

**For Information**

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REPORT TITLE: **Regional Council Agenda Development Process**

FROM: Kathryn Lockyer, Interim Commissioner of Corporate Services

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**OBJECTIVE**

To facilitate discussion regarding the length of Regional Council meetings and the number of significant issues included on agendas.

**REPORT HIGHLIGHTS**

- Regional Council meetings are scheduled on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month; Committee meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month. When there is a fifth Thursday in the month, it is reserved for Regional business and Committee meetings are scheduled as required.
  - The Regional Chair and Executive Leadership Team review agenda items at a Council/Committee Report Review meeting held three weeks prior to the scheduled Regional Council or Committee meeting.
  - Regional Council approves or amends and approves the draft agenda (or revised draft agenda) for the meeting as the first item of business at every meeting.
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**DISCUSSION**

**1. Background**

At the June 25, 2020 Regional Council meeting, a concern was raised regarding the length of Regional Council meetings and the number of significant issues included on the agenda. The matter was referred to the Regional Council Policies and Procedures Committees for discussion, including the consideration of scheduling weekly Regional Council meetings.

**a) Regional Council and Committee Meeting Schedule**

Regional Council meets twice a month to govern the issues of the Region. These issues are brought to Regional Council by staff reports, delegations, correspondence, presentations or motions by Councillors.

The Region of Peel Procedure By-law 56-2019, as amended, states that there shall be a two-week rotation of meetings of Council to be followed by committee meetings as follows:

Week 1 and Week 3 – Committee meetings  
Week 2 and Week 4 – Council meetings  
Week 5 – Regional business days

## Regional Council Agenda Development Process

### b) Current Agenda Development Process

All Regional Council and Committee reports and other agenda items are reviewed by the Regional Chair and the Executive Leadership Team (ELT) at a Council/Committee Report Review (“CRR”) meeting three weeks before the Regional Council or Committee meeting. Any revisions to reports required as a result of ELT’s review are provided to the Commissioner and responsible Director for follow up. Once the report has been finalized, it is forwarded to the Chief Administrative Officer for final approval.

At the CRR meeting, ELT and the Chair review the agenda as a whole and consider timing of reports and presentations to try to balance the meetings so that meetings are a manageable length.

The draft Regional Council agenda and related materials are made available electronically to Members of Regional Council one week prior to the meeting.

The CRR meeting is far enough in advance of the meeting for good planning purposes. However, issues that affect the Region are constantly evolving. While as much notice as possible is provided by sending out the agenda and related material a week in advance of the meeting, the emerging, urgent issues are compiled (reports, communications, delegation requests, and motions) and provided to Council on the Tuesday prior to the meeting.

In addition, those items that are received in between the delivery of the added agenda items on Tuesday and the meeting on Thursday, are presented to Council at the meeting at the approval of agenda item and Council can determine if they want to add that item or not to the agenda. These items may include delegation requests, updates following provincial announcements, or items referred from local municipal councils.

Excerpts from the Region of Peel Procedure By-law 56-2019, as amended, that apply to the development, additions to and approval of agendas are listed in Appendix I. It should be noted that Section 1.1.2 of the Procedure By-law states that the Rules of Procedure, with certain exceptions, may be suspended with respect to the consideration of one or more matters or questions during the course of a single meeting by a two-thirds vote.

## 2. Findings

The following chart shows: the end times of Regional Council meetings for the 2010 – 2014, 2014 – 2018 terms and current term; the number of meetings in that timeframe that had Revised Agendas; and, the number of meetings that had items added at the meeting through the approval of the agenda.

	<b>2010-2014 Term of Council (% of total meetings)</b>	<b>2014-2018 Term of Council (% of total meetings)</b>	<b>2018- July 2020** (% of meetings to date)</b>
# of Meetings	73	75	31
# of meetings with Revised Agendas	19 (26%)	50 (67%)	29 (93%)

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# of Meetings with Items Added at the meeting (approval of agenda)	55 (75%)	56 (75%)	27 (87%)
# of Meetings that ended at:			
10am-11am	3	6	0
11am-12pm	13	13	0
12pm-1pm	12	25	8
1pm-2pm	10	12	7
2pm-3pm	13	12	7
3pm-3:30pm	6	3	3
3:30pm-4:00pm	8	2	3
4:00pm-4:30pm	4	1	2
4:30pm-5:00pm	1	0	1
5:00pm-5:30pm	1	1	
5:30pm-6:00pm	1	0	
6pm-	1	0	

\* excludes Budget meetings

\*\* Nine Regional Council meetings have been held since the COVID-19 emergency was declared and a total of 29 items were added at the approval of agenda for these meetings. Of those 29 added items, 21 were directly related to COVID-19.

The Procedure By-law states that a regular meeting of Council shall not carry on past 3:30 p.m. without Council first passing a resolution to carry on past that time.

Other jurisdictions, including the three local municipalities, were asked to provide information regarding their agenda building process and the findings are summarized in the following table:

<b>Municipality</b>	<b>Q1: Who determines what goes on the agenda?</b>	<b>Q2: Do you limit the number of items on an agenda?</b>	<b>Q3: Do you have revised/added agendas?</b>	<b>Q4: Do items get added to the agenda at the meeting?</b>
<b>Brampton</b>	CAO, Senior Leadership Team	No	Yes	By 2/3 vote
<b>Caledon</b>	Senior Management Team	No	Yes, if related to existing agenda item	By 2/3 vote

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<b>Mississauga</b>	Leadership Team	No	Yes	Yes
<b>Durham</b>	Clerk	No	Yes	By 2/3 vote
<b>Halton</b>	CAO, Management Team	No	Yes	By 2/3 vote
<b>Waterloo</b>	Clerk, Reg Chair, CAO	No	Yes	No
<b>York</b>	Chair, CAO & Senior Management	No	Yes	Only if urgent

### CONCLUSION

This report was prepared to facilitate the Regional Council Policies and Procedures Committee's discussion regarding Regional Council agendas and the length of Council meetings in response to concerns raised at the June 25, 2020 Regional Council meeting.

### APPENDICES

Appendix I – Agenda Building

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*For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Interim Commissioner of Corporate Services, Ext. 4325, [Kathryn.lockyer@peelregion.ca](mailto:Kathryn.lockyer@peelregion.ca).*

*Authored By: Christine Thomson, Deputy Clerk and Manager of Legislative Services*

***Reviewed and/or approved in workflow by:***

Department Commissioner and Division Director.

Final approval is by the Chief Administrative Officer.




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N. Polsinelli, Interim Chief Administrative Officer