

Recommendation:

That the Clerk/Planning-2021-27 report, dated September 7, 2021 regarding the use of the Committee of the Whole model be received, that Council provide comments and questions to staff no later than September 17th, 2021 and further that a Special Council meeting be held on September 28th, 2021 to discuss the Committee of the Whole model and provide direction to staff.

Overview:

In the Spring, a committee comprised of Councillor Watson, CAO Elana Arthurs and Deputy Clerk Martina Chait-Hartwig, was formed to create a new Procedural By-law for the Township. The current Procedural By-law was approved in 2018 and much has changed since then including new legislation, the move to digital meetings and adjusting to the new Covid-19 reality. Further to this, the drafting of a new Procedural By-law was a recommendation in the Service Delivery Review.

As the Committee has been working through edits to the new document, discussion arose regarding Committee of the Whole. The current By-law contains provisions to have a Committee of the Whole (COW) but COW meetings have not been held since the start of 2016. The Committee has heard in the Service Delivery Review that Council would like a less formal forum to discuss Township business and COW may provide a venue for those discussions.

Conclusion:

The Committee is interested to hear Council's thoughts on the introduction of a COW that would meet on a regular basis.

Some of the issues that we would like Council to discuss and provide direction on are as follows:

Agenda Outline:

Currently the COW agenda is listed as:

- 1) Call to Order
- 2) Disclosure of Pecuniary Interest
- 3) Adoption of Agenda
- 4) Delegations, Petitions or Presentations
- 5) Managers' Updates – Quarterly Reports
- 6) Other Business
- 7) New Business
- 8) Closed Session
- 9) Adjournment

A potential change to the set Agenda could be as follows:

1. Call to Order
2. Disclosure of Pecuniary Interest

3. Adoption of Agenda
4. Reports – Departmental Updates
5. New Business (Business added to the Agenda)
6. Closed Session
7. Rise from Closed Session
8. Matters Arising from Closed Session
9. Adjournment

Timing of Meetings

The current Procedural By-law states that the COW will meet quarterly or more frequently if deemed necessary by Council. The Committee would like to know if Council would like to meet quarterly, monthly, or on alternating weeks from Council meetings (second and fourth weeks of the month). In discussing the timing of COW meetings Council will need to consider the time the meeting should take place such as Tuesday morning or at another time during the day, the increase number of meetings Councillors would be attending and increased or changed workload and workflow for staff.

Good Governance

The Committee would like to hear the thoughts of Council on whether the introduction of a regular COW would enhance good governance and transparency for the public in regards to Township business or if the current Council meeting structure is more appropriate for a municipality of our complexity.

The Committee would like to request that Council ponder these questions regarding COW and provide written feed back to staff prior to September 17, 2021 to allow staff sufficient time to craft responses and conduct research in advance of a Special Council meeting to be held on September 28th, 2021 to discuss the COW structure and whether the introduction of Committee of the Whole would be a beneficial addition to the Council meeting schedule.

Financial Impact:

None at this time.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	New Procedural By-law - Committee of the Whole.docx
Attachments:	
Final Approval Date:	Sep 1, 2021

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

Elana Arthurs