. The current system does allow additional opportunities for Council members to talk to residents and for residents to ask questions of staff or research upcoming issues. Having the Planning Meeting combined into the General Committee meeting did not result in any appreciable issues and at some meetings, there were not any Public Meetings Under the **Planning Act**. In this sense, the General Committee meeting effectively combined the business of former Planning Committee and Committee of the Whole.

The main challenge encountered this year has been in the number of “special” or “extra” meetings that needed to be scheduled. There were 20 regularly scheduled meetings in 2018 and 11 special meetings. Five of the special meetings were held on nights where no meetings were originally scheduled. These five meetings were the result of timing issues (the need to hold a meeting prior to the next regular cycle) and volume (the large number of reports and presentations that needed to be dealt with).

One of the complaints received about the current meeting schedule is that members of the public are unsure of when meetings are scheduled, in part as it is a 'rolling' schedule. The inclusion of numerous "special meetings" has also added to the uncertainty in this regard.

### **Survey Results**

Communication staff at the City undertook a survey in August to gather comments from staff, Council members and the general public on the 2018 meeting schedule. Results from this survey are included as Appendix D.

The survey post has 3,489 impressions on Twitter and 2,075 on Facebook with 45 people completing the survey. Interestingly, the survey also provides feedback on the viewing of Council meetings through livestreaming on the City website. The Communications team is now making an online summary of Council business available on the website and it is expected that this approach will help increase public exposure to upcoming topics before Council.

Generally, most people who completed the survey had watched or attended a Council meeting in the past year. There was also general agreement that the break between the General Committee meetings and Council was helpful.

### **Proposed 2019 Meeting Schedule**

The proposed 2019 schedule of Council meetings, attached as Appendix A to this report, is based on a four-week meeting cycle. On weeks one and two, General Committee would meet. A meeting would not be held on week three - to allow time to review the information provided at General Committee meetings and for the residents to contact Council members. Council would convene on week four to consider the recommendations from weeks one and two at General Committee. Delegations would continue to be held at the Council meeting. If there was a fifth Monday in a month, no meetings would be held that week. The four week cycle would commence again at the start of the next month. Benefits of this approach include the fact that the schedule is fixed with General Committee meetings on weeks one and two and Council on week four.

Over this past term of Council, the number of meeting cycles has ranged from 11 to 14. The proposed schedule has 11 meeting cycles, however because there are two General Committee meetings per cycle this equates to 22 General Committee meetings a year. The increased number of General Committee meetings (two to each one Council meeting) should help address both the volume and timing issues that were encountered in 2018. The proposed schedule will also provide a week break between the two General Committee meetings to allow for research/consultation and organization – reasons that were cited when the schedule was amended for 2018.

If the proposed schedule is adopted, there is a two week break between the first General Committee meeting and Council which permits greater consultation. Staff believe that this approach will meet the needs of the public, staff and Councillors.

### **Establishment of Finance Committee**

Staff reviewed the governance structure of other municipalities to determine how Audit Committee and Budget functions are dealt with. It appears that some municipalities are moving away from separate Committees to address these matters (Appendix E).

Currently, Audit Committee is composed of five members of Council and meets as required several times per year. These meetings involve the municipal auditors, and are held in advance of a regularly scheduled meeting. These meetings tend to be quite brief with Committee members asking questions for clarification. Although open to the public, few members of the public have attended these meetings.

Currently, the Budget Committee is composed of all Council members and these meetings tend to be quite well attended and are held at the regular meeting time.

Although some municipalities have eliminated these two Committees and conduct this business as part of the regular agenda, staff is proposing that Audit and Budget Committees be combined into a new Committee called Finance Committee. The membership of the Committee would include all Council members and this would eliminate special meetings for audit matters. The proposed Terms of Reference for the Finance Committee are attached as Appendix B.

### **Meeting Start Time**

In 2018, the start time of meetings was changed from 6:30 p.m. to 5:30 p.m. The earlier start time helps to ensure that meetings end at a more reasonable time. Switching to a 5:30 p.m. start from 6:30 p.m. did not appear to result in a decrease in members of the public attending. People attend Council meetings for several reasons, which include general interest (regular or semi-regular attendees) and people with an interest in a specific issue.

The survey results show that 60% of respondents do not feel that changing the start time would increase their likelihood of attending, 45% of respondents chose 5:30 p.m. as their first choice while the ranking listed 6:00 p.m. as the overall choice when combined. A 6:30 p.m. start was the least favoured time, although some people suggested day meetings or meetings starting at 7:00 p.m. Staff recommend that meetings start at 6:00 p.m. and Finance Committee meetings start prior to 6:00 p.m.

## Summary

The Procedural By-law is attached as Appendix C with the changes identified in this report. Other changes will be made to the Procedure By-law in 2019 to meet the requirements of Bill 68.

Staff are recommending the combination of Audit and Budget into one Committee, called Finance Committee, to ensure the business of the municipality is more open and transparent. The recommendation to move to a fixed Council schedule with meetings on the 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Mondays will permit more General Committee meetings. This should reduce the number of special meetings being called and still provide an opportunity on the 3<sup>rd</sup> Monday to consult prior to the Council meeting. The proposed model will be consistent, with meetings on three Mondays of each month (with the exception of the summer months and December, due to the Christmas Break).

Staff have reviewed the changes made in the 2018 schedule and are proposing the changes above. It is believed that this new model will be an improvement and will benefit both members of the public and the conduct of Council business.

Submitted by,

Patricia Lester  
Commissioner, Corporate and Legislative Services

Contact Name:

Richard Freymond  
Manager of Financial Services  
Phone: 705-742-7777 Ext. 1862  
Toll Free: 1-855-738-3755 Ext. 1862  
Fax: 705-876-4607  
E-Mail: [rfreymond@peterborough.ca](mailto:rfreymond@peterborough.ca)

John Kennedy  
City Clerk  
Phone: 705-742-7777 Ext. 1799  
Toll Free: 1-855-738-3755 Ext. 1799  
Fax: 705-742-4138  
E-Mail: [jkennedy@peterborough.ca](mailto:jkennedy@peterborough.ca)

Attachments:

Appendix A – Proposed 2019 Council meeting Schedule  
Appendix B – Terms of Reference – Finance Committee  
Appendix C – Highlighted version of Procedure By-law with proposed changes  
Appendix D – Survey Results – Peterborough Council Schedule  
Appendix E – Survey of Audit and Budget Committees

# Appendix A

## Proposed 2019 Council Schedule

General Committee

Finance Committee

Council

Public Holidays

### January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	27	28	29	30

### July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Appendix B

### Terms of Reference for the Finance Committee

The City of Peterborough wishes to continue to demonstrate a high level of public accountability and to continue to provide assurance to the public that municipal services are administered in an efficient, effective and economical manner. The focus of the Finance Committee will be on matters pertaining to the external Audit, preparation of the City's Budget requirements, financial planning and fiscal sustainability.

#### Composition:

The members of the Finance Committee shall be appointed by Council and shall be comprised of members of Council.

#### External Audit:

For purposes of directing the work of the external auditor, the Finance Committee is responsible for:

1. Recommending to Council the appointment of the external auditor for the Corporation, reviewing the arrangements for the scope of the annual audit, accounting principles, materiality limits, and the reasonableness of the annual audit fee;
2. Meeting, periodically, with the external auditor to discuss any matters that the Committee or auditors believe should be discussed privately;
3. Reviewing the auditors' report and audited financial statements, and making such recommendations thereon to Council as deemed necessary by the Committee. The Finance Committee must satisfy itself that the financial statements present fairly the financial position and results of operations and that the external auditors have no reservations about them;
4. Reviewing significant accounting and reporting issues and their impact on the financial statements and ensuring that there are no unresolved issues between the Administration and the external auditors;
5. Reviewing the external auditors' management letter together with the implementation plans as advised by the Chief Administrative Officer;
6. Overseeing the Corporation's financial systems and internal control systems including commenting on the adequacy of resources committed to these areas and any financial and information security risks;
7. Understanding accounting policies and practices, and overseeing compliance with statutory and regulatory financial requirements including monitoring the

impact of new standards and the reporting on performance measures as established by the Province;

8. Recommending any specific audit services to be provided by the external auditor beyond the annual audit requirements;

### **Operating and Capital Budgets**

The Finance Committee shall meet each year, a sufficient number of times as determined by the committee to:

1. Recommend to Council a budget process that allows for public consultation, comprehensive review of budget items, transparency and accountability.
2. Oversee the development of the City's annual Operating and Capital Budgets and recommend to Council.
3. Review and make recommendations to Council on all matters associated with the property tax rates policies, tax ratios and administration of reserve funds.

