



# Council Issues

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1. Delegations
2. New Business
3. Advisory Committee and Outside Appointments
4. General Committee Schedule



# Delegations

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- Refresh Committee on current rules
- Practice and rules not matching
  - Consequence of deviating from the agenda order:
    - Members of Council not being present for items of interest/concern
    - Members of the public and staff not being present for items of interest/concern
    - Items being deferred
    - Improper Use of Committee Time



# Delegations

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- Examples:

- Delegates delayed hours due to report being moved up on the agenda, (Pesticides, Markham Waxers, Members of the Taxi Industry)
- Decision to have Delegate regarding Second Suites speak in advance of the report and her waiting until the end of the meeting only to have the matter deferred



# Delegations

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## ○ Options

- Delegations heard at the beginning of the meetings and reports considered in order of agenda
- Individual delegation heard and item immediately brought forward



# Delegations

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- Deviations from Agenda:
  - Not hearing delegations at the beginning of the meeting
  - Moving reports up after individual delegations
  - Allowing Delegates to speak beyond the five minute limit
  - Repetition



# Delegations

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- Advantages to hearing all delegations at the beginning of the meeting prior to Council Business:
  - Ensures:
    - All Members of the Public are heard
    - Members of the Public do not wait until the end of the meeting only to have their item deferred
    - All pertinent information is available to Members of Council in advance of a decision



# Delegations

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- Advantage to adhering to the five minute limit is:
  - shorter meetings – more efficient use of time
  - Less repetition



# Delegations

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- Procedural Rules:

- Requests in writing (including general nature) by 4:30 p.m. Tuesday the preceding week of Committee or Council
- Preference delegations appear at Committee
- Five minute limit
- Ten minute limit if one speaker on behalf of five persons or more





# Delegations

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- Procedural Rules: (cont'd.)
  - Once the business of Council has commenced, no further presentations shall be permitted
  - Delegates respond to questions from Members of Council only through the Chair

# Delegations

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- Procedural Rules (cont'd.)
  - Staff Presentations heard first
  - Delegations from the public heard at the beginning of meetings
  - Priority in which delegates are heard in the following order:
    - Staff Presentation
    - Delegates listed on the agenda
    - Delegates listed on the addendum
    - Delegates who make application at the meeting



# Delegations

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- Procedural Rules:
  - Orders of the Day:
    - Printed agenda provides Members of the public and staff with an estimate of timing for items



# Delegations

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- Recommendation:
  - Status Quo
  - Adhere to the Procedural By-Law
  - Training – Conduct of Meetings and Parliamentary Procedures



# New Business

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- Procedural By-Law
- Implemented in 2000
- Orders of the Day
- New Business designed to provide notice of upcoming events or activities
- Notice of Motion provision



# New Business

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## Problems:

- Substantive Issues being raised
- No notice to the public
- No staff input
- No advance notice to Members of Council
- Decisions without notice



# New Business

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- Allowing substantive matters to be added on the floor:
  - Contrary to the intent of the Procedural By-Law
  - Addendum items must be of an urgent nature
  - Late items to include an explanation for being late
  - Requires 2/3 vote to add



# New Business

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- Recommendation
  - Amendment to the Procedural By-Law to clarify intent of New Business





# Advisory Committee Review

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- Review Needed to address the following problems:
  - Reduce Council Workload
  - Increase Staff Efficiencies
  - Streamline Workflow
  - Better Decision-making Venue



# Advisory Committee Review

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- Council and Standing Committees – 40 hours per month per Councillor
- Regional Committees – Wednesdays and Thursdays Regional Councillors committed to meetings at the Regional level
- Other Boards and Committees – Appointments range from 15 to 25 per Councillor depending on interest and availability



# Advisory Committee Review

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- 2007 Statistics
  - 17 Council Meetings
  - 32 Development Services Committee Meetings
  - 12 Development Services Public Meetings
  - 33 General Committee Meetings
  - Represents 376 meeting hours for each Councillor or 4,888 meeting hours



# Advisory Committee Review

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	<u>2004</u>	<u>2007</u>
○ Number of	67	70
○ Advisory and Other Committees		
○ Internal Elected		
○ Appointments	167	190
○ Outside Elected		
○ Appointments	17	21



# Advisory Committee Review

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- Approximately same number of formal committees
- Change in governance - large volume of local meetings, public meetings, and Working Groups, e.g. CN Bala, Raywal, Canac, Road Widenings, offstreet parking, Extended Driveways Program, Pesticide By-Law, Tree By-Law
- Increased elected appointments



# Advisory Committee Review

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- Listing to be distributed separately.



