



## Report to Committee of the Whole

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**To:** Mayor Linton and Members of Council

**Report:** COR2016-51

**Prepared By:** Kerri O'Kane, Manager of Legislative Services / Municipal Clerk

**Date:** 20 Jun 2016

**RE:** Community Delegations

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### **Recommendation:**

THAT the Council of the Township of Centre Wellington, notwithstanding Section 9 (f) of Procedural By-law 2002-091, accepts the proposal of the Manager of Legislative Services/Clerk dated June 20, 2016, to implement a process involving Community Delegations, on a trial basis;

AND FURTHER THAT if Council deems the process successful, the Community Delegation provisions outlined in COR2016-51, dated June 20, 2016 will be incorporated into the new procedural by-law and the new citizen communication tracking system.

### **Summary:**

Members of Council have expressed a desire to expand public engagement in the community by allowing members of the public, community groups and organizations to address Council on matters of concern to them. Section 9 (f) of Procedural By-law 2002-91, does not permit delegations to address Council unless the subject is on the agenda, therefore, Council must suspend this provision of the procedural by-law with a two-thirds majority vote.

### **Report:**

Council's Priorities and Initiatives encourages the exploration and development of methods of engaging citizens in the decision making process. Council has expressed an interest in opening up Committee of the Whole and Council meetings to allow citizens, special interest groups and organizations to approach Council on matters of concern to them.

Staff is proposing Council consider entertaining "Community Delegations". Community Delegations are citizens, special interest groups or organizations wishing to make a presentation at a Council or Committee meeting to hear matters of concern to them and

are subject matters that do not form part of the regular agenda and there are no other statutory public meetings or public consultation processes underway or planned.

There are potentially three types of requests from Community Delegations 1) those that pertain to policy setting, principles, rules, and guidelines affecting the Township's long-term goals and objectives or informational updates on community initiatives; 2) those that pertain to operations, service levels, or tools affecting the community, that promotes community values, service levels and day to day operations; 3) and those that pertain to planning matters or ongoing projects that have specific public consultation or citizen engagement processes in place.

Staff is suggesting citizens, community groups and organizations wanting to address Council on matters involving policy setting, principles, rules, and guidelines affecting the Township's long-term goals and objectives, such as proclamations, community initiatives, etc., be asked to follow this process:

**Matters involving Policy Setting, Principles, Rules, and Guidelines (Long Term):**

- Contact the Municipal Clerk through staff in Legislative Services
- Delegates asked to complete a Community Delegation Form, outlining their proposal/matter of concern, background information, expectations, implications, etc. (see attached draft)
- Once the Community Delegation Form has been completed and returned to Legislative Services, the matter will be placed on the next available Committee or Council agenda, delegates are invited to speak for a period not to exceed 10 minutes.

Citizens, community groups and organizations wanting to address Council on matters pertaining to operations, service levels or tools affecting the community, such as speed mitigation, new signalization, grass cutting, parks and recreation programs, play equipment, side walk and road repair or winter maintenance, street lighting, etc., be asked to follow this process:

**Matters involving Operational Services, Systems, or Tools affecting the Community (Short term):**

- Contact staff within the appropriate department for a response, or the Municipal Clerk or the Mayor/Councillor who will then refer the request to the appropriate jurisdiction.
- If the citizen or group is dissatisfied with the response or action taken, the process or the timeline, they can then be referred to the Municipal Clerk or CAO.
- The Municipal Clerk/CAO advises the Mayor and Ward Councillor of the concern/issue and indicates community delegations will be invited to attend a future Committee or Council meeting to address Council.

- The Delegate is asked to provide a brief written overview of the issues/concerns, the matter is then placed on the next available Committee or Council meeting. Delegates are invited to speak for a period not to exceed 10 minutes.

### **Matters involving Planning or Township Projects**

Because planning or developments applications, environmental assessments, strategic or master plans, etc., already have public consultation and/or citizen engagement avenues built into the process, citizens or groups will be encouraged to attend those meetings, and open houses directly related to the specific development or project.

It is suggested community delegations be heard at the end of the meeting to ensure the business of Council is not delayed or deferred and no more than three (3) Community Delegations, pertaining to separate subject matters, can be accommodated on any one agenda.

Staff in Legislative Services will continue their review of the current procedural by-law and the development of a new citizen communication/complaint filing and tracking system, in accordance with Bill 8, and will incorporate the principles of the community delegation process into those.

### **Corporate Strategic Plan:**

Good Government - The Township will make well-informed decisions, operate efficiently, get results, communicate openly and engage the public in all important decisions.

### **Financial Implications:**

There are no financial implications.

Attachments:

- [Community Delegation Form](#)
- [Community Delegation Process](#)

### **Approved By:**

Wes Snarr, Managing Director of Corporate Services

Andy Goldie, Chief Administrative Officer



4. Please provide background information to support your request

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5. Explain how your request fits into Council's Priorities and Initiatives? (see last page of the form for the 5 Strategies)

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6. Are there any financial implications for the Township that your request may have that Council should be aware of?

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7. Have you had discussions with; (Check all that apply)

- Township Staff
- Mayor and/or Councillor
- Other Community Groups
- Other Citizens
- Other: (Please be specific) \_\_\_\_\_

8. Please attach any additional information you feel Council will require to make an informed decision

The five strategies that Council will pursue during their term are:

1. Reliable Infrastructure
2. Healthy Growth
3. Economic Prosperity
4. Pride of Place
5. Good Government

Please visit <http://www.centrewellington.ca/ourgovernment/Pages/Strategic-Plan.aspx> for more information.

For the purpose of contacting you please provide the following information (this information will not appear on a Public Agenda):

Contact Name (in the case of a group or organization):

\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Personal information provided on this form is collected by the Township of Centre Wellington under the authority of the *Municipal Act, 2001*. The information will form part of a Council or Committee Agenda, be available to the public and posted on our website. Questions relating to the collection, use and disclosure of this personal information may be addressed to the Supervisor of Customer Service/Deputy Clerk Lisa Miller at 1 MacDonald Square, Elora or by calling 519.846.9691 x242

# Community Delegation Process

