
DATE: August 31, 2010

REPORT TITLE: **2011 REGIONAL COUNCIL AND COMMITTEE MEETING SCHEDULE**

FROM: Norma Trim, Chief Financial Officer and Commissioner of Corporate Services

RECOMMENDATION

That the 2011 Regional Council and Committee schedule, attached as Appendix I to the report of the Chief Financial Officer and Commissioner of Corporate Services dated August 31, 2010, titled "2011 Regional Council and Committee meeting schedule" be approved, on a trial basis, from January – June, 2011;

And further, that the applicable sections of Procedural By-law 57-2006, as amended, be waived accordingly, for the duration of the trial period.

REPORT HIGHLIGHTS

- Attached as Appendix I is the proposed Regional Council and Committee meeting schedule for 2011; it is recommended that the proposed schedule be adopted for a six month trial period.
- The proposed schedule provides for additional Regional Council decision points by eliminating General Committee and directing all departmental reports to meetings of Regional Council.
- The proposed schedule depicts Regional Council meetings on the 2nd and 4th Thursday of each month; Committee meetings on the 1st and 3rd Thursday; and, where there are five Thursdays in any month, the additional Thursday is Reserved for Regional Business.
- All Thursdays (with some exceptions during regular "holiday" periods) remain reserved for Regional business until 3:30 p.m.

DISCUSSION

1. Background

Each year a schedule of the Regional Council and Committee meetings is prepared for approval by Council, pursuant to the Region of Peel Procedural By-law 57-2006, as amended. The current three week cycle: General Committee, Regional Council and Subcommittee was implemented over 11 years ago and has undergone a review in the intervening time.

2. Proposed Direction

Appendix I to the subject report provides the proposed 2011 Regional Council and Committee schedule. The 2011 schedule proposes a six month pilot that would eliminate

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General Committee meetings and replace them with Council meetings. On the second and fourth Thursday of each month, Council as a whole would meet to hear delegations and review and approve reports. On the alternate Thursdays, Committees and Subcommittees (Waste Management, Audit, EPSC, IRAC, etc.) would meet. The fifth Thursday, where applicable, is to be reserved for other Regional business until 3:30 p.m. for subcommittee and ad hoc meetings or special meetings of Regional Council.

Timely decision making is vital for the success of the Region's programs and services. The Regional Clerk proposes the elimination of General Committee in order to enable an increased number of Regional Council meetings (decision points) where Regional business can be advanced. Council could still defer an item if they want further information from staff or time for sober second thought. It is expected that the ability for fulsome debate of issues will not be negatively impacted by the proposed change, while generally providing a shorter deferral period; ie. a two-week cycle, instead of the current three-week cycle.

Public access to Regional business will not be hampered by the change in meeting schedule. Draft Council agendas and reports will be available to the public five calendar days prior to Council meetings to allow for public input. It is expected that the proposed schedule will assist in raising the awareness of the public of the pattern of Regional Council meetings. A two week schedule will enable the Regional Chair and Regional Clerk to better manage agendas and reduce the number of repeat delegations on the same issue, thus allowing more time for Council debate.

The proposed schedule also increases the availability of Committee and Subcommittee meeting times. Committee and Subcommittee meetings have been scheduled on the first and third Thursdays of each month, however, their meeting times and groupings may be adjusted by the Regional Clerk after the Committee compositions have been determined.

The proposed changes to the schedule have been discussed with the Regional Chair, and the area municipal Clerks. The Regional Clerk will also seek input at the New Councillor Orientation session that will be scheduled in December, 2010.

3. March Break

The Peel District School Board and the Dufferin-Peel Catholic District School Board have identified their scheduled March Break as being the week of March 14 to 18, inclusive. Therefore, there will be no Regional Council or Committee meetings scheduled during this week.

4. Summer Months

In accordance with section III 2(b) (iv) of Procedural By-law 57-2006, as amended, Regional Council meetings must be scheduled on the first Thursday in July. As there is no meeting in August, the Council schedule does not call for a regular meeting to be held between the July 7, 2011 and September 8, 2011 meetings. During such a hiatus of more than 21 days referred to as an "Interim Period", staff have limited authority to deal with matters to ensure the continuity of conduct of the Region's business. At the July 3, 2008 Regional Council meeting, members of Council approved By-law 56-2008 establishing the Interim Period Approvals Committee with membership of the Chairs and Vice-Chairs of the Management, Health, Human Services and Public Works sections of General Committee and the Regional Chair (ex-officio), with authority to deal with matters that exceed the authority of staff, should the need arise.

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2011 REGIONAL COUNCIL AND COMMITTEE MEETING SCHEDULE**5. Together We're Better Awards**

The Together We're Better Awards (TWBA) Luncheon, proposed for Friday, June 10, 2011, is an opportunity for the Region of Peel to recognize the accomplishments of Regional staff and departments. This recognition event is not a meeting requiring the attendance of Regional Councillors; however, staff welcome and encourage Councillors to attend, if possible.

