

Report CAOR-CS-03-16

To: Chair Eccles and Members of the Corporate Services Committee
From: Kim Wingrove, Chief Administrative Officer
Meeting Date: July 26, 2016
Subject: **Committee of the Whole Pilot**
Status: Recommendation was lost at Committee on July 26, 2016; Deferred to September 6th Council Session per Resolution CC98-16 by Council on August 2, 2016;

Recommendation(s)

THAT Council pilot a Committee of the Whole governance structure/process from January 2017 to June 2017, with a review in June 2017;

AND THAT during the pilot period, all items that would normally be considered at Corporate Services, Social Services, Transportation and Public Safety and Planning and Development Committees be considered at the Committee of the Whole meeting;

AND THAT the schedule of Council and Committee meetings for January to June 2017 as set out in Report CAOR-CS-03-16 be approved;

AND THAT Council temporarily suspend any conflicting sections of Procedure By-law 4876-14 for the duration of the pilot period;

AND THAT staff be directed to temporarily suspend any processes and/or policies necessary to give effect to this governance structure; and

AND THAT the Clerk take the necessary action to give effect to this direction.

Background

On June 23, 2016 CAO Wingrove presented a workshop on governance items that had been raised at committees and as part of the review of the County strategic plan update process. As a result, Council passed resolution CC79-16:

THAT staff bring back a report regarding moving to a committee of the whole structure under both the current County Council structure and other options.

What is Committee of the Whole?

Committee of the Whole is defined as the entire membership of a legislative body, sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action.

In a committee of the whole system, all of Council sits on one committee which replaces all the standing committees. All agenda items go first to the Committee of the Whole for debate and public delegations before going to Council. Similar to standing committees, any motions passed at the Committee of the Whole take the form of recommendations to Council. Formal ratification and approval takes place at regular meetings of Council which occur at set times each month.

There are pros and cons to the Committee of the Whole system.

Pros	Cons
<ul style="list-style-type: none">• Reduces the number of meeting days requiring travel to the County• Allows all Councillors to participate fully in discussions and vote on all recommendations• Members of the public have the opportunity to address all members of Council at once rather than a smaller group of standing committee members.• Cost reduction related to elimination of committee chair stipends	<ul style="list-style-type: none">• Reduced opportunity for Councillors to develop specialized knowledge of the issues related to the committee they sit on• Reduced time for examination and discussion of issues as compared to individual committees• Additional preparation time for Councillors outside of the meeting in order to review consent items.

Staff are recommending that County Council undertake a six month pilot of the committee of the whole governance system.

Proposed Pilot

During the pilot phase, all items that would typically be deliberated at the County's standing committees will instead be considered at twice monthly scheduled Committee

of the Whole meetings, which will be scheduled on the 2nd and 4th Thursday of each month beginning at 9:30 am in Council Chambers. The Committee of the Whole Agenda items will be made available to Council on the Wednesday preceding the committee meeting and to the public on the Friday before the meeting.

Several standing committees have legislated responsibility for providing oversight to County functions, e.g. Planning and Community Development Committee has the responsibility for the Museum under Regulation 877 and the Social Services Committee under the Long-Term Care Homes Act fulfills the responsibilities of the Committee of Management. For the duration of the pilot, Committee of the Whole will assume these roles and responsibilities.

County Council meetings will held immediately before the Committee of the Whole meetings, at 9 am on the 2nd and 4th Thursdays of each month. At this meeting, Council will take legislative action and formally adopt resolutions with regard to matters considered at the previous session's Committee of the Whole. As above, Council agendas would be available the Wednesday preceding the meeting and to the public on the Friday before.

See attached example agendas and proposed calendar for January to June 2017.

Consent Agenda

Staff recommends implementing a consent agenda as part of the Committee of the Whole pilot.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that Committee of the Whole has been dealing with for some time and all members are familiar with the implications;
- Staff appointments requiring confirmation;
- Reports provided for information only;
- Correspondence requiring no action

How are items on a consent agenda handled?

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the Clerk determines whether an item belongs on the consent agenda.
2. The Clerk prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in Council's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the Warden asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the Warden can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the Warden or Clerk reads out the numbers of the remaining consent items. The Warden asks for a motion to adopt the remaining items as presented.
8. When preparing the minutes, the Clerk includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

Further Considerations

Implementing a Committee of the Whole system permanently will require significant revisions to the Procedural by-law. Undertaking a six month pilot will require public education, revision of report and agenda templates and recalibration of internal report deadlines.

