



TO: GENERAL COMMITTEE

SUBJECT: SPECIAL MEETING PROVISIONS - LOCAL GOVERNMENT WEEK
AND PROCEDURAL BY-LAW CHANGES

PREPARED BY AND KEY CONTACT: D. MCALPINE, CITY CLERK, EXT. 4421

SUBMITTED BY: D. MCALPINE, CITY CLERK 

GENERAL MANAGER APPROVAL: E. ARCHER, CMA