

**THE REGIONAL MUNICIPALITY OF YORK**

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**REPORT NO. 1 OF THE REGIONAL CHAIR**

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**For Consideration by  
The Council of The Regional Municipality of York  
on June 27, 2013**

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**ESTABLISHING A PILOT COMMITTEE OF THE WHOLE STRUCTURE**

**1. RECOMMENDATIONS**

It is recommended that:

1. Council pilot a Committee of the Whole process from September 2013 to September 2014 with a review in June 2014.
2. During the pilot period, all items that would normally be considered at the Community and Health Services, Environmental Services, Finance and Administration, Planning and Economic Development and Transportation Services Committees be considered at the appropriate Committee of the Whole meeting.
3. The Chairs and Vice-Chairs of the Committee of the Whole sections be the current Chairs and Vice-Chairs of the five Standing Committees referred to in Recommendation 2.
4. The schedule of Council and Committee meetings for September 2013 to December 2014 set out as *Attachment 1* be approved.
5. Council approve adjustments to existing Committee processes as outlined in this report and *Attachment 2* and temporarily suspend any conflicting sections of Procedure Bylaw 2009-53 for the duration of the pilot period.

## 2. PURPOSE

The purpose of this report is to obtain Council's approval for establishing a Committee of the Whole structure on a pilot basis for a one-year period beginning in September 2013 and ending in September 2014, with a review of the pilot to occur in June 2014.

## 3. BACKGROUND

### **Regional Council's Standing Committee structure has changed over the years to meet the Region's changing needs**

Regional Council has successfully used a Standing Committee structure since the Region's inception in 1970. Since then there have been a number of changes to the structure with the most recent happening in 2009. At that time, the Committees were restructured to align with recent Departmental re-organizations. In recent years there have been concerns expressed by Members of Council that their busy schedules preclude them from attending all Standing Committees and hearing and participating in the discussions at these Committees.

## 4. ANALYSIS AND OPTIONS

### **Standing Committees are used in many large municipalities**

The City of Toronto, Hamilton, Simcoe County and all regional municipalities, with the exception of Peel, operate with Standing Committees. Peel has gone from Standing Committees, to Committee of the Whole, to reporting directly to Council over the past 12 years.

York Region currently has six Standing Committees that report to Council – the Audit, Community and Health Services, Environmental Services, Finance and Administration, Planning and Economic Development and Transportation Services Committees. They meet monthly except for the Audit Committee which meets quarterly.

There are several benefits to a Standing Committee structure. For instance, the current structure is closely aligned with the Region's organizational structure. For another, Committee Members often develop specialized knowledge on issues relevant to their Committees. There is generally ample time for presentations, deputations and discussion by the Committee Members.

On the other hand, there can be difficulty in keeping those Members of Council who are not Members of a specific Standing Committee apprised of the Committee discussions when they are unable to attend due to their heavy workload and other commitments.

This can place a large burden on Members – particularly those from the four local municipalities that have only one Regional representative – to attend and keep apprised of Committee deliberations.

### **A Committee of the Whole offers various advantages**

A Committee of the Whole comprising all Members of Regional Council offers a number of advantages over Standing Committees. For example, all Members of Council can hear the deputations and presentations, participate fully in the discussion and vote on all recommendations to Council. This could be particularly helpful during consideration of the annual budget.

Members of the public can benefit by having the opportunity to address all Members rather than a smaller group of Standing Committee Members. Meetings can be segmented into components that mirror the Region's Commissions and current Committee structure.

The experience in other municipalities that have gone from Standing Committees to Committee of the Whole is that the total time in session is similar for Committee of the Whole as it is for all of the Standing Committees.

However, the Committee of the Whole could be separated into two days per monthly cycle so that meetings take a reasonable length of time. Committee of the Whole meetings would be expected to occur between 9:30 a.m. and 3:00 p.m., but could last longer.

The Committee of the Whole days would be on consecutive Thursdays. Paper and electronic versions of agenda material will continue to be made available on the Friday preceding the Committee of the Whole meeting.

Committee of the Whole would initially meet in the Seminar Room until it is determined whether this is the best venue. *Attachment 1* contains the proposed meeting calendar for 2013-2014.