6. Ad hoc and Subcommittee Meetings Not Listed

The 2011 Regional Council and Committee meeting schedule, attached as Appendix I, is not a complete list of all meetings that may be scheduled during 2011. Certain ad hoc and subcommittees meet on an irregular basis or at the call of the Chair and as such, not all meeting dates have been finalized at the time of this report. Staff will make every effort to ensure that Councillors are advised of these meetings in a timely manner.

7. Waste Management Committee

As requested by staff, it is recommended that in 2011 the Waste Management Committee meet every six weeks. The frequency of meetings with the previous monthly schedule did not allow Waste Management staff sufficient time to respond to the Committee requests prior to the next meeting. As a result of this change, the WMC will continue to meet monthly with the exception of February and December 2011, as noted in Appendix I.

8. Niagara Escarpment Commission

As in the past, the Niagara Escarpment Commission (NEC) has scheduled their meetings to take place on the third Thursday of the month. This is also the case for 2011 subject to approval by the Commission later in the Fall, 2010, and will result in meetings being in conflict with the Regional Council schedule.

9. Workshops

On occasion, Council may request or it may be deemed valuable, for certain committees to hold workshops for Council members on particular matters. These are conducted on an as needed basis and, as such, cannot be generally scheduled in advance.

10. Scheduled Meeting Information

Current information regarding scheduled meetings, including cancellations, is available on the Region of Peel Web site www.peelregion.ca. Staff makes every effort to ensure the posted meeting information remains current and accurate at all times.

Other Conferences

The following schedules were considered and all anticipated potential conflicts have been addressed:

- Rural Ontario Municipal Association Annual Conference and Ontario Goods Roads Association (ROMA/OGRA) – February 27 to March 2, 2011 (dates are highlighted on the meeting schedule);

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- Federation of Canadian Municipalities (FCM) Annual Conference – June 3 to 6, 2011 (dates are highlighted on the meeting schedule); and
- Association of Municipalities of Ontario (AMO) Annual Conference – August 21 to 24, 2011 (dates are highlighted on the meeting schedule).

Large Urban Symposium, Counties, Regions, and Single Tier Municipalities (CRST) Conferences and Association of Municipalities of Ontario (AMO) Workshop dates for 2011 are not yet available for consideration.

11. Thursdays as Regional Business Days

In order to ensure availability of Council Members for Special Committee and/or Special Regional Council meetings for the purpose of deliberating the Budget, and the many Subcommittees and Ad hoc Committees of Council, all Thursdays (with some exceptions during "holiday" periods) shall be reserved for Regional business. Members are reminded that the Procedural By-law stipulates that Regional Council and Committee meetings may continue until 3:30 p.m. on such meeting days. At the request of the Subcommittee or Ad hoc Committee members, and with the approval of the Committee Chair, exceptions may occur resulting in meetings being scheduled on a day other than a Thursday, as in the case of the Accessibility Advisory Committee.

CONCLUSION

Pursuant to Procedural By-law 57-2006, as amended, the Regional Council and Committee schedule for 2011 is hereby presented to Council for consideration and approval.



Norma Trim
Chief Financial Officer
and Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

*For further information regarding this report, please contact
Carol Reid, Director of Clerk's and Regional Clerk at extension 4325 or via email at
carol.reid@peelregion.ca*

Authored By: Christine Thomson, Legislative Specialist

c. Legislative Services

JANUARY				
MON	TUE	WED	THU	FRI
Office Closed			R	
			GSSC RC RCB	
			IRAC WMC	
	AAC		RC PHC RCB	

FEBRUARY				
MON	TUE	WED	THU	FRI
	1	2	3 EPSC GAC	4
7	8	9	10 RC PHC RCB	11
14	15 AAC	16	17 IRAC IMPSC	18
21 Holiday	22	23	24 AC RC RCB GTAA	25
28 ROMA				

MARCH				
MON	TUE	WED	THU	FRI
	1 ROMA	2 ROMA	3 ARRASC IRAC WMC	4
7	8 PAWGOAH	9	10 GSSC RC	11
MARCH BREAK				
21	22	23	24 RC PHC	25
28	29 AAC	30	31 R	

APRIL				
MON	TUE	WED	THU	FRI
				1
4	5	6	7 IMPSC	8
11	12	13	14 RC	15
18	19	20	21 IRAC WMC	22 Holiday
25	26 AAC	27	28 AC RC PHC	29

MAY				
MON	TUE	WED	THU	FRI
2	3	4	5 GSSC GTAA	6
9	10	11	12 RC PHC	13
16	17	18	19 IRAC WMC	20
23 Holiday	24	25	26 RC	27
30	31 AAC			

JUNE				
MON	TUE	WED	THU	FRI
		1	2 EMPC EPSC IMPSC	3 FCM
6 FCM	7	8	9 RC	10 TWBA
13	14 PAWGOAH	15	16 IRAC WMC	17
20	21 AAC	22	23 AC RC PHC PLAGM	24
27	28	29	30 R	