Financial/Staffing/Legal/Information Technology Considerations

No significant impacts to finances, staffing, legal or information technology requirements have been identified with proceeding as recommended.

Link to Strategic Goals/Priorities

This initiative supports the goals of engaging stakeholders in decisions that affect them and facilitating exceptional public service delivery.

Attachments

Attachment 1: Proposed 6 Month Calendar

Attachment 2: Mock Committee of the Whole and Council Agendas

Respectfully submitted by,

Kim Wingrove
Chief Administrative Officer

Attachment 1: Proposed Schedule of Council and Committee Meetings

January 2017						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12 County Council 9:00 AM Committee of the Whole 9:30 AM	13	14
15	16	17	18	19	20	21
22	23	24	25	26 County Council 9:00 AM Committee of the Whole 9:30 AM	27	28
29 ROMA Conference	30 ROMA Conference	31 ROMA Conference				

February 2017						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 EDCO Conference	8 EDCO Conference	9 EDCO County Council 9:00 AM Committee of the Whole 9:30 AM	10	11
12	13	14	15	16	17	18
19	20	21	22	23 County Council 9:00 AM Committee of the Whole 9:30 AM	24	25
26 OGRA Conference	27 OGRA Conference	28 OGRA Conference				
March 2017						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 OGRA Conference	2	3	4
5	6	7	8	9 County Council 9:00 AM Committee of the Whole 9:30 AM	10	11
12	13	14	15	16	17	18
19	20	21	22	23 County Council 9:00 AM Committee of the Whole 9:30 AM	24	25
26	27	28	29	30	31	

April 2017						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13 County Council 9:00 AM Committee of the Whole 9:30 AM	14	15
16	17	18	19	20	21	22
23	24	25	26	27 County Council 9:00 AM Committee of the Whole 9:30 AM	28	29
30						
May 2017						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 OSUM Conference	3 OSUM Conference	4 OSUM Conference	5 OSUM Conference	6
7	8	9	10	11 County Council 9:00 AM Committee of the Whole 9:30 AM	12	13
14	15	16	17	18	19	20
21	22	23	24	25 County Council 9:00 AM Committee of the Whole 9:30 AM	26	27

June 2017						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 FCM Conference	2 FCM Conference	3 FCM Conference
4 FCM Conference	5	6	7	8 County Council 9:00 AM Committee of the Whole 9:30 AM	9	10
11	12	13	14	15	16	17
18	19	20	21	22 County Council 9:00 AM Committee of the Whole 9:30 AM	23	24
25	26	27	28	29	30	



Committee of the Whole

January 2017 – 9:30 AM

Council Chambers, Grey County Administration Building

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Declaration of Pecuniary Interest**
4. **Deputations**
5. **Consent Agenda**

THAT the following Consent Agenda items be received;

AND THAT staff be authorized to take the actions necessary to give effect to the recommendations in the staff reports;

AND THAT the correspondence be supported or received for information as recommended in the consent agenda.

- a. Public Meeting minutes dated June 8, 2016 – Official Plan Amendment 134 – Skyline
- b. Public Meeting minutes dated June 9, 2016 – ATV Requests
- c. PDR-PCD-23-16 Hensall District Co-operative Merit Report (Proceed to public meeting)
- d. PDR-PCD-20-16 McDonald Condominium Exemption Exception Request (Condo Exemption request)
- e. PDR-PCD-24-16 Private Residences at Georgian Bay Club Red-line revision (Red-line revision re: Easements)
- f. TR-TAPS-38-16 Setback Exemption Request Grey Road 10 (Setback Exemption)
- g. TR-TAPS-39-16 School Litter Pick up Program Summary 2016 (Information)

- h. TR-TAPS-40-16 Setback Exemption Request Grey Road 40 (Setback Exemption)
- i. By-law Enforcement Officer Reports- April 2016 and May 2016 (Information)
- j. Provincial Climate Change Plan and the Impacts on Natural as dated May 20, 2016 (Information)
- k. Association of Municipalities of Ontario (AMO) Seeking Clarity on Climate Change Action Plan (Information)
- l. Board of Health – Ontario Health Study – Wind Turbines (Information)
- m. Notification of Environmental Registry Posting of the Conservation Authorities Act Review (Information)
- n. Notification of Environmental Registry Posting of Proposed Wildland Fire Risk Assessment and Mitigation (Information)
- o. Bill 100 – Province Passes Act to Support Ontario’s Trails (Information)
- p. Bill 204 – Promoting Affordable Housing Act (Information)
- q. Co-ordinated Provincial Land Use Planning Review – Proposed revisions to the Niagara Escarpment Plan (Information)
- r. Ministry of Natural Resources Response Letter – Phragmites Management (Information)
- s. Climate Change Action Plan Update (Information)
- t. Grey County Active Ontario Municipal Board Appeals File List (Information)
- u. Township of North Stormont – Consultations on Natural Gas Expansion (Support)
- v. Municipality of Chatham-Kent – Climate Change Action Plan (Support)
- w. Dutton-Dunwich Resolution Requesting Mandatory Municipal Support and Points for Aboriginal Consultation for Wind Turbine Projects (Support)
- x. Township of Champlain – Green Energy Act Review (Support)
- y. Municipality of South Dundas – Resolution Regarding the Integration of the RED Program into the Jobs and Prosperity Fund (Support)