### **Financial Planning and Fiscal Sustainability**

To ensure adequate financial planning and fiscal sustainability, the Finance Committee will:

1. Review and make recommendations to Council on all matters associated with the City's Long Range Financial Plan, Fiscal Framework, and the overall establishment and implementation of Corporate financial management and fiscal sustainability principles.
2. Receive and make recommendations to Council on investment and debt policies.



# Appendix C

## The Corporation Of The City Of Peterborough

### By-Law Number 2017-168

#### Being A By-Law To Amend Chapter 16 Of The City Of Peterborough Municipal Code (Procedural By-Law)

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## Article 1 - Short Title

### 16.1.1 Citation

This Chapter may be referred to as the "Procedure By-law"

## Article 2 - Interpretation

### 16.2.1 Advisory Committee – defined

"Advisory Committee" means any advisory committee established by Council.

### 16.2.2 Chair - defined

"Chair" means the Mayor or Acting Mayor or Chairman at the meeting.

### 16.2.3 Clerk - defined

"Clerk" means the Clerk of the Corporation of the City of Peterborough.

### 16.2.4 Council - defined

"Council" means the Council of the Corporation of the City of Peterborough.

### 16.2.5 Member - defined

"Member" means a member of Council.

### 16.2.6 Municipal Corporation - defined

"Municipal Corporation" means the Corporation of the City of Peterborough.

### 16.2.7 Rules of Procedure - defined

"Rules of Procedure" means the rules and regulations of the Council of the City of Peterborough as provided in this Chapter.

### 16.2.8 Standing Committee - defined

"Standing Committee" means the standing committees of the Council of the City of Peterborough, which are:

- (a) General Committee - to hold public meetings pursuant to the **Planning Act**, to review, discuss and make recommendations to Council on community planning matters and all general municipal matters other than budget or audit matters and concerns.
- (b) Finance Committee – to review and make recommendations to Council on matters related to the annual budget, long term financial matters, financial reporting, control and risk. ~~Audit Committee—to review and make recommendations to Council on matters of financial reporting, control and risk.~~
- ~~(c) Budget Committee—to review and make recommendations to Council on matters related to the annual budget and long term financial matters.~~

- (c) Emergency Governance Committee – to carry out the duties and responsibilities of the Council, only under the following circumstances:
  - i) for the duration of an emergency which has been declared by the Mayor and/or his/her designate, in accordance with the City's Emergency Plan; and
  - ii) at such times during which at least six members of Council have died, or are otherwise not able, for valid reasons, to attend a properly scheduled meeting of Council.

**16.2.9 Time - defined**

"Time" in this by-law shall be governed by the **Time Act**.

**Article 3 - General Provision**

**16.3.1 Regulations - applicable-suspension – two thirds vote**

The rules and regulations contained in this chapter shall be observed in all proceedings of the Council, and, with necessary modifications, of its Standing and Advisory Committees, unless suspended by a two-thirds (2/3) vote of all Members present in any case for which provision is not made herein.

**16.3.2 Rules - regulations - new - majority vote**

Upon suspension, the new procedure to be followed shall be determined by a majority vote of the Members present.

**Article 4 - Meetings**

**16.4.1 Inaugural - time - place - held**

The Inaugural Meeting of the Council after a regular election shall be held in the Council Chambers designated for such purpose by the Council of the City of Peterborough and shall be convened by the Clerk in a manner consistent with the **Municipal Elections Act**.

**16.4.2 Regular - schedule - designated**

The next and each succeeding regular meeting shall be held at such place within the City of Peterborough designated for such purpose by the Council and shall be held in accordance with the schedule of meetings of Council and the Committees of Council prepared by the Clerk. General Committee and Council meetings, open to the public, shall start at ~~6:00~~ ~~5:30~~ p.m. unless otherwise noted. Meetings closed to the public and ~~Finance Committee Budget and Audit Committee~~ will be scheduled prior to ~~6:00~~ ~~5:30~~ p.m., unless otherwise noted.

**16.4.3 Other - on holidays - by resolution**

All regular meetings shall be held on Mondays at the time prescribed by resolution of the Council and Standing Committees or unless such a day shall be a public or civic holiday, in which case the Council shall meet at the same hour on the next following day which is not a public or civic holiday, unless otherwise provided by resolution of the Council.

**16.4.4 July and August – reduced meeting schedule ~~no meetings scheduled - exception~~**

Notwithstanding the provisions of Section 16.4.2 and 16.4.3 of this Chapter, where practicable, ~~there shall be a reduced meeting schedule during the months of there shall be no regularly scheduled meetings of Council or its Committees for at least a two week period during each of~~ July and August.

**16.4.5 Notice - regular meeting - not required**

Notice shall not be required to be given of regular meetings of the Council unless the day of meeting is other than that provided by this chapter.

**16.4.6 Notice - special meetings - 48 hours - in advance**

At least 48 hours notice of a special meeting shall be given to each member of the Council by delivery of the agenda of such meeting.

**16.4.7 Special meeting - jurisdiction - matters - considered**

At a special meeting of the Council, it shall not be within the jurisdiction of Council to consider or decide upon any matter unless such matter has been specified in the notice calling the meeting.

**16.4.8 Special meeting - place**

Special meetings may be held at any place within the City of Peterborough. The Emergency Governance Committee is exempt from this provision.

**16.4.9 Special Meeting without notice**

With the consent of two-thirds (2/3) of all of the Members, a meeting of the Council may be held without notice. The Emergency Governance Committee is exempt from this Provision

**16.4.10 Open - to public - Council - Committees - exception**

Meetings shall be open to the public except as provided in Sections 16.4.11 and 16.4.12.

**16.4.11 Closed - to public - subject matters**

A meeting, or part of a meeting of the Council or its standing committees may be closed to the public if the subject matter being considered is:

- (a) the security of the property of the municipality or local board
- (b) personal matters about an identifiable individual, including municipal or local board employees
- (c) a proposed or pending acquisition or disposition of land for municipal or local board purposes (Amended by By-law 02-162— Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)
- (d) labour relations or employee negotiations
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for this purpose
- (g) a matter in respect of which a Council, board, committee or other body has authorized a meeting to be closed under another act
- (h) a matter relating to the consideration of a request under the **Municipal Freedom of Information and Protection of Privacy Act**, if Council is designated as head of the institution for the purposes of the Act.
- (i) A meeting held for the purpose of educating and training the members at which no member discusses or deals with any matter in a way that materially advances the business or decision making of the Council.

**16.4.12 Closed - to public - resolution**

Prior to holding a meeting, or part of a meeting, which is closed to the public, Council or the Committee shall pass a resolution stating the fact of the holding of the closed meeting and including the general nature of the matter to be considered at the closed meeting.

**16.4.13 Agendas – Available to Members of Council and the Public**

Agendas for Council and Standing Committee meetings shall be made available to members of Council on the Wednesday preceding day of the meeting and on the Thursday preceding the day of the meeting for members of the public.

**Article 5 - Chair - Duties**

**16.5.1 Open Meeting - call to order**

It shall be the duty of the Chair to open each meeting of the Council by taking the chair and calling the meeting to order.

**16.5.2 Announce business - read agenda**

It shall be the duty of the Chair to announce the business before the Council in accordance with the Agenda.

**16.5.3 Motions - received - submitted - results announced**

It shall be the duty of the Chair to receive and submit to a vote, in the proper manner, all motions which do not contravene the rules of procedure of the Council and to announce the results.

**16.5.4 Motions - beyond powers - jurisdiction - declined**

It shall be the duty of the Chair to decline to put to a vote motions which infringe upon the rules of procedure.