- RC Regional Council
- GCB General Committee Budget
- RCB Regional Council Budget
- R Reserved for Regional Business
- AAC Peel Accessibility Advisory Committee
- AC Audit Committee
- ARRASC Arterial Roads Review Ad hoc Steering Committee
- EMPC Emergency Management Program Committee
- EPSC Emergency and Protective Services Committee
- FCM Federation of Canadian Municipalities Annual Conference
- GAC Grants Ad hoc Committee
- GSSC Greenlands Securement Subcommittee
- GTAA Greater Toronto Airports Authority Liaison Committee
- IMPSC Inter-Municipal Planning Subcommittee
- IRAC Intergovernmental Relations Advisory Committee
- PAWGOAH Peel Advisory Working Group On Older Adults' Housing
- PHC Peel Housing Corporation
- PLAGM Peel Living Annual General Meeting
- ROMA Rural Ontario Municipal Association Conference
- TWBA Together We're Better Awards Luncheon
- WMC Waste Management Committee

- 9:30 a.m. - 3:30 p.m.
- Immediately Following General Committee
- Immediately Following Regional Council
- 9:30 a.m. - 3:30 p.m.
- 1:00 p.m. - 3:00 p.m.
- 8:30 a.m. - 9:30 a.m.
- 9:30 a.m. - 11:00 a.m.
- 8:30 a.m. - 9:00 a.m.
- 9:00 a.m. - 11:00 a.m.
- June 3 - 6, 2011
- 1:00 p.m. - 3:30 p.m.
- 8:30 a.m. - 9:30 a.m.
- 1:00 p.m. - 3:30 p.m.
- 1:00 p.m. - 3:30 p.m.
- 11:00 a.m. - 1:00 p.m.
- 9:30 a.m. - 12:30 p.m.
- 11:30 a.m. - 12:00 p.m.
- 12:00 p.m. - 12:30 p.m.
- February 27 - March 3, 2011
- 11:30 a.m. - 3:00 p.m.
- 1:00 p.m. - 3:30 p.m.

JULY				
MON	TUE	WED	THU	FRI
				1 Holiday
4	5	6	7 RC PHC	8
11	12	13	14 ARRASC IRAC WMC	15
18	19	20	21 R	22
25	26	27	28 R	29

AUGUST				
MON	TUE	WED	THU	FRI
1 Holiday	2	3	4 GSSC IRAC WMC	5
8	9	10	11 R	12
15	16	17	18 R	19
22 AMO	23 AMO	24 AMO	25 R	26
29	30 AAC	31		

SEPTEMBER				
MON	TUE	WED	THU	FRI
			GSSC 1 ARRASC IRAC WMC	2
5 Holiday	6	7	8 RC PHC	9
12	13	14	15 AC GTAA	16
19	20 AAC	21	22 RC	23
26	27	28	29 R	30

OCTOBER				
MON	TUE	WED	THU	FRI
3	4	5	6 EMPC EPSC IMPSC	7
10 Holiday	11	12	13 RC PHC	14
17	18	19	20 GSSC GAC IRAC WMC	21
24	25 AAC	26	27 RC RCB	28
31				

NOVEMBER				
MON	TUE	WED	THU	FRI
	1	2	3 GTAA	4
7	8	9	10 RC RCB	11
14	15	16	17 EPSC IRAC WMC	18
21	22 PAWGOAH AAC	23	24 RC PHC	25
28	29	30		

DECEMBER				
MON	TUE	WED	THU	FRI
			1 ARRASC	2
5	6	7	8 RC PHC RCB	9
12	13	14	15 R	16
19	20	21	22 R	23
26 Holiday	27 Office Closed	28 Office Closed	29 Office Closed	30 Office Closed

- RC Regional Council
- GCB General Committee Budget
- RCB Regional Council Budget
- R Reserved for Regional Business
- AAC Region of Peel Accessibility Advisory Committee
- AMO Association of Municipalities of Ontario Conference
- ARRASC Arterial Roads Review Ad hoc Steering Committee
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- EPSC Emergency and Protective Services Committee
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- IMPSC Inter-Municipal Planning Subcommittee
- IRAC Intergovernmental Relations Advisory Committee
- PAWGOAH Peel Advisory Working Group On Older Adults' Housing
- PHC Peel Housing Corporation
- WMC Waste Management Committee

- 9:30 a.m. - 3:30 p.m.
- Immediately Following General Committee
- Immediately Following Regional Council
- 9:30 a.m. - 3:30 p.m.
- 1:00 p.m. - 3:00 p.m.
- August 21 - 24, 2011
- 9:30 a.m. - 11:00 a.m.
- 8:30 a.m. - 9:30 a.m.
- 8:30 a.m. - 9:00 a.m.
- 9:00 a.m. - 11:00 a.m.
- 9:30 a.m. - 11:00 a.m.
- 8:00 a.m. - 9:30 a.m.
- 1:00 p.m. - 3:30 p.m.
- 1:00 p.m. - 3:30 p.m.
- 11:00 a.m. - 1:00 p.m.
- 9:30 a.m. - 12:30 p.m.
- 11:30 a.m. - 12:00 p.m.
- 1:00 p.m. - 3:30 p.m.