### **Moving to a Committee of the Whole system would require some adjustments**

Committee of the Whole will be considering the same items as the Standing Committees. Instead of holding five separate Standing Committee meetings, Committee of the Whole would be considering the same volume of presentations, deputations and staff reports at only two meetings. However, some adjustments can be made to mitigate this.

Deputations and presentations would be scheduled at the start of each Committee of the Whole meeting to accommodate members of the public and to reduce uncertainty as to when they can be heard. It is proposed that the Regional Chair be responsible for chairing this portion of the meeting.

There may be times when the majority or all 21 Members of Council will wish to speak to a particular item. This can be addressed by having a “Consent Agenda” for each section of the Committee of the Whole whereby Members only hold out those matters needing more information or discussion. This process is already in place for the Committee of the Whole portion of Council meetings and works effectively.

The current Standing Committee structure closely aligns with the Region’s organizational structure. To ensure orderly management of agendas in the new system it is proposed that the Committee of the Whole meetings be divided into sections that will concentrate on specific matters.

The proposal is for two Committee of the Whole meetings each month. Based on Committee statistics from 2010-2012 the time in session and number of items considered for each meeting can be balanced by using the following structure:

**Committee of the Whole Meeting 1:**

Community and Health Services matters  
Planning and Economic Development matters  
Transportation Services matters

**Committee of the Whole Meeting 2:**

Environmental Services matters  
Finance and Administration matters

It is proposed that the sections within each Committee of the Whole meeting are rotated on a monthly basis so all matters continue to receive full consideration and debate.

For example the first Committee of the Whole agenda would deal with matters in this order:

1. Community and Health Services matters
2. Planning and Economic Development matters
3. Transportation Services matters

The agenda the following month would deal with matters in this order:

1. Transportation Services matters
2. Community and Health Services matters
3. Planning and Economic Development matters (and so on)

It is further proposed that the Chairs and Vice-Chairs of the existing Standing Committees be appointed as Chairs and Vice-Chairs to lead Committee of the Whole during discussion of each of these sections in order to ensure continuity and facilitate the transition to a new process.

A detailed list of the required adjustments is available in *Attachment 2*. During the pilot period further adjustments may be required in order to improve the process.

### **Regional Committee of the Whole process is consistent with local municipal practices**

All local municipalities in York Region, with the exception of Markham, operate under the Committee of the Whole system. Markham has both a Committee of the Whole and a Development Services Committee that include all Members of Council. In essence, both act like a Committee of the Whole since they include all Members.

A Regional Committee of the Whole system would create consistency with the other local municipalities.

### **Piloting the Committee of the Whole process allows assessment of its effectiveness**

In order to assess the effectiveness of the Committee of the Whole process it is proposed that it be piloted from September 2013 to September 2014. There would be a review of the Committee of the Whole process in June 2014. The municipal election in October 2014 means there will be no Committee meetings scheduled for October, November or December that year.

### **Some Committees and Boards will continue as they are**

The new Committee of the Whole system will incorporate five of the existing Standing Committees – the Community and Health Services, Environmental Services, Finance and Administration, Planning and Economic Development and Transportation Services Committees.

The Audit Committee and the Boards of Housing York Inc. and York Region Rapid Transit Corporation will continue to meet separately. Also continuing as before will be the Accessibility Advisory Committee and the Human Services Planning Board. Dates for these meetings are to be determined.

### **Link to key Council-approved plans**

Piloting a Committee of the Whole system responds to the Open and Responsive Governance goal in *Vision 2051*. Specifically it continues to ensure the Region sets high standards for transparency and accountability.

**5. FINANCIAL IMPLICATIONS**

There are no financial implications attached to the adoption of this report.

**6. LOCAL MUNICIPAL IMPACT**

There is no local municipal impact attached to the adoption of this report.

**7. CONCLUSION**

A Committee of the Whole system can enhance the democratic process and reduce the number of individual Committee meetings and the number of days on which Committee meets. This should allow all Members of Council to more easily attend meetings and stay apprised of deputations, communications, presentations and reports. It will also allow members of the public to address all Members in one forum.

Establishing a one-year pilot of the Committee of the Whole system will enable assessment of its benefits prior to the new term of Council. This assessment will occur in June 2014.