**16.5.5 Debate - enforce rules - procedure - restrain members**

It shall be the duty of the Chair to restrain the Members, within the rules of procedure, when engaged in debate.

**16.5.6 Decorum - order - enforced**

It shall be the duty of the Chair to enforce on all occasions the observance of order and decorum among the Members.

**16.5.7 By-laws - resolutions - minutes - authentication**

It shall be the duty of the chair to authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of the Council.

**16.5.8 Point of order - inform - members**

It shall be the duty of the Chair to inform the Members on any point of order

**16.5.9 Disorder - adjourn - suspend - recess - meeting**

It shall be the duty of the Chair to adjourn the meeting without the question being put, or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder or emergency in the meeting.

**Article 6 - Mayor - Deputy - Duties**

**16.6.1 Appointment - upon recommendation**

The Council shall, upon the recommendation of the Mayor, appoint, by by-law, a Member to act in the place and stead of the Mayor when the Mayor is absent from the municipality, or is absent through illness, or refuses to act.

**16.6.2 First Deputy Mayor - duties - powers - authority**

The appointee set out in Section 16.6.1 shall be known as the First Deputy Mayor and shall have all of the duties, rights, powers and authority of the Mayor during such absence or refusal to act.

**16.6.3 Second Deputy Mayor - duties - powers - authority**

In addition to the appointment of a First Deputy Mayor, the Council shall, by by-law, appoint a Member as Second Deputy Mayor, who shall have all of the duties, rights, powers and authority of the Mayor during the absence or refusal to act of both the Mayor and the First Deputy Mayor.

**16.6.4 Mayor - ex-officio member - special committees**

The Mayor shall be ex-officio a member of all special or ad hoc committees as may be established by Council from time-to-time.

**Article 7 - Conduct During Meetings**

**16.7.1 Sovereign - Royal Family - to be respected**

No member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor of any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

**16.7.2 Offensive - unparliamentary language - prohibited**

No member shall use offensive words or unparliamentary language in or against the Council or against any Member.

**16.7.3 Speaking - subject in debate - only**

No member shall speak on any subject other than the subject in debate.

**16.7.4 Criticize - decision - exception - reconsideration**

No member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered.

**16.7.5 Breach - persistent - seat vacated - unless apology**

No member shall disobey the rules of the Council, or a decision of the Chair or of the Council on questions of order or practice, or upon the interpretation of the rules of the Council; and in the case where a Member persists in any such disobedience after having been called to order by the Chair, the Chair may order that such Member leave his/her seat for the duration of the meeting of the Council; but if the Member apologizes he/she shall be permitted to retake his/her seat.

**Article 8 - Order of Business**

**16.8.1 Agenda - content**

The business of the Council shall in all cases, be taken up in the following order unless otherwise decided by the majority of the Members present

- (a) Adoption of Minutes
- (b) Disclosure of Interest
- (c) Delegations - Items on the agenda
- (d) Reports of Standing Committees
- (e) Notices of Motion

- (f) By-laws
- (g) Other Business
- (h) By-laws to Approve Actions of Council
- (i) Adjournment

**16.8.2 Reports - communications - time - heard**

Following registered delegations, any unregistered delegations shall be heard for a total period of time limited to twenty minutes. Upon a majority vote of Council the maximum time for unregistered delegations may be extended to thirty-two minutes. Council shall then move to item (d) of the agenda.

**16.8.3 Call to order - quorum present**

As soon after the hour fixed for holding the meeting of the Council as there is a quorum present, the Chair shall call the Members to order.

**16.8.4 Quorum**

A majority of the Members shall constitute a quorum.

**16.8.5 Deputy Mayor - to take chair**

In the case of the Mayor not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the first or second Deputy Mayor shall take the chair and call the Members to order; and he/she shall preside until the arrival of the Mayor.

**16.8.6 Adjournment - quorum not present - time limit**

If there be no quorum present within one-half (1/2) hour after the time fixed for holding the meeting of the Council, the Clerk shall call the roll and take down the names of the Members present; and the meeting shall stand adjourned until the next regular meeting.

**16.8.7 Opening of Meeting and National Anthem – Commencement of Meeting**

The Council meeting shall commence with the following wording by the Chair:

The Council for the City of Peterborough recognizes the principles contained in our Constitution and the Canadian Charter of Rights and Freedoms that enshrine rights and freedoms for all.

We also acknowledge that our Constitution provides that Canada is founded upon principles that recognize the supremacy of God and the rule of law.

We will now take 30 seconds to reflect on these principles.

Following reflection, the National Anthem will be sung.

**Article 9 - Minutes**

**16.9.1 Contents - recorded - by Clerk**

The Clerk shall record in the minutes:

- (a) The date, time and place of meeting;
- (b) The attendance of the Members;



- (c) The reading, if requested, correction and adoption of the minutes of prior meetings; and
- (d) All other proceedings of the meeting without note or comment.

**16.9.2 Previous - regular - special meetings - to members**

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting and all Special Council Meetings be submitted to Council for confirmation or amendment at the next regular meeting.

**16.9.3 Adoption - without reading**

The Council minutes may be adopted by the Council without being read.

**Article 10 - Delegations**

**16.10.1 Registered - request submitted - deadline - items on agenda**

16.10.1a Persons desiring to address Council for the purpose of making a verbal presentation with respect to items on the agenda shall be heard at the Council meeting, with those delegations having submitted their request in writing to the Clerk by 11:00 a.m. on the day of the meeting of Council, being heard first, in the order in which such requests are received by the Clerk.

16.10.1b Unregistered delegations will be permitted to address Council with respect to items on the agenda, after the registered delegations have spoken.

**16.10.2 Material - written - submitted - for Council - deadline**

A delegation wishing to have written material distributed to Council prior to the meeting shall submit such material to the Clerk by 12:00 noon on the Tuesday preceding the meeting of the council at which the material is to be presented.

**16.10.3 Presentation of delegations - time limit**

16.10.3.a Persons desiring to address Council as a registered delegation (as per 16.10.1a) at a meeting of Council shall be limited in their presentations to seven minutes with respect to any item.

16.10.3.b That unregistered delegations be permitted 4 minutes to speak and that the total amount of time for unregistered delegations be limited to 20 minutes, with the option to extend the time limit to 32 minutes by simple majority vote.

16.10.3.c Persons (other than the Applicant) desiring to address Council at a Public Meeting pursuant to the provisions of the **Planning Act** shall be limited in their presentations to seven minutes.

**16.10.4 Presentation submitted**

Any delegation that would like to use a power point presentation at the meeting must provide the presentation to the Clerk by 12:00 noon on the Thursday preceding the meeting in order to ensure compatibility with City technology.

**Article 11 - Communications**

**16.11.1 Written - legible - signed - filed - with Clerk**

Every communication to be presented to the Council shall be legibly written or printed, signed by at least one person, and filed with the Clerk.

**16.11.2 Deadline - material - submitted - to Clerk**

Every communication which deals with a matter on the Council agenda shall be delivered to the Clerk not later than 12:00 noon of the Tuesday preceding the meeting of the Council in order to be circulated with the agenda.

**16.11.3 Matters not on the Agenda**

Any other communication will be forwarded to Council by the Clerk with their regular electronic mail and will not be placed on the Council or Committee agenda. If a member wishes to address an item of correspondence, this matter shall be brought forward under Other Business at the appropriate Committee.

**16.11.4 Language - improper - inclusion – Clerk’s discretion**

Notwithstanding article 16.11.2, the Clerk may decide not to include any communication on a Council or Committee agenda if, in the opinion of the Clerk, the communication contains inappropriate language, or deals with a matter not within the jurisdiction of the Council or has already been dealt with by Council. Any such communication shall be circulated to the members under separate cover.

**Article 12 - Motions**

**16.12.1 Main – introduced – Notice of Motion**

A Member may introduce a motion, other than a motion to reconsider, at a meeting regarding a matter that would not otherwise be considered by Council at such meeting, by delivering a written copy of the motion, signed by the mover and seconder, to the Clerk, not later than 12:00 noon of the Tuesday preceding the meeting.

**16.12.2. Notice - received - by Clerk - included - in agenda**

The Clerk, upon receipt of a notice of motion in accordance with Section 16.12.1 shall print the motion in full in the agenda for the next regular meeting of the Council.

**16.12.3 Consideration - disposal - deferred - to other meeting**

A notice of motion shall not be considered or otherwise disposed of by the Council unless the mover of the motion is in attendance at the meeting.

**16.12.4 Seconded - by any member - seconder not present**

Any Member may agree to second a notice of motion if the seconder is absent from the meeting when the notice of motion is called for by the Chair.

**16.12.5 Called - twice - not proceeded with - removed**

A notice of motion that has been called for by the Chair at two (2) meetings of the Council and has not been proceeded with shall be removed from the agenda unless otherwise directed by the Council.

**Article 13 - Other Business**

**16.13.1 Urgent - introduced - majority consent - required**

A Member may, with the consent of two-thirds (2/3) of the Members present, make a motion under Other Business, which due to its nature cannot be properly presented at an appropriate Standing Committee meeting.

## **Article 14 - By-Laws**

### **16.14.1 Description - number of readings - listed on agenda**

All by-laws, together with a brief description and the notation of the number of readings required, shall be listed on the agenda for the meeting at which they are to be read.

### **16.14.2 Introduction - upon motion - title read**

Every by-law shall be introduced upon motion of a Member specifying the title of the by-law.

### **16.14.3 Form - typewritten - compliance - relevant Act**

Every by-law when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act.

### **16.14.4 Readings – First – Second – Third**

Every by-law shall be given first, second and third reading concurrently.

### **16.14.5 Intentionally left blank**

### **16.14.6 Purpose - effect - explained - upon request**

Any Member may request that the purpose and effect of any particular by-law be explained, and the Clerk or any other City Official having knowledge thereof may provide such explanation.

### **16.14.7 Debate - amendment**

A by-law may be debated or amended after second reading and before third reading.

### **16.14.8 Passed - numbered - dated - signed - seal affixed**

Every by-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Mayor and the Clerk and shall be kept by the Clerk in his/her office or any other place appointed for that purpose.

### **16.14.9 Confirmation - conclusion - of meeting**

At the conclusion of all regular meetings of the Council and prior to adjournment, a by-law shall be brought forward to confirm the actions of the Council at that meeting in respect of each motion, resolution and other action taken.

### **16.14.10 Confirmation - introduction - voted on - without debate**

A confirmation by-law when introduced, shall be taken as having been given three readings and shall be voted on without debate.

## **Article 15 - Adjournment**

### **16.15.1 Motion - non-debatable - approval - by majority**

On motion, which is non-debatable, approved by the majority of Members present, the meeting shall adjourn.

### **16.15.2 Meeting - continuation - after 10:00 p.m.**

No item of business other than the Confirmatory By-law shall be considered at a meeting of the Council after 10:00 p.m. local time unless otherwise decided by a majority vote of the Members present.

## **Article 16 - Rules of Debate**

### **16.16.1 Address to Chair - remain seated**

Every Member prior to speaking to any motion may remain seated and address the Chair.

### **16.16.2 Order - of speaking - determination**

The Chair shall recognize the Members in the order they indicate their desire to speak.

### **16.16.3 Voting - members - seated - disturbance - prohibited**

When the Chair calls for the vote on a motion, each Member shall occupy his/her seat and shall remain there until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

### **16.16.4 Speaking - passing between Chair - interruption**

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Chair, or raise a point of order.

### **16.16.5 Speaking - motion - read - upon request**

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

### **16.16.6 Speaking - twice only - exception - reply**

No Member shall speak more than twice to the same motion without leave of the Council.

### **16.16.7 Speaking - duration - limited - 5 minutes**

No Member shall speak to any motion for longer than five (5) minutes at a time, provided that the Member, upon being advised by the Chair that five (5) minutes have elapsed, may elect to continue speaking for a maximum of another five (5) minutes, in which case the Member shall be deemed to have spoken twice.

### **16.16.8 Question - motion under discussion - through Chair**

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion, and the response shall be limited to five minutes duration.

### **16.16.9 Chair - participation - step down - other designated**

If the Chair desires to leave the chair for the purpose of moving a motion, the Chair shall designate another Member to chair the meeting until such time as the motion is disposed of.

### **16.16.10 Motion - seconded - before debate - recorded**

A motion shall be seconded before it is debated or voted on.

### **16.16.11 Motion - *ultra vires* - not in order**

A motion in respect of a matter which is *ultra vires* the jurisdiction of the Council shall not be in order.

## **Article 17 - Voting**

### **16.17.1 Chair - all questions - exception - disqualified**

The Chair, except where disqualified to vote by Statute, shall vote on all questions.

**16.17.2 Motion - simple majority - required - exception**

The vote required to pass a motion shall be a simple majority except as otherwise provided in this by-law or by Statute.

**16.17.3 Equal - motion deemed negative**

In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative.

**16.17.4 Show of hands - exception - recorded vote**

The manner of determining the desire of the Council on a motion shall be by show of hands, unless a recorded vote is requested.

**16.17.5 Failure to vote - deemed negative**

Each Member present, except a Member who is disqualified from voting by Statute, shall vote; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote.

**16.17.6 Recorded - by request - vote announced openly**

Where a vote is taken for any purpose and a Member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by Statute, shall announce his vote openly; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote; and the Clerk shall record each vote.

**16.17.7 Division - Separate vote - each proposal**

At the request of a Member of Council, a motion containing distinct proposals may be divided, and a separate vote shall be taken upon each such proposal.

**16.17.8 Order of presentation - disposition - set out**

Except as otherwise provided in this Chapter, the order of presentation and disposition of motions shall be as follows, with the lowest ranking motion being at the bottom of the list and a motion shall not be in order if a motion having higher precedence is pending:

- (a) Privileged Motions
  - (i) Adjourn
  - (ii) Recess
  - (iii) Question of Privilege
  
- (b) Incidental Motions
  - (i) Appeal
  - (ii) Point of Order
  - (iii) Withdrawal of Motion
  - (iv) Suspension of Rules
  
- (c) Subsidiary Motions
  - (i) Put the Question
  - (ii) Defer
  - (iii) Amend
  
- (d) Main Motions
  - (i) Main Motion
  - (ii) Reconsider

## **Article 18 - Motion - To Adjourn**

### **16.18.1 In order - exception**

A motion to adjourn shall always be in order except as otherwise provided in this by-law.

### **16.18.2 Negative - until proceedings completed**

A motion to adjourn, when resolved in the negative, shall not be presented again until after some intermediate proceedings have been completed by the Council.

### **16.18.3 Member speaking - voting - prohibited**

A motion to adjourn shall not be in order when a Member is speaking or during the verification of a vote on a motion.

### **16.18.4 Affirmation resolution - previous question - prohibited**

A motion to adjourn shall not be in order immediately following the affirmative resolution of a motion to put the question.

### **16.18.5 Non-debatable**

A motion to adjourn shall not be debatable or amendable.

## **Article 19 - Motion - To Recess**

### **16.19.1 Recess – Motion – Discretion of Chair**

A recess shall be convened either by motion or at the discretion of the Chair.

### **16.19.2 Length of time - specified**

A motion to recess, or recess at the discretion of the Chair when other business is before the meeting shall specify the length of time of the recess.

### **16.19.3 Non-debatable - length of time - amendable**

A motion to recess, or recess at the discretion of the Chair when other business is before the meeting shall not be debatable and shall only be amendable with respect to the length of the recess.

### **16.19.4 Future time - treated as main motion**

A motion to recess, or recess at the discretion of the Chair at a future time shall have no privilege and shall be treated as a main motion.

## **Article 20 - Question of Privilege**

### **16.20.1 Integrity - member - Council - in question**

Where a Member considers that the integrity of a Member or Council as a whole has been called into question, the Member may, as a matter of privilege, rise at any time, with the consent of the Chair, no debate being allowed, for the purpose of drawing the attention of the Council to the question.

### **16.20.2 Motion - to receive disposition - treated as main motion**

A motion resulting from a question of privilege shall receive disposition by the Council forthwith; and, following such disposition, the motion so interrupted shall be immediately considered at the point where it was suspended.

