



Recommendations for Procedure By-law Review 2018-2022 Term of Council

Committee of the Whole

February 24, 2020

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Presentation Outline

- Background
- Key Themes
 - Recommendations & Proposed Changes
- Consultation & Survey Results
- Conclusion & Next Steps

Background

- The Municipal Act requires all Councils to adopt a Procedure By-law.
- Significant updates have not been made since 2015.
- Workshop held in October 2019 identified a review once per term is a best practice.

Key Themes in Review

Housekeeping
&
Best Practices

Modernization
& Trends

Transparency

Highlights from Housekeeping & Best Practices

- Use of gender neutral language
- Reports by Regional Representatives at Council only
- Clarity for what is “New Business”:
 - Statutory time requirement
 - An emergency
 - Time sensitive
- Motions section on agenda clarified: “Motions where notice has already been provided”

Highlights from Housekeeping & Best Practices Cont'd

- Recorded votes are upon request of a Member
 - Members visually show how they vote by raising their hands during meetings
- Notice of motion form developed to assist Members

Highlights from Modernization & Trends

- Expansion in use of Council Information Package:
 - Advisory Committee Minutes (endorsement motions will still be considered at Committee of the Whole)
 - Memos or other communications from staff
 - Links to information reports that were circulated in that distribution period
- Land acknowledgement at every regular Council meeting beginning June 2020

Highlights from Modernization & Trends Cont'd

- Deputations regarding staff performance, labour relations, ongoing legal proceedings or solicitation of business not permitted. Anyone under 18 years old will need to provide their parent/guardian's permission (live streaming privacy concerns).
- Outstanding Matters List will now be presented on a quarterly basis & will include additional information on any timeline changes.

Highlights from Transparency

- Continuous improvement for closed session items
 - Internal tracking & further use of website
- Members encouraged to submit petitions directly to the Clerk for inclusion on an agenda
- Electronic Participation in Meetings only for Accessibility Advisory Committee

Announcements & Community Events

- Announcements will be visually displayed at the beginning of Council during Open Forum.
- Member representatives will have the opportunity to provide Advisory Committee Updates
 - Greater linkage between Council and Advisory Committees

Council Survey

- Members of Council surveyed on 3 options for meeting schedule
 - Option 1: Status Quo (evening Council meetings)
 - Option 2: Daytime Council meetings with 12:30 PM start time
 - Option 3: Daytime Council meetings with 1:00 PM start time
- Majority of Council Members prefer daytime Council meetings

The Public Addressing Council & Committee of the Whole

- Council
 - 8 Deputations
 - 6 Presentations
- Committee of the Whole
 - 44 Deputations
 - 19 Presentations

Data from:

December 1, 2018 to September 30, 2019

Considerations for Daytime Council Meetings

1. More individuals address Committee of the Whole than Council.
2. All Newmarket Council and Committee of the Whole meetings are livestreamed and archived on the Town's
3. Addressing Council formally in-person is no longer the primary method of engagement:
 - Email, social media, telephone, Public Information Centres, surveys & at community events or meetings.
4. 9-to-5 is no longer considered the “normal” working day.
5. Evening meetings would continue to be scheduled for significant public interest matters.
6. More Staff are present during the day to be able to answer questions from Members of Council.
7. Attending evening meetings can be challenging during the winter months.

Daytime Council Meetings in the Greater Toronto Area

- More & more Ontario municipals are trending towards meeting during the day.
- Brampton, London, Mississauga, Toronto, Vaughan & York Region all meet during the day.
- Since the October 2019 Workshop Oshawa, Markham & Richmond Hill have all changed to daytime meetings.

Conclusion & Next Steps

- Staff seeking Council approval of new Procedure By-law.
- One-year trial period for new meeting schedule.

Next Steps:

- Communication & outreach with the public
 - Governance “101” & how to communicate with Council
- Updating Advisory Committees of changes

Questions & Discussion