- z. County of Huron – Physician Recruitment Incentives in Rural Areas (Information)
- aa. County of Oxford – Support for New Directions (Support)
- bb. Association of Municipalities of Ontario (AMO) Delegations (Aggregate Levy and NEC Additional Lands Proposal)

6. Reports – CAO

- a. CAOR-PCD-02-16 Economic Development and Tourism Staffing Considerations

7. Reports – Clerk

- a. CCR-PCD-18-16 Tourism Destination Development Plan

8. Reports – Planning

- a. PDR-PCD-21-16 ATV Requests
- b. PDR-PCD-22-16 Town of the Blue Mountains Official Plan Approval
- c. PDR-PCD-26-16 Tilman Martin Minor Exemption

9. Closed Meeting Matters

10. Correspondence

11. Other Business

- a. Bill 73 – Verbal Update

12. Next Meeting Dates

- a. Regular Meetings

13. Adjournment

Committee of the Whole

January 2017 - 9:30 AM

Council Chambers, Grey County Administration Building

14. Call to Order

15. Adoption of the Agenda

16. Declaration of Pecuniary Interest

17. Deputations

10:00 AM 2015 County of Grey Financial Statements
Victoria Watson, Senior Manager and Traci Smith, Partner BDO

THAT the Financial Statements for the year ending December 31, 2015 be received;

AND THAT the Treasurer be hereby authorized to approve and sign the Financial Statements.

10:20 AM Getting Ahead Graduates

18. Consent Agenda

THAT the following Consent Agenda items be received;

AND THAT staff be authorized to take the actions necessary to give effect to the recommendations in the staff reports;

AND THAT the correspondence be supported or received for information as recommended in the consent agenda.

- a. Grey County Building Task force minutes dated April 12, 2016
- b. FR-CS-14-16 Draft Corporate Summary 2016-2020 Five Year Capital Forecast
- c. FR-CS-15-16 Tax Capping Policies for 2016
- d. FR-CS-16-16 Development Charges Reserve Fund Statement

- e. FR-CS-17-16 2016 Investment Report
- f. Town of Amherstburg – Support for Bill 180, Workers Day of Mourning Act, 2016 (Support)
- g. Association of Municipalities of Ontario – Support for Fort McMurray (Support)
- h. OGRA Heads Up Alert – ROMA Ends 16 Year Combined Conference Partnership (Information)
- i. SSR-SS-07-16 Thames Valley Children’s Speech and Language Agreement (Enter into a Service Agreement)
- j. PSR-TAPS-06-16 Five Year Capital Forecast 2017-2021
- k. Towns of Shelburne – Cutbacks to Behavioural Therapy for Children Affected by Autism Spectrum Disorder (Support)
- l. Bruce Grey Owen Sound Submission to Ontario on Payday Loan Companies (Information)
- m. Food Bank Report 2016 and the Nutritious Food Basket Survey 2015 (Information)
- n. Open Letter – Rockwood Terrace – West Grey Chamber of Commerce (Follow up Letter to be sent)
- o. Rockwood Terrace – Phillip and Kathleen Keffer (Follow up Letter to be sent)
- p. Laura Walker – Closing of Rockwood Terrace (Follow up Letter to be sent)
- q. Association of Municipalities of Ontario (AMO) Delegation Requests (Markdale Hospital Build and Funding from the Ministry of Health and Long-Term Care for Long-Term Care Resident Meals and Beds)

19. Closed Meeting Matters

20. Committee Review of Land Use Planning Appeals / Potential Appeals

21. Correspondence

- a. Municipality of West Grey – Future of Rockwood Terrace (*Direction required*)

22. Other Business

- a. Association of Municipalities of Ontario – Board of Directors – Call for Nominations 2016-2018

23. Next Meeting Dates

- a. Regular Meetings

24. Adjournment