

## **COMMITTEE OF THE WHOLE (WORKING SESSION) MARCH 30, 2004**

### **REQUESTS FOR REPORTS/NEW BUSINESS**

(Referred from Council meeting of February 9, 2004)

Council, at its meeting of February 9, 2004, adopted the following:

That this matter be referred to a future Committee of the Whole (Working Session) meeting for further discussion.

Report of the City Manager and the City Clerk dated February 2, 2004

### **Recommendation**

The City Manager and the City Clerk recommend:

- 1) That all requests for reports/items by Members of Council be raised under "New Business" on the Committee of the Whole agenda;
- 2) That requests for staff to attend public and/or neighbourhood meetings held after normal working hours be raised under "New Business" on the Committee of the Whole agenda;
- 3) That requests for additional information pertaining to items on a Committee of the Whole agenda go to the next Committee of the Whole, not Council, except where the responsible Commissioner determines there is sufficient time to provide the information requested to Council, or if the answer can be provided verbally at that time; and
- 4) That requests for additional information/reports not on the Committee of the Whole agenda go to a future Committee of the Whole meeting.

### **Purpose**

To seek a Council direction that all requests for reports/items staff attendance at meetings be processed under "New Business" on the Committee of the Whole agenda and to confirm the procedure for additional information requests made at Committee of the Whole.

### **Background - Analysis and Options**

Over time requests by Members of Council for staff reports have been dealt with in a number of ways. Council Policy 03.01 required that requests for reports be placed at the time through Department Heads or the CAO (Attachment #1).

More recently, Council adopted a resolution on February 23, 1999 that, in part, stated:

*"That requests for staff reports must come from Council as a whole not individuals, and individual Councillors who wish significant reports prepared must place their requests through Committee of the Whole; and*

*That the City Manager approve all agenda reports requested by or prepared for Members of Council."*

Since that time requests more recently were being submitted directly to the Clerk for inclusion on Committee of the Whole agendas. Most recently the City Manager circulated a memo that all requests for reports/items be placed through his office (Attachment #2). It is being recommended that these requests be raised under "New Business" at Committee of the Whole and subsequently approved by Council. This would allow for discussion to determine whether the

issue is administrative in nature and would be reported on by staff in due course, or conversely, a “policy” issue that Council desires a report on, in which case, an opportunity is provided for Council to establish its role as a policy-maker.

Further, requests for staff attendance at public and/or neighbourhood meetings held after normal working hours have been dealt with differently over time. These requests currently require Council approval under Policy 03.02 (Attachment #3). It would be appropriate for these requests to be processed in a similar manner as requests for reports/items. In addition, the Council resolution of February 23, 1999 provided additional information requested at Committee of the Whole go to the next Committee of the Whole, not Council.

Often there is not sufficient time to provide information/reports requested at Committee for Council. A two-pronged approach is being recommended. If the matter is not on the Committee agenda, it would be the subject of a report to a future Committee of the Whole. If the request is for additional information for a matter on the Committee agenda, the matter would be referred to the next Committee except when the responsible Commissioner determines that there is sufficient time to prepare the information requested for Council.

Having requests for reports/items and staff attendance at meetings outside normal working hours processed in this manner will ensure that staff resources are utilized efficiently and effectively as determined by Council and in keeping with Vaughan Vision 1.3.3 “to improve staff efficiency through the implementation of a Council inquiry process and the establishment of a simplified service delivery protocol”.

#### **Relationship to Vaughan Vision 2007**

This recommendation is consistent with Vaughan Vision 1.3.3 to “improve Staff efficiency through the implementation of a Council inquiry process, and the establishment of a simplified service delivery protocol” and Vaughan Vision 5.1.1 to “re-establish the role of Council as policy-makers”.

#### **Conclusion**

Adoption of the recommendation being presented should ensure consistent, efficient and effective use of staff resources as determined by Council.

#### **Attachments**

Attachment #1 – Council Policy 03.01

Attachment #2 – Memo from the City Manager, dated December 5, 2003

Attachment #3 – Council Policy 03.02

#### **Report prepared by:**

John D. Leach, City Clerk

**CITY OF VAUGHAN  
POLICY MANUAL**

<b>SECTION: ADMINISTRATION</b>	<b>POLICY NO.: 03.01</b>
	CNL: 84.02.13
<b>DEPARTMENT: ADMINISTRATIVE</b>	<b>SUBJECT: GENERAL GUIDELINES FOR REPORTS FROM STAFF REQUESTED BY COUNCILLORS</b>

Council resolved:

That all requests of/for written reports and information be placed only through the offices of Department Heads or the Chief Administrative Officer; and, further, that Departments ensure that at least one copy of such requested information be retained by Department in its permanent records and files.



December 5, 2003

HIS WORSHIP THE MAYOR  
MEMBERS OF COUNCIL

Re: Agenda Items for  
Various Committee/Council etc. Meetings

Effective immediately, I am respectfully requesting that any items that you are considering placing on a particular agenda be forwarded to this office as well in advance of the meeting as possible, where they will be reviewed and considered and, if required, placed on the appropriate meeting agenda (accompanied by a staff report) and/or referred to staff for further review and input. This process will greatly reduce the number of last minute addendum reports and will satisfy my concern that they have been afforded the appropriate review by staff, if applicable.

Should you have any questions, please call me at ext. 8290.

Your anticipated co-operation with respect to this matter is appreciated.

Michael DeAngelis  
City Manager

Copy: Senior Management Team  
John Leach, City Clerk  
Karen Campbell

memorandum

**CITY OF VAUGHAN  
POLICY MANUAL**

<b>SECTION: ADMINISTRATION</b>	<b>POLICY NO.: 03.02</b>
CNL: 84.04.09 AMENDED CNL: 97.05.12(25/1)	
<b>DEPARTMENT:</b> ADMINISTRATIVE	<b>SUBJECT:</b> GENERAL GUIDELINES FOR STAFF ATTENDANCE AT PUBLIC AND/OR NEIGHBOURHOOD MEETINGS

Council Committee accepted the following guidelines to set out circumstances under which general Staff members would, if requested, attend public and/or neighbourhood meetings that are normally held after normal working hours:

- (a) as a general rule, Staff would only attend public meetings that were authorized by Council or Council/Committee or by one of the three Ward Committees, and that any exceptions to the general rule should be firstly cleared through the Office of the Mayor in consultation with the Chief Administrative Officer;
- (b) that all such public or neighbourhood meetings authorized by the Council, Council/Committee, or Ward Committee will be held in public buildings;
- (c) that requests for Staff to be in attendance at authorized meetings be made through the Department Heads or the Chief Administrative Officer;
- (c) that all members of Council be notified of any such meetings.

(97.05.12):

That the Council Policy with respect to staff attendance at Public and/or neighbourhood meetings held after normal working hours be changed to require Council authorization only, replacing the previous policy which required Council, Committee or Ward Committee authorization.