*(The two attachments referred to in this clause are attached to this report.)*

**Respectfully submitted,**

**June 20, 2013  
Newmarket, Ontario**

**B. Fisch  
Regional Chair**

***(Report No. 1 of the Regional Chair was adopted without amendment, by the Council of The Regional Municipality of York at its meeting on June 27, 2013.)***

## COUNCIL AND COMMITTEE SCHEDULE SEPTEMBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LABOUR DAY	3	4	5	6	7
8	9	10	11	12 9:30 Committee of the Whole (1) Housing York Inc. (immediately following)	13	14
15	16	17	18	19 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	20	21
22	23	24	25 1:00 York Regional Police Services Board 4:00 Accessibility Advisory	26 9:30 REGIONAL COUNCIL	27	28
29	30					

## COUNCIL AND COMMITTEE SCHEDULE OCTOBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 9:30 Committee of the Whole (1) Housing York Inc. (immediately following) Audit Committee (immediately following)	4	5
6	7	8	9	10 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	11	12
13	14 THANKSGIVING DAY	15	16 1:00 York Regional Police Services Board	17 9:30 REGIONAL COUNCIL	18	19
20	21	22	23	24 9:30 Special Council Meeting / Education Session (as required)	25	26
27	28	29	30	31		



## COUNCIL AND COMMITTEE SCHEDULE NOVEMBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 9:30 Committee of the Whole (1) Housing York Inc. (immediately following)	8	9
10	11 REMEMBRANCE DAY	12	13	14 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	15	16
17	18	19	20 1:00 York Regional Police Services Board 4:00 Accessibility Advisory	21 9:30 REGIONAL COUNCIL	22	23
24	25	26	27	28 9:30 Special Council Meeting / Education Session (as required)	29	30

## COUNCIL AND COMMITTEE SCHEDULE DECEMBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 9:30 Committee of the Whole (1) Housing York Inc. (immediately following)	6	7
8	9	10	11	12 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	13	14
15	16	17	18	19 9:30 REGIONAL COUNCIL	20	21
22	23 WINTER BREAK STARTS FOR SCHOOL BOARDS	24	25 CHRISTMAS DAY	26 BOXING DAY	27	28
29	30	31 NEW YEAR'S EVE				

## COUNCIL AND COMMITTEE SCHEDULE JANUARY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 NEW YEAR'S DAY	2	3 WINTER BREAK ENDS FOR SCHOOL BOARDS	4
5	6	7	8	9 9:30 Committee of the Whole (1) Housing York Inc. (immediately following)	10	11
12	13	14	15	16 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	17	18
19	20	21	22 1:00 York Regional Police Services Board (tentative date)	23 9:30 REGIONAL COUNCIL	24	25
26	27	28	29	30 9:30 Special Council Meeting / Education Session (as required)	31	

## COUNCIL AND COMMITTEE SCHEDULE FEBRUARY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 9:30 Committee of the Whole (1) Housing York Inc. (immediately following) Audit Committee (immediately following)	7	8
9	10	11	12	13 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	14	15
16	17 FAMILY DAY	18	19 1:00 York Regional Police Services Board (tentative date) 4:00 Accessibility Advisory (tentative date)	20 9:30 REGIONAL COUNCIL	21	22
23	24	25	26	27 9:30 Special Council Meeting / Education Session (as required)	28	1

## COUNCIL AND COMMITTEE SCHEDULE MARCH 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 9	5	6 9:30 Committee of the Whole (1) Housing York Inc. (immediately following)	7	8
9	10 MID-WINTER BREAK BEGINS FOR SCHOOL BOARDS	11	12	13	14 MID-WINTER BREAK ENDS FOR SCHOOL BOARDS	15
16	17	18	19	20 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	21	22
23	24	25	26 1:00 York Regional Police Services Board (tentative date)	27 9:30 REGIONAL COUNCIL	28	29
30	31					