# Advisory Committee Review

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- Objective:
  - Consolidate a number of Advisory/Other Committees
  - Reduce the number of Councillor Appointments
  - Ensure Advisory Committee Participation is Meaningful (Diversity Initiative)
  - Ensure Council's Six Strategic Priority Areas are reflected in the Town's Committees' Terms of Reference



# Advisory Committee Review

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- Immediate Steps To Be Taken:
  - Consolidate the Parks and Building Construction Committee into the General Committee's Mandate
  - Amend Composition of the Licensing Hearing Committee
  - Reduce the number of Elected Appointments





# Comparables

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- The following municipalities have established Citizen Licensing Hearing Committees:
  - Toronto
  - Mississauga
  - Brampton
- London and Kitchener are actively investigating options.



# Advisory Committee Review

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- Possible Changes:
  - Consolidation of Environmental Committees
  - Consolidate the Communications Committee and the Information Technology Committee into the General Committee's mandate (with separate chairs)
  - Combine the Markham-China Advisory Group into the Development Services Committee under the Economic Development Portion



# Advisory Committee Review

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## ○ Possible Changes:

- Remove Sign Removal By-Law Committee – working group with the Enforcement Division
- Combine the Stiver Mill Preservation Committee into the Unionville Subcommittee
- Remove the Susie Garden as it is a Staff Program



# Advisory Committee Review

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- Possible Changes:
  - Combine the Dog Leash Free Committee into the Animal Care Services Committee
  - Combine the Transportation Strategic Plan Steering Committee into the Development Services Committee under the Transportation Section.
  - Reduce Outside Appointments



# Advisory Committee Review

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- Possible Changes:
  - Eliminate the Environmental Issues Committee because of the Environment and Sustainability portion of the General Committee
  - Transfer responsibility for the administration of the Markham Environmental Land Acquisition Fund to the General Committee
  - Transfer the Markham Environmental Sustainability Fund Approvals to the General Committee

# Advisory Committee Review

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## ○ **Recommendations:**

- Amend Markham's Procedural By-law to transfer the responsibility of the Parks & Building Advisory Committee to General Committee;
- Limit elected appointments to one per committee
- Amend the Terms of Reference of the Licensing Committee to provide for:
  - 2 members of the public
  - 1 member of council
- Committee to provide direction on a comprehensive review of the Town of Markham's Advisory Committee structure.
- Training on conduct of meetings



# General Committee Schedule

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- Governance Survey results indicate that four out of eight Members of Council who responded are unhappy with weekly Standing Committee meetings
- Nine Comparables:
  - 6 meet twice a month
  - 1 meets quarterly
  - 2 meet every three weeks



# Comparables

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- Town staff conducted a survey of Ontario municipalities regarding Council and Committee structure.
- Results from this survey can be found on [Appendix "A"](#).





# General Committee Calendar

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- Option 1

- Meeting Times:

- Every Monday

- 9:00 a.m. to 1:00 p.m.

- Second Monday includes a Workshop

- Presentation Portion from 1:00 to 3:00 p.m.



# General Committee Schedule

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- Option 2

- Meeting Times:

- Every Monday
    - 9:00 a.m. to 1:00 p.m.
    - Every First and Third Monday includes a Workshop Presentation Portion from 1:00 to 3:00 p.m.



# General Committee Agenda

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- Option 3

- Meeting Times:

- Three Mondays a month
    - 9:00 a.m. to 1:00 p.m.
    - One Part A sessions and two Part B



# General Committee Agenda

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- Option 4
  - Meeting Times:
    - Two Mondays a month
    - 9:00 a.m. to 4:00 p.m.



# General Committee Agenda

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- Recommendation:
  - Staff be provided direction as to preference of schedule