## **Article 21 - Motion - To Appeal**

### **16.21.1 Made - at time of ruling - point of order**

A motion to appeal from the decision of the Chair shall be made only at the time the ruling is made by the Chair and shall not require a seconder.

**16.21.2 Non-debatable - amendable - reconsidered**

A motion to appeal from the decision of the Chair shall not be debated or amended.

**16.21.3 Yields to - privileged - removal - motion**

A motion to appeal from the decision of the chair shall yield to a privileged motion.

**Article 22 - Point of Order**

**16.22.1 Rules of Procedure - breached**

A point of order may be called by a Member to bring attention to any breach of the Rules of Procedure of the Council.

**16.22.2 Constitution - defeated**

A point of order may be called by a member to bring attention to any defect in the constitution of any meeting of the Council.

**16.22.3 Language - improper - offensive**

A point of order may be called by a member to bring attention to the use of improper, offensive or abusive language

**16.22.4 Discussion - not valid - outside proposed motion**

A point of order may be called by a member to bring notice of the fact that the matter under discussion is not within the scope of the proposed motion.

**16.22.5 Proceedings - other - informality - irregularity**

A point of order may be called by a member to bring attention to any other informality or irregularity in the proceedings of the Council.

**16.22.6 Member - rise - ask leave of Chair - point - stated**

When a Member rises on a point of order, the Member shall ask leave of the Chair to raise the point of order; and after leave is granted, the Member shall state the point of order to the Chair.

**16.22.7 Decision - announced - prior to recommencement**

No further business shall be conducted until the Chair has decided and stated the point of order.

**16.22.8 Address - to Chair - purpose - to appeal - decision**

Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Council.

**16.22.9 Decision - of Chair - final - no appeal**

If no Member appeals, the decision of the Chair shall be final.

**16.22.10 Appeal - member right - Chair reply - decision final**

If a Member appeals to the Council, the Member shall have the right to state a case, the Chair shall have the right to reply; and the Council shall decide the question without further debate, and its decision shall be final.

**Article 23 - Withdrawal - Motion**

**16.23.1 Mover only**

A request to withdraw a motion shall only be made by the mover of the motion.

**16.23.2 Without consent - seconder - permitted**

A request to withdraw a motion may be made without the consent of the seconder of the motion.

**16.23.3 In order - anytime - during debate**

A request to withdraw a motion shall be in order anytime during debate.

**16.23.4 Objection - by member - entertained - main motion**

If a Member objects to the withdrawal of the motion, a withdrawal motion may be entertained and becomes a main motion.

**16.23.5 No objection - withdrawal - without seconder - vote**

If no Member objects to the withdrawal of the motion, the motion shall be considered withdrawn without the necessity of a seconder and a vote.

**Article 24 - Suspension - Rules**

**16.24.1 Non-debatable - amendable - two-thirds vote**

A motion to suspend the rules of procedure required by this by-law shall not be debatable or amendable and shall require a two-thirds (2/3) vote of the Members present.

**16.24.2 Motion to reconsider - non-applicable**

A motion to reconsider shall not be applied to a motion to suspend the rules.

**16.24.3 Motion to suspend - rules of procedure**

Notwithstanding Section 16.24.1, a motion to suspend the rules of procedure, with respect only to the seven minute time limit imposed by Section 16.10.3, shall require only a simple majority vote of the Members present.

**Article 25 - Put the Question**

**16.25.1 Non-debatable - amendable**

A motion to put the question shall not be debatable or amendable.

**16.25.2 Amending motion - under consideration - proposal**

A motion to put the question shall not be proposed when there is an amending motion under consideration, except for the purpose of moving that the amending motion be put.

**16.25.3 Priority - over further amendments**

A motion to put the question shall preclude all further amendments of the main motion.

**16.25.4 Resolved - affirmative - original motion put - no debate**

When a motion to put the question is in the affirmative, the original motion shall be put forward without debate or amendment.

**Article 26 - Deferral**

**16.26.1 Debatable - amendable - reconsideration - permitted**

A motion to defer or refer a matter shall be debatable and amendable.

**Article 27 - Motion - To Amend**

**16.27.1 Debatable - amend - permitted**

A motion to amend shall be debatable.

**16.27.2 Written - when requested - by Chair**

A motion to amend shall be presented in writing when requested by the Chair.



**16.27.3 Relevant - to main motion**

A motion to amend shall be relevant to the main motion.

**16.27.4 Contrary - to main motion - not in order**

A motion to amend shall not be in order if it is contrary to the main motion.

**16.27.5 Amended - once only**

Only one amendment shall be allowed to an amendment.

**16.27.6 Council disposition - before amendment - motion**

A motion to amend shall receive the disposition of the Council before a previous amendment or the motion.

**Article 28 - Motion - To Reconsider**

**16.28.1 Vote - two-thirds - required**

A motion to reconsider any matter already disposed of by the same Council shall require a two-thirds (2/3) vote.

**Article 29 - Standing Committees**

**16.29.1 Composition – All Members**

The Standing Committees shall be comprised of all the members of Council with the exception of the Audit committee that is composed of five members of Council.

There shall be ~~two three~~ Standing Committees of Council, as follows:

- (a) General Committee; and
- (b) Finance Committee ~~Audit Committee; and~~
- (c) ~~Budget Committee.~~

**16.29.2 Appointment – By Council Recommendation of Mayor**

The Chairs of the Standing Committees shall be appointed by Council, on the recommendation of the Mayor.

**16.29.3 Exception – Emergency Governance Committee**

Notwithstanding the provisions of Sections 16.29.1 and 16.29.2, the Emergency Governance Committee shall be comprised of a minimum of three and a maximum of five members of Council, and shall elect its own Chair.

**16.29.4 Delegation to Emergency Governance Committee**

The Council of the Corporation of the City of Peterborough hereby delegates to the Emergency Governance Committee all powers and duties that may legally be delegated to the Committee pursuant to the **Municipal Act, 2001**, or any other applicable provincial or federal legislation, subject to the following conditions and restrictions:

- a) the delegation shall be effective only during the times specified in subsection 16.2.7 (e), and
- b) the Committee shall conduct its meetings in accordance with this by-law, providing that the quorum for the constitution of a valid meeting of the Committee shall be three

## **Article 30 - Committee Meetings**

### **16.30.1 Committee - time - place - specified**

Meetings of the Standing Committees shall be held at such time and place as specified on the schedule of meetings of Council and the Committees of Council prepared by the Clerk. ~~Notwithstanding, meetings of the Audit committee shall be called by the Chair of the Audit committee and shall require 48 hours notice.~~ Advisory Committee meetings shall be held at such time and place as specified on the schedule developed by the Advisory Committees and in conformance with the Standing Committees Terms of Reference.

### **16.30.2 Meeting - on holiday - held next day**

All meetings of the General Committee shall be held on Mondays, unless such a day shall be a public or civic holiday, in which case the committee shall meet at the same hour on the next following day which is not a public or civic holiday, unless otherwise provided by resolution of the Committee.

### **16.30.3 Minutes - agenda - supplied to members - deadline**

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting of the General Committee, together with an agenda containing reports to be considered by the respective Committees, be made available to each member the Wednesday preceding the day of the holding of such Committee meeting.

### **16.30.4 Minutes - adoption - without reading - permitted**

The minutes of the Standing and Advisory Committees may be adopted by the respective Committees without being read.

## **Article 31 - Rules of Procedure - Committee**

### **16.31.1 Observed – in all meetings – exception**

The rules governing the procedure of the Council and the conduct of its Members shall be observed in meetings of the Standing Committees and Advisory Committees, with necessary modifications, and except as provided in this Article.

### **16.31.2 Motion - not seconded**

A motion shall not be seconded.

### **16.31.3 Speaking - times**

No member shall speak more than three times to the same motion, and shall be limited to five (5) minutes on each occasion.

### **16.31.4 Voting - recorded - exception - request opposed**

No vote on any particular item shall be recorded; but a Member, on request, may be recorded as being opposed.

### **16.31.5 Item - re-opened - not executed**

At the request of any member of the Committee present, any item already considered at that meeting may be re-opened upon a two-thirds (2/3) vote of the Members present.

### **16.31.6 Statutory hearings - procedure - outlined - statute**

Hearings required by statute shall be undertaken in accordance with the prescriptions and procedure outlined in the statute or as otherwise directed by law.

**16.31.7 Unprovided - cases – Robert’s Rules of Order**

In all unprovided cases in the proceedings of the any meeting, resort shall be had to the Robert's Rules of Order as a rule for guidance on the question, and in such cases, the decision of the Chair shall be final.

**16.31.8 Agenda items - separate consideration – Consent Agenda**

Prior to the consideration of Reports and Recommendations, the Committee shall determine which such items require separate consideration. All items not requiring separate consideration shall be disposed of by one motion prior to consideration of individual Reports.

**Article 32 - Repeal - Enactment**

**16.32.1 By-laws - previous**

By-law 95-39, as amended, remains in effect.

**16.32.2 Effective date**

This Chapter shall come into effect on the 31<sup>st</sup> day of December, 2017.  
Amended by by-laws 02-162, 04-122, 05-229, 06-136, 07-010, 11-127 and 15-097.

By-law read a first and second time this 11<sup>th</sup> day of December, 2017.

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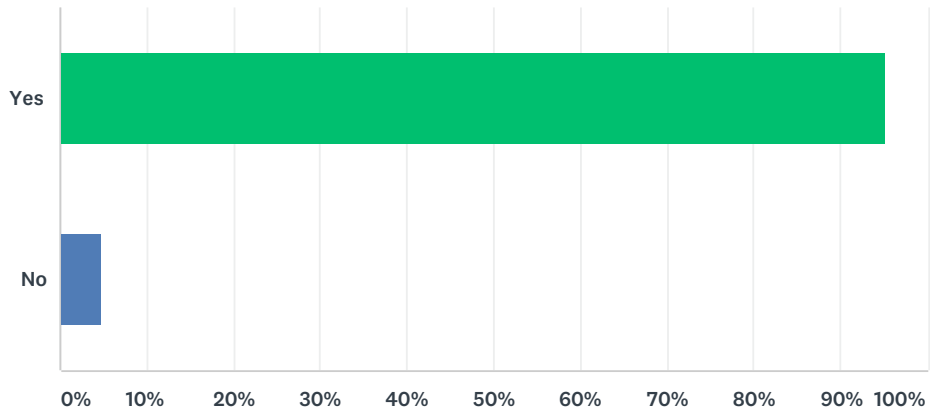
Daryl Bennett, Mayor

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John Kennedy, City Clerk

# Q1 Are you a resident of the City of Peterborough?

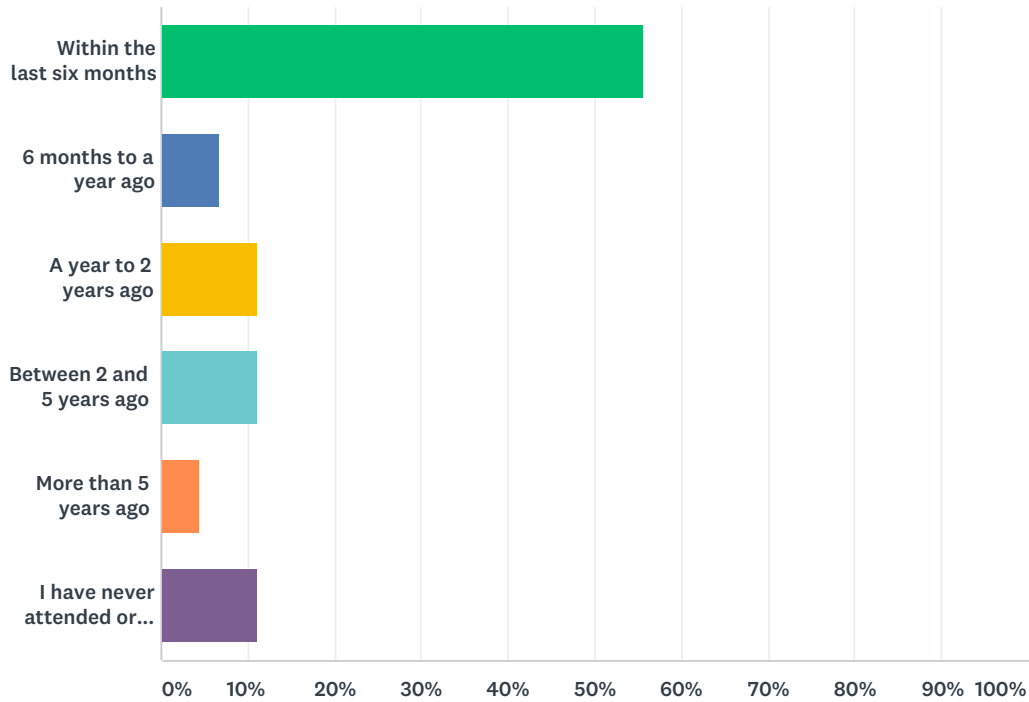
Answered: 42 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	95.24%	40
No	4.76%	2
TOTAL		42

## Q2 When was the last time you attended a Council meeting or watched one through online livestreaming at [www.peterborough.ca/watchcouncil/](http://www.peterborough.ca/watchcouncil/)?

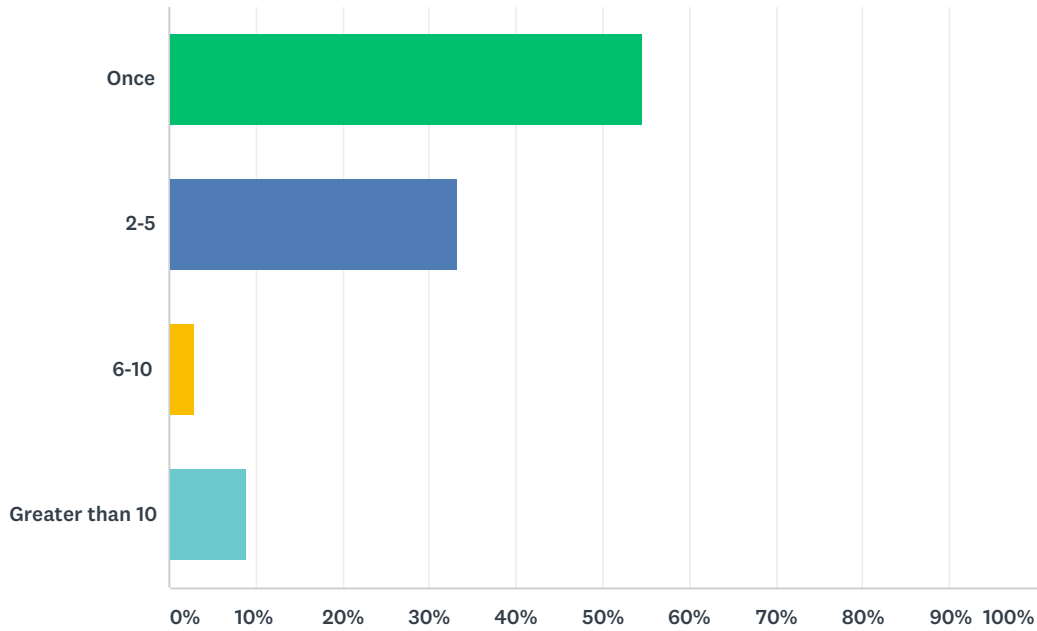
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
Within the last six months	55.56%	25
6 months to a year ago	6.67%	3
A year to 2 years ago	11.11%	5
Between 2 and 5 years ago	11.11%	5
More than 5 years ago	4.44%	2
I have never attended or watched a Council meeting	11.11%	5
<b>TOTAL</b>		<b>45</b>

### Q3 How many times have you attended a Council meeting in the last 12 months?

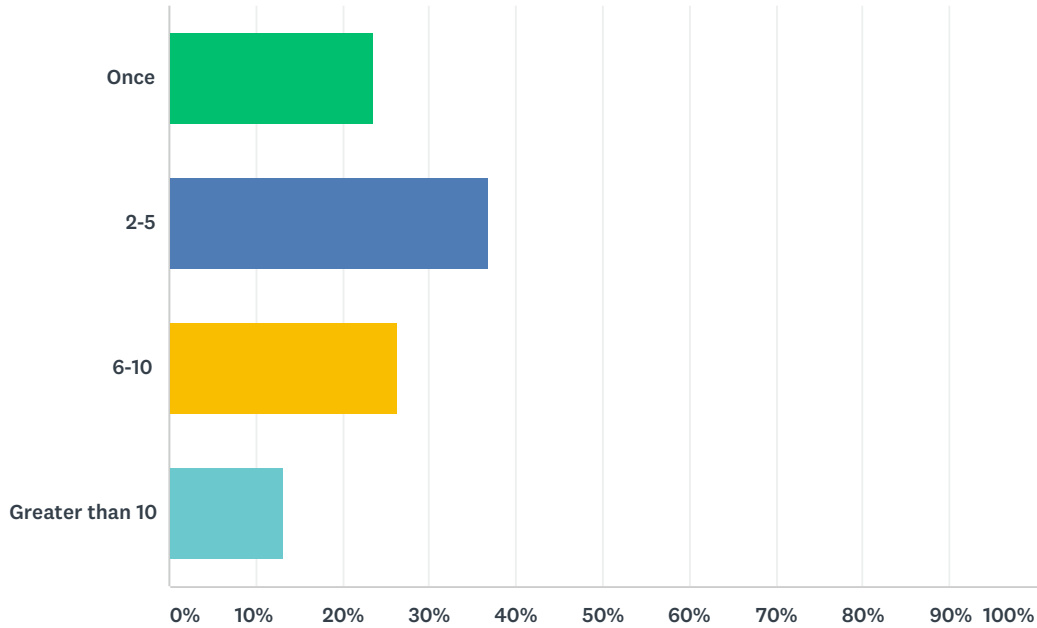
Answered: 33 Skipped: 12



ANSWER CHOICES	RESPONSES	
Once	54.55%	18
2-5	33.33%	11
6-10	3.03%	1
Greater than 10	9.09%	3
<b>TOTAL</b>		<b>33</b>

### Q4 How many times have you watched a Council meeting through the online livestreaming service at [www.peterborough.ca/watchcouncil](http://www.peterborough.ca/watchcouncil) in the last 12 months?

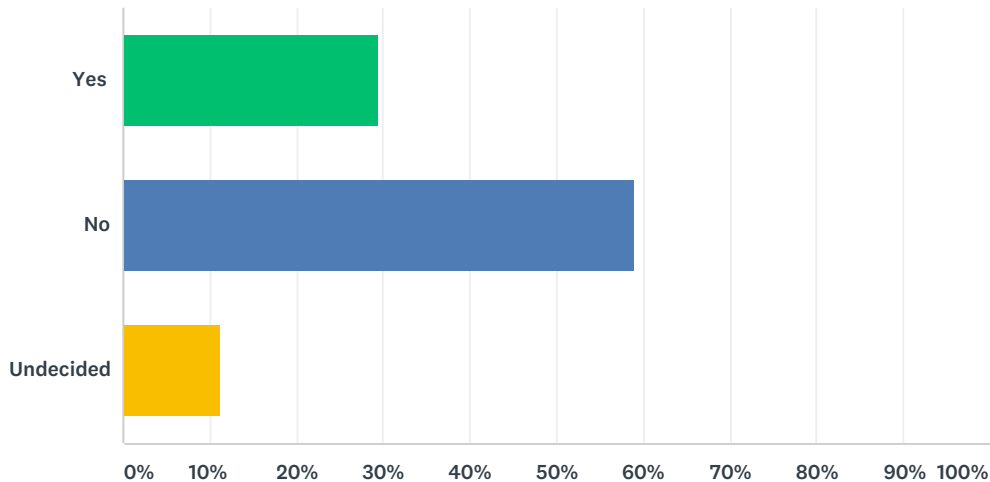
Answered: 38 Skipped: 7



ANSWER CHOICES	RESPONSES	
Once	23.68%	9
2-5	36.84%	14
6-10	26.32%	10
Greater than 10	13.16%	5
<b>TOTAL</b>		<b>38</b>

## Q5 Currently, Council meetings typically start at 5:30 p.m. on a Monday. Is there a different start time that would increase the likelihood of you attending or watching through online livestreaming?

Answered: 44 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	29.55%	13
No	59.09%	26
Undecided	11.36%	5
<b>TOTAL</b>		<b>44</b>

#	COMMENTS	DATE
1	After 7pm	8/16/2018 8:53 AM
2	This is a great time slot for me.	8/14/2018 8:55 PM
3	6 pm start	8/13/2018 11:12 PM
4	I	8/13/2018 5:18 PM
5	Council is elected to do the business of the city. The time their meetings start should be set to ensure these meetings are efficient and productive, and not when its at the convenience of the public.	8/13/2018 6:10 AM
6	An hour or so later would give more people an opportunity to attend or watch the meetings. At five thirty a large portion of the population are in transit returning from work, college or university.	8/13/2018 5:12 AM
7	If I miss the meeting as it is aired live I can catch up on the local cable station when it reruns the meetings.	8/11/2018 4:53 PM
8	At least 6:30	8/10/2018 8:13 PM
9	5:30 is too early for me and it makes it harder for me to get there.	8/10/2018 2:32 AM
10	I didn't know what time try were. Moved here recently.	8/10/2018 1:38 AM
11	Leave enough time for people to get home from work. Maybe 6 or 6:30	8/9/2018 9:59 PM
12	630 or 7pm	8/9/2018 9:14 PM
13	The earlier in the day, the better. Noon!	8/9/2018 8:38 PM



## Peterborough City Council Schedule

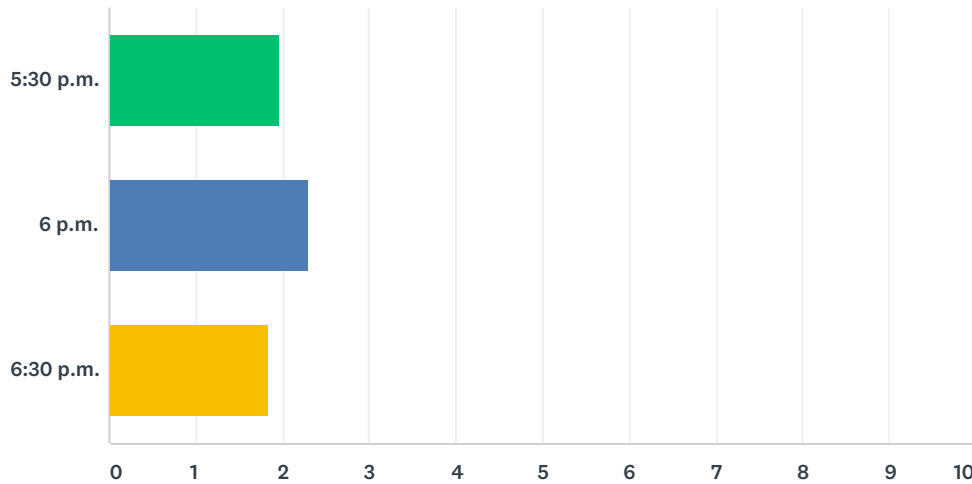
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14	The earlier start time is I'm sure appreciated as meetings end earlier, thought it's tight for me to get to watch/attend after work.	8/9/2018 1:55 PM
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Q6 If you were interested in attending a Council meeting or watching one through online livestreaming, what start time would be most convenient for you (rank in order of preference with 1 as your first choice)?

Answered: 39 Skipped: 6



	1	2	3	N/A	TOTAL	SCORE
5:30 p.m.	42.11% 16	7.89% 3	44.74% 17	5.26% 2	38	1.97
6 p.m.	29.73% 11	64.86% 24	0.00% 0	5.41% 2	37	2.31
6:30 p.m.	26.32% 10	21.05% 8	39.47% 15	13.16% 5	38	1.85

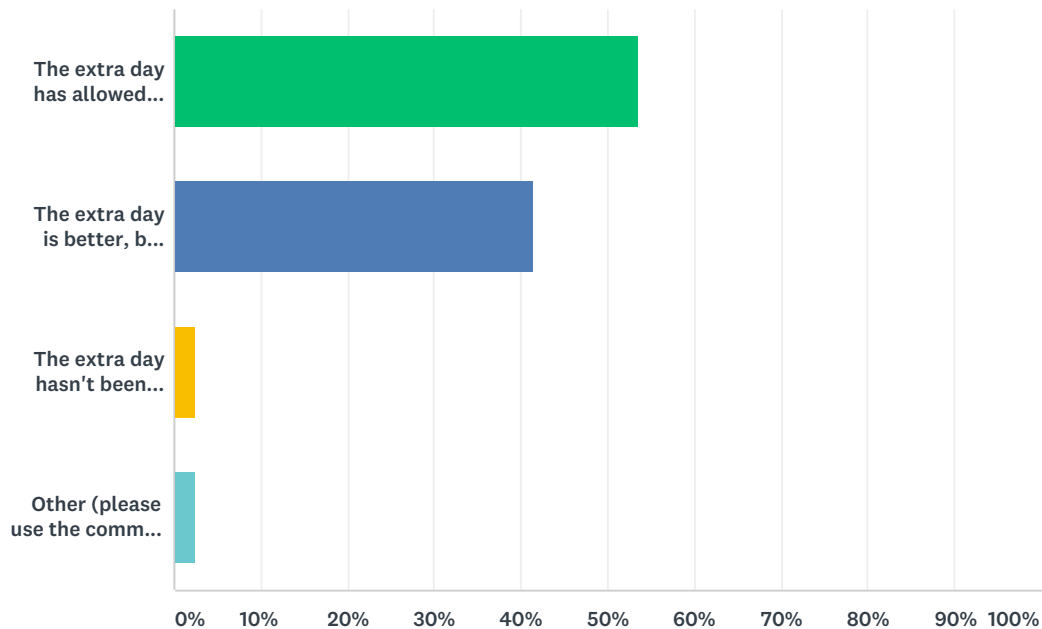
Q7 If none of the times listed in Question 6 would be convenient for you for attending a Council meeting or watching one through online livestreaming, please tell us what would be your preferred time for Council to hold its meetings.

Answered: 8 Skipped: 37

#	RESPONSES	DATE
1	7 pm	8/13/2018 5:18 PM
2	na	8/13/2018 6:10 AM
3	mornings	8/12/2018 1:41 PM
4	7:00	8/10/2018 7:59 AM
5	NA	8/10/2018 1:38 AM
6	7pm	8/9/2018 9:14 PM
7	Noon!	8/9/2018 8:38 PM
8	5:00 would be even better!	8/9/2018 5:43 PM

Q8 Currently, the agenda and staff reports for a meeting are normally released on a Thursday, the General Committee meeting is on the following Monday, and the Council meeting is two weeks after the General Committee meeting. Previously, reports were released on the Friday before the meeting. Please select the answer that best describes your thoughts on the extra day between the release of the reports and the subsequent meeting.

Answered: 41 Skipped: 4



ANSWER CHOICES	RESPONSES
The extra day has allowed more time for residents to read reports, collect information and connect with elected officials and/or City staff before the meeting.	53.66% 22
The extra day is better, but there should be more time between the release of the reports and the meeting when the items are considered by General Committee or Council.	41.46% 17
The extra day hasn't been useful. Releasing the reports on the Friday was adequate.	2.44% 1
Other (please use the comment box provided below).	2.44% 1
<b>TOTAL</b>	<b>41</b>

#	COMMENTS	DATE
1	I don't think enough reports / back up information are released to the public - for our own consideration to understand the issues. I frequently find that I have no idea that an item up for voting by Council has already been considered and that there are reports provided by City Staff that I haven't seen. There's not enough information provided to the public.	8/14/2018 8:55 PM
2	The reports are primarily for our elected officials to review and a very thin minority actually care or are probably filling out this survey. So add another box None of the above X	8/13/2018 5:21 PM
3	I read the reports the day of the meeting or at the meeting. I am a quick thinker and form my opinion in that time frame.	8/10/2018 2:32 AM

## Peterborough City Council Schedule

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4	Archive the streamed meetings faster. The General Committee should be made available as soon as possible so people can review questions prior to the next council meeting.	8/9/2018 9:59 PM
5	Beautiful! Don't wait until Friday!	8/9/2018 8:38 PM

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## Q9 Please share any other comments that you may have regarding the City Council meeting schedule.

Answered: 12 Skipped: 33

#	RESPONSES	DATE
1	I do approve of the condensing of the schedule for the benefit of elected officials. However, more info to the public must be released. I am voting for change this upcoming election, to hopefully address the issue of public information and consultation.	8/14/2018 8:55 PM
2	none	8/14/2018 5:28 PM
3	I strongly believe that each city councillor should have a Facebook page or website where the reason they voted one way or another is explained on issues like the Parkway, PDI Sale. Alos no Grandstanding for the cameras. Also City staff are always mentioned in the meetings and maybe there letters should be Public as well showing why the are recommending one way or another. The PDI deal comes to mind when the whole PDI board voted unanimously in favour	8/13/2018 5:21 PM
4	Being able to watch the meeting or read about the highlights is an excellent way to stay informed regarding issues and planning for our home city.	8/12/2018 10:38 AM
5	Council should return to the old schedule of Planning, CoW, and Council.	8/11/2018 5:52 PM
6	In general, I think anyone who is interested in following city council meetings will make time to do so and, as I mentioned, they can be seen in rerun on the local cable station. More important than the schedule of meetings is citizen accessibility including time for the public to read reports in a timely manner in order to provide informed and prepared response, the end of secret meetings and end runs around what the citizens of Peterborough actually want and transparency on the part of the council. Some of the shenanigans of the mayor and his loyal voting block on council over the past term have been shameful and undemocratic. I think some on council and at city hall have the notion that we are not paying attention and/or we all have poor memories. We don't!	8/11/2018 4:53 PM
7	The off week should be a time for town halls and not simply a night off for the councillors. The more progressive councillors held meetings with residents to get feedback on the issues. This type of meeting should be held in the off week and be mandatory for all councillors to attend.	8/10/2018 2:32 AM
8	Never mind those extra public-engagement meetings on off-Mondays. Waste of time.	8/9/2018 8:38 PM
9	Council meeting should be on tv each time it's on so that community can see and hear what is going on Also think it should go back to meetings every week Decisions are being made without community input	8/9/2018 6:47 PM
10	I am a consistent watcher of City Council through Your TV on channel ten of Cogeco Cable.	8/9/2018 6:47 PM
11	I thought the Councillor's were holding open house meetings on the weeks when there was no Council meeting?	8/9/2018 1:55 PM
12	City Council's job is to make the best decisions for the economic, health and well-being of our city in combination with what citizens are asking for. So far, it feels as if the city is being very paternal-making decisions FOR what they say is "our own good" without the level of detail that would allow citizens to either civilly agree or disagree. We are missing constituent consultation or if they are doing it, we see no evidence that the consultation has factored into the final decisions - as evidenced by both the public's disagreement with having a casino here despite overwhelming evidence as to the cost to the most at risk populations - and the Parkway. The sale of PDI was made without educating the public as to what made this a good choice for the city in the long term. Council must do much much more to educate, communicate and listen to its citizens - that is what we voted for. That is what our tax dollars go for. Please use them wisely.	8/9/2018 10:54 AM

## Survey of Municipal Audit/Budget Committees

Appendix E

<b>Municipality</b>	<b>Audit Committee</b>	<b>Budget Committee</b>	<b>Notes</b>
Kingston	None	None	All dealt with at COW
Guelph	None. Stopped the Committee in 2016.	None	
Waterloo	5-7 members of public (accountants, who are recruited like all committee members) and the chair of Finance and Strategic Planning Committee (who is non-voting).	None	
Mississauga	Mayor and 4 members of Council.	All Council members	
Brampton	5 members of Council. Report quarterly.	All Council	
Niagara Falls	None	None	
CKL	None	None	
Barrie	There is a Finance and Corp. Services Committee. 5 members (out of 11 members of Council) deal with audit and number of other issues such as Council compensation etc...	None. Stopped the Committee in 2018.	Partner budget presentations (i.e. PSB, PPH) are made at a Council meeting. The budget is discussed at GC and approval at Council.