## COUNCIL AND COMMITTEE SCHEDULE APRIL 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 9:30 Committee of the Whole (1) Housing York Inc. (immediately following)	4	5
6	7	8	9	10 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	11	12
13	14	15	16 1:00 York Regional Police Services Board (tentative date) 4:00 Accessibility Advisory (tentative date)	17 9:30 REGIONAL COUNCIL	18 GOOD FRIDAY	19
20 EASTER SUNDAY	21 EASTER MONDAY	22	23	24 9:30 Special Council Meeting / Education Session (as required)	25	26
27	28	29	30			

## COUNCIL AND COMMITTEE SCHEDULE MAY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 9:30 Committee of the Whole (1) Housing York Inc. (immediately following)	2	3
4	5	6	7	8 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	9	10
11	12	13	14 1:00 York Regional Police Services Board (tentative date)	15 9:30 REGIONAL COUNCIL	16	17
18	19 VICTORIA DAY	20	21	22 9:30 Special Council Meeting / Education Session (as required)	23	24
25	26	27	28	29	30 FCM	31 FCM

## COUNCIL AND COMMITTEE SCHEDULE JUNE 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 FCM	2 FCM	3	4	5	6	7
8	9	10	11	12 9:30 Committee of the Whole (1) Housing York Inc. (immediately following) Audit Committee (immediately following)	13	14
15	16	17	18	19 9:30 Committee of the Whole (2) YRRTC Board (immediately following)	20	21
22	23	24	25 1:00 York Regional Police Services Board (tentative date) 4:00 Accessibility Advisory (tentative date)	26 9:30 REGIONAL COUNCIL	27	28
29	30					



## COUNCIL AND COMMITTEE SCHEDULE JULY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CANADA DAY	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		



## COUNCIL AND COMMITTEE SCHEDULE AUGUST 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CIVIC HOLIDAY	5	6	7	8	9
10	11	12	13	14	15	16
17 AMO	18 AMO	19 AMO	20 AMO	21	22	23
24	25	26	27	28	29	30
31						

## COUNCIL AND COMMITTEE SCHEDULE SEPTEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOUR DAY	2	3	4 9:30 Committee of the Whole (1 & 2) Housing York Inc. (immediately following) YRRTC Board (immediately following) Audit Committee (immediately following)	5	6
7	8	9	10 1:00 York Regional Police Services Board (tentative date) 4:00 Accessibility Advisory (tentative date)	11 9:30 REGIONAL COUNCIL	12 MUNICIPAL ELECTION NOMINATION DAY	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



## COUNCIL AND COMMITTEE SCHEDULE OCTOBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 THANKSGIVING DAY	14	15	16	17	18
19	20	21	22	23	24	25
26	27 MUNICIPAL ELECTION DAY	28	29	30	31	

## COUNCIL AND COMMITTEE SCHEDULE NOVEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 REMEMBRANCE DAY	12 1:00 York Regional Police Services Board (tentative date)	13 9:30 REGIONAL COUNCIL	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## COUNCIL AND COMMITTEE SCHEDULE DECEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 INAUGURAL COUNCIL MEETING	12	13
14	15	16	17	18 9:30 REGIONAL COUNCIL	19	20
21	22 WINTER BREAK STARTS FOR SCHOOL BOARDS	23	24	25 CHRISTMAS DAY	26 BOXING DAY	27
28	29	30	31 NEW YEAR'S EVE			

**ADJUSTMENTS TO EXISTING COMMITTEE PROCESSES**

1. Council Members reserve Committee of the Whole days from 9:30 a.m. to 3 p.m., at a minimum, including a 45 minute recess for lunch.
2. Quorum for Committee of the Whole to be established as 11 members
3. Committee of the Whole meetings to be divided into sections as follows:
  - a. Meeting 1 - Community and Health Services, Planning and Economic Development and Transportation Services matters
  - b. Meeting 2 - Environmental Services and Finance and Administration matters
4. The order of the Committee of the Whole sections to be rotated each meeting.
5. Deputations from the public and presentations from staff to be heard at the start of each meeting, regardless of which section they fall under.
6. Each Committee of the Whole section to have its own Chair. This Chair is to be the current Chair or Vice-Chair of the Standing Committees.
7. The Regional Chair to open each meeting and preside over deputations and presentations and any closed session portion of the meeting.
8. Any conflicting elements of the *Procedure Bylaw 2009-53* be temporarily suspended during the Committee of the Whole pilot period.