

**- ADDENDUM -**

**- Governance Committee -**

**Council Chambers**

**February 11, 2013**

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**GOV-2013.4      Terms of Reference: City Council and Standing Committee**

See attached Memo: Information Request: Committee Structures – Other Practice Research

# INTERNAL MEMO



DATE February 8, 2013

TO **Mayor and Councillors**

FROM Ann Pappert, CAO

DIVISION Corporate Administration

DEPARTMENT Office of the Chief Administrator

**SUBJECT Information Request: Committee Structures – Other Practice Research**

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Mayor Farbridge and Members of Guelph City Council,

As requested, please find attached other practice information regarding Standing Committees of Council. Twelve municipalities in total were contacted from the Council approved comparator list with the following questions:

1. Does your municipality have a Committee of the Whole or a Standing Committee structure in place?
2. If a Standing Committee Structure is in place, what is the Council composition? How are Council members distributed?
3. For Councillors who are not on a particular Standing Committee, how do they participate in the work of the Standing Committee?
4. Do other cities with Standing Committees have a Deputy Chair position?

Summary findings include:

- Either a Standing Committee Structure or mix of Standing Committee/Committee of the Whole structure is standard practice.
- Having a Vice Chair for Council Standing Committees is commonplace.
- Standing Committee Chair appointment is usually for a period of one year to allow all Councillors to participate actively; two year appointments are not uncommon i.e. Barrie.
- Visiting Councillors to Standing Committees participate through the Committee Chair and at the Chair's discretion but rarely address staff directly.
- In some cases, Visiting Council members sit at the Standing Committee table while in others, they sit with the observing public and approach the Committee with any comments or questions before delegations. This follows Committee debate and discussion on a topic.
- Procedural by-laws detail approved practices regarding Member conduct at Committee meetings. This information is introduced during Council orientation and reviewed as required.

At the City of Guelph, Sec.10.3 of the procedural by-law is clear that any member (of Council) needs to be recognized by the Chair prior to posing a question (to another member, staff, the Chair, etc.).

## **Sec.10 Conduct of Members**

10.3 Every Member desiring to speak, shall raise his or her hand so as to be recognized by the Mayor or Chair.

Mayor and Council Members

February 7, 2012

**RE: Information Request: Committee Structures: Other Practice Research**

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**21.6 Non Committee Member Participation at Meetings**

(a) Members of Council who are not Committee Members may attend both Open and Closed Meetings. They may ask questions for clarification, but shall not enter into debate.

(b) A Chair of a Standing Committee shall recognize Standing Committee Members prior to Non Standing Committee Members.

(c) All Non Members of the Standing Committee may ask questions regarding an issue for no more than 5 minutes (cumulative).

Should you require further information or have questions of clarification on the attached research data, please do not hesitate to contact me directly.

Ann Pappert

Chief Administrative Officer

Attachment: Council Committee Structure - Other Practice Information

### Council Committee Structure - Other Practice Information

#	Municipality	Standing Committee Structure	Committee of the Whole Structure	Mix of Both Systems	Councillor Composition on Standing Committees	Participation Approach	Deputy Chairs or Vice Chairs for Standing Committees (Y/N)
1	Kingston	X			Evenly divided (6 per Standing Committee); Mayor is not a member of all Committees; Chairs/Vice Chairs are rotated annually.	All Councillors receive material for all Standing Committees in advance; Visiting Councillors are allowed to speak once per issue and do not address staff directly; Visiting Councillors speak before members of the public; Visiting Councillors can speak to Standing Committee members off-line in advance of meetings. Committee procedures are captured in the procedural by-law.	Y
2	Brantford			X	Evenly divided among the Standing Committees; Chairs are appointed for one year and then rotated; Mayor is an ex-officio member of all Committees.	All Councillors receive material in advance. They are welcome to attend Committee meetings and participate but they cannot vote. The Visiting Councillors actually sit with the public in the viewing area - not at the meeting table. They are welcome to pose questions and make comments after the Committee members have spoken. The agreed upon procedural norms are communicated at the Council orientation and reviewed throughout the term as required. Visiting Councillors could pose questions to staff but this is rare; it is usually directed through the Committee Chair. Informally, Councillors can approach their colleagues on a Committee and request that a motion be put forward but this is not common; terms of reference for the Committees are included in the procedural by-law.	Y

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#	Municipality	Standing Committee Structure	Committee of the Whole Structure	Mix of Both Systems	Councillor Composition on Standing Committees	Participation Approach	Deputy Chairs or Vice Chairs for Standing Committees (Y/N)
3	Hamilton			X	Evenly divided (8-9 per Standing Committee - Audit is currently at 5 but this may be changing); Mayor is an ex-officio member of all Committees.	All Councillors receive material for all Standing Committees in advance and are welcome to attend any Committee meeting they wish. Visiting Councillors can take part in the debate - Committee members speak first and then those Councillors who are visiting. Staff can be addressed through the Committee Chair. Visitor Councillors cannot vote; Chairs and Vice Chairs are rotated annually so that all Councillors can have a turn if they wish. Committee procedures are captured in the procedural by-law.	Y
4	Barrie			X	Council, a general Committee and three reference Committees that have 3-4 Councillors on them. There are no Vice Chairs. Chairs are appointed for a two year period at the beginning of the term. No changes were made at the 2 year point - it served as a 'check-in'.	All Councillors receive all reference Committee material in advance. Visiting Councillors sit at the meeting table and are allowed to debate but not vote. Visiting Councillors participate through the Chair and at the leave of the Chair. This is included in the procedural by-law.	N

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5	London	X			Councillors are divided among subcommittees. Some are on multiple Committees; the Mayor is ex-officio on all except the Corporate Services Committee. The Chair is selected annually with the Committee appointments. The Vice Chair is elected at the first meeting of the Committee.	There is not a firm policy, but Members are traditionally welcome to attend any meeting and sit at the table with the Committee members. They cannot vote, and generally don't participate in the discussion unless recognized by the Chair. The Standing Committees are less formal, and often question are directed to staff. Depending on the scenario - a Chair may intervene.	y
6	Windsor	X			There are four Standing Committees of Council. Each Committee has five Councillors on it. Some Councillors sit on more than one Subcommittee. Councillors are appointed for the term of office. Chair and Vice Chair rotate on an annual basis.	All Council members receive the material for all the Subcommittees. Visiting Councillors observe and attend. They sit with delegates or observers. They do not have to register as delegates if they wish to contribute and do not participate in voting on matters. Councillors apprise the Chairs in advance if they wish to comment. Staff are queried through the Chair in accordance with the procedural by-law.	Y

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7	Oshawa	X			Standing Committee system with 4 committees (Corporate Services, Community Services, Strategic Initiatives, Development Services) with 6 members (of 11) appointed to each.	All of Council receives committee materials in advance of the meeting. Visiting, non-appointed members may attend any Committee meeting and pose questions through the Chair.	Y
8	Oakville	X			There are 2 standing Committees in Oakville in addition to a budget committee and Council. There are 6 Councillors on each of the two Standing Committees. Councillors are appointed annually to give everyone an opportunity to chair. The appointment happens on an alpha rotation. New Councillors move to the bottom of the rotation to allow them to gain experience before appointment if their name is next. There are no Vice Chairs.	Visiting Councillors are treated similar to public delegations. The Committee will deliberate and then the Chair will invite comments/questions from visiting Councillors before public delegations. Visiting Councillors do not address staff directly, they work through the Chair in accordance with the procedural by-law.	N

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9	Markham			X	Standing Committee system with 2 Committees (Development Services, Governance) comprised of the whole of Council (13).	n/a	Y
10	Ajax			X	Standing Committee system with 2 Committees comprised of the whole of Council (7).	n/a	
11	Burlington			X	Four Standing Committees of Council. The Audit Committee has members of the public serving on it. Each Subcommittee has a Vice Chair. The appointment term is one year. Each Councillor sits on all Subcommittees.	n/a	Y
12	Halton Region	X			Standing Committee system with 3 committees (Health and Social Services, Planning and Public Works, Administration and Finance) with 6 or 7 members (of 21) appointed to each.	All of Council receives Committee materials in advance of the meeting. Visiting, non-appointed members may attend any Committee meeting and pose questions through the Chair.	Y