

DATE: November 7, 2012

REPORT TITLE: **AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW**

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

RECOMMENDATION

That the amendments to the Procedure By-law outlined in the report of the Chief Financial Officer and Commissioner of Corporate Services, dated November 7, 2012, titled "Amendments to the Region of Peel Procedure By-law", be approved;

And further, that Region of Peel Procedure By-law 57-2006, as amended, be repealed;

And further, that the necessary by-law be presented for enactment.

REPORT HIGHLIGHTS

- The current Procedure By-law was enacted in 2006.
- At its meeting held on June 23, 2011, Regional Council approved the new Council/Committee cycle that permanently disbanded the General Committee system and to schedule a Council meeting in August.
- There is opportunity for enhanced clarity in the procedures of council proceedings that makes further Procedure By-law changes desirable.
- The existence of previous amendments and the extent of those now proposed make it preferable to repeal the current by-law and re-enact a Procedure By-law.
- Notice of the proposed revisions to the Procedure By-law has been published in accordance with the Region of Peel Public Notice Policy G00-16.

DISCUSSION

1. Background

In January 2011 a pilot was launched of a new Regional Council and Committee meeting cycle. The new meeting cycle provided additional Regional Council decision points by eliminating General Committee and directing all departmental reports to meetings of Regional Council or to specific Committee meetings.

At its meeting held on June 23, 2011, Regional Council approved the permanent elimination of the General Committee structure and adding a meeting for the month of August (Appendix I). To reflect the changes to the Council/Committee structure, therefore it is necessary to amend the By-law.

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The revisions to the By-law can be categorized as: (a) those changes resulting from Council decisions and (b) those reflecting clarification of current practices. The changes are summarized below. The proposed By-law will be considered by Regional Council at its November 22, 2012 meeting.

2. Changes Resulting from Council Direction**i) General Committee**

Regional Council approved a new Council/Committee structure that eliminates the General Committee (GC) system in order to increase the number of Regional Council meetings (decision points) where Regional business can be advanced. As a result, all references or provisions pertaining to General Committee have been removed from the revised Procedure By-law.

ii) Interim Period Approvals Committee

In the event the August meeting is cancelled, the Interim Period Approvals Committee (IPAC) may be utilized. The IPAC was created for the purpose of considering, where appropriate, and authorizing the incurring of expenditures ordinarily requiring the approval of Regional Council during any time when there is no Regional Council meeting scheduled for a period of more than 21 days after the date of the previously held Regional Council meeting.

ii) Council/Committee Cycle

On the second and fourth Thursday of each month, Council as a whole, meets to hear delegations and discuss and decide issues based on reporting. Committees are held on the alternate Thursdays, the first and third weeks of the month. The fifth Thursday, where applicable, is reserved for other Regional business including Committees and special meetings of Regional Council. The two-week cycle enables 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 discussion.

3. Changes Reflecting Clarification of Current Practices**i) Electronic Agenda Delivery**

A new process for agenda delivery to Regional Councillors and the Executive Management Team (EMT) was implemented in August 2011, utilizing an Electronic File Transfer Service (EFTS). This service provides Regional Councillors and EMT the ability to view agenda items online, as soon as the agendas are finalized. Provisions have been included in the draft Procedure By-law to reflect this process.

ii) Accessibility Standards

The current Procedure By-law defines "recorded vote" as a vote in which the votes of all members voting are recorded showing the names of all members present, whether they voted in favour, opposed or abstained. The means for conducting recorded votes states that once a recorded vote is called, the Clerk shall conduct the vote by electronic means

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or asking the members in favour or opposed to stand or by show of hands. To comply with accessibility standards, the language in the By-law has been changed to replace all voting references to "indicate" the vote.

iii) Delegations

For effective meeting management, it is being proposed that delegations requesting appearance at a Council or Committee meeting, and is not related to an item on the agenda, the Regional Clerk shall list the written notice requesting listing as a delegation on the next appropriate Council meeting draft agenda under "Other Business" for consideration by the Committee or Council. Regional Council will then have the opportunity to approve the delegation request. Should the Committee or Council not approve listing the delegation, the Regional Clerk shall so inform the delegate that their request was denied and the delegation will not be listed on a Council or committee agenda.

CONCLUSION

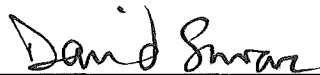
Regional Council's decision to eliminate General Committee, add a meeting in August and other housekeeping changes warrant modifications to the Procedure By-law. The existence of previous amendments and the extent of those now proposed make it preferable to repeal and re-enact the Procedure By-law rather than further amend it.

Notice of the consideration of amendments to the Region of Peel Procedure By-law 57-2006, as amended, has been published in accordance with the Region of Peel Public Notice Policy G00-16.



Norma Trim
Chief Financial Officer
and Commissioner of Corporate Services

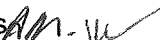
Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Kathryn Lockyer at extension 4325 or via email at kathryn.lockyer@peelregion.ca or Ava Macintyre at extension 4462 or via email at ava.macintyre@peelregion.ca.

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c. Legislative Services 

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APPENDIX I

APPROVED AT REGIONAL COUNCIL
June 23, 2011

MA-B. CHIEF FINANCIAL OFFICER AND CORPORATE SERVICES

MA-B1. Regional Council and Committee Meeting Cycle and Delegation Management

Moved by Councillor Fonseca,
Seconded by Councillor Foley;

That the Regional Council and Committee meeting cycle, currently in a six month trial period, become permanent;

And further, that the General Committee structure be disbanded;

And further, that the Regional Council and Committee schedule for the remainder of 2011, attached as Appendix I to the report of the Chief Financial Officer and Commissioner of Corporate Services, dated May 17, 2011, titled "Regional Council Meeting Cycle and Delegation Management", be approved;

And further, that a Regional Council meeting be scheduled for the month of August;

And further, that staff report back with the appropriate amendments to Region of Peel Procedural By-law 57-2006, as amended;

And further, that the applicable sections of the Region of Peel Procedural By-law 57-2006, as amended, be waived accordingly until the necessary amendments have been approved by Council.

Carried

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