

### **Recommendation:**

That the Clerk/Planning-2021-31 report, dated September 28, 2021, regarding a review of the Committee of the Whole Format be received and that Council provide direction to staff regarding this topic.

### **Overview:**

At the September 7, 2021 Council meeting, a report was presented regarding the overhaul of the Procedural By-law and it requested that Council provide questions and comments regarding a Committee of the Whole format and whether that may be something Council would like to see. A copy of the report from September 7, 2021 is attached to this report for reference.

### **Conclusion:**

Staff have complied all of Council's comments and questions regarding implementing a Committee of the Whole structure and have included them below. For ease of reading and discussion the comments have been organized together based on general topic.

#### Interest in Having COW

Comments Received	Staff Notes
In Support	
No	
I do not support adding this COW at this late stage of the current Council. I would suggest leaving the addition of COW to the next council to decide as we are getting near the end of the current council mandate.	COW could be added to the Procedural By-law with an implementation date of January 2023 for the new term of Council.
In support	
In support	

#### Potential Timing of Meetings

Comments Received	Staff Notes
I wonder if we have to set a schedule as to when we hold them, or could they just be called when there is something worthy of more discussion time than a Council meeting provides	Council already has ability to request that a Special Council meeting be called to discuss a specific topic.
I do not think they need to be held more than once a month, maybe every three months. Could they not be called when there is a topic ... i.e. AirBnBs	If COW was only called to discuss one off topics, a Special Council meeting would be the better avenue to have those discussions
Updating the Procedural By-law regarding the frequency of meetings would be good	

- I would support monthly or more frequently if deemed necessary.	
The Committee should meet once per month	
	Council would need to consider if COW would replace one Council meeting a month or would it be in addition to the current two Regular Council meetings per month.

#### Agenda/Purpose of Meetings

Comments Received	Staff Notes
With COWs traditionally being less formal, they are the right place for a discussion-oriented meeting with all members of Council. This is where Council can have a thorough discussion on a topic with no decision made in that meeting. Decisions can be ratified in a subsequent Council meeting.	While COW is traditionally seen as less formal, all regulations regarding transparency and accountability would still apply. Meetings would be recorded and livestreamed.
Item 5 – New business (Business added to the Agenda): Am I to understand that this would be something that could come up during a COW meeting and result in an item being added to the agenda right then? Was that done in the past? Isn't that taking away from the transparency of the meeting by putting something on the agenda during a meeting?	New Business would be for Committee Members to request a topic be placed on the next agenda for discussion. The discussion would not take place at the meeting where it was requested.
If needing more 'fulsome' conversation is the driving force, please keep in mind that our meetings are generally 1-2 hours in length. Still plenty of potential time to be 'fulsome'.	
Currently if an item comes to council, we generally can delay the recommendation to the next meeting or a near future meeting to get more information on the issue. I believe the current council can continue to use this method for	With a Committee of the Whole format, the Committee receives, discusses items on the agenda and then prepares recommendations to be voted on by Council.

appropriate overview of the subject presented with no difficulty.	
I am in support of the updated Agenda Outline (removing delegations)	
In support of new agenda format as presented	
I would like to see the managers reports removed from Council Meetings and presented at this meeting. It gives more time to discuss or question anything. They would still be open and transparent to the general public as the meetings are recorded and available on our website.	Meetings would be recorded and livestreamed.

#### Staff and Council Time

Comments Received	Staff Notes
I cannot in any way support doubling the workload for staff who are already stretched to the limit.	
Continue as is for now to save valuable staff time in these extraordinary covid times and the absence of D-D Clerk and Treasurer. When we debate this issue, I would interested in the estimated number of all staff hours extra per COW meeting could be expected?	Estimated Staff time: <ul style="list-style-type: none"> <li>- Staff time to prepare reports: Unknown</li> <li>- Senior Staff time to attend meeting (CAO &amp; Clerk): 3h approx.</li> <li>- Other Staff time to attend meeting : Unknown</li> <li>- Time for Clerk's Department to Prepare Agenda Package: 2h approx.</li> <li>- CAO and Clerk's time to prepare prior to meeting: 1.5h approx.</li> <li>- Post Meeting Routine Tasks (Minutes, Circulation of Additional Information): 2.5h approx.</li> <li>- Total Time per meeting: 9h approx.</li> </ul>
I would also suggest that we look at the TOR as it relates to committee composition. More specifically, allow the Mayor to appoint a Chair as they would typically assign committee appointments (annually?) so as to provide flexibility to the Mayor in their duties	If Council wished to implement COW a new Terms of Reference could be created as a Schedule to the new Procedural By-law.

	If COW was to be implemented, staff workflows would need to be reviewed and tasks may need to be reassigned and/or removed.
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#### Additional Comments

Comments Received	Staff Notes
If the rationale includes..."being able to speak your mind" or "a chance to dig deep", then please remember that the meeting rules are the same, open and transparent. Those days are long gone.	While COW is traditionally seen as less formal, all regulations regarding transparency and accountability would still apply. Meetings would be recorded and livestreamed.
Should the next council wish to operate this way, that will be their decision. Changing the procedural by-law during the last year of our term, is totally inappropriate.	The impetus to review the Procedural By-law was twofold, the first is that there have been legislative changes that have an effect on the Procedural By-law and best practices for an open, transparent and accountable municipal government. The second reason for the review of the Procedural By-law is that the Service Delivery Review very strongly recommended this review as an activity to happen shortly after the SDR and further the consultants included a schedule in the SDR documents outlining all of the recommended changes.
Meetings could be held at any time of the day.	Currently Council holds two evening meetings a month. Council will want to consider if they wish to add another evening meeting to their schedules or is a meeting during the business day would be better.

#### Financial Impact:

The impact is unknown at this time but it may include extra staff time and additional resources assigned to assist the legislative process and ensure that all regulations are being met. The impact can be further investigated with direction from Council.

#### Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

#### Sustainability Plan Applicability:

None.



### Report Approval Details

Document Title:	Review of Committee of the Whole Format.docx
Attachments:	<ul style="list-style-type: none"><li>- HW - COW Comments.docx</li><li>- JMJ - COW Comments.docx</li><li>- SL - COW Comments.docx</li><li>- TW - COW comments.docx</li><li>- KM - COW comments.docx</li></ul>
Final Approval Date:	Sep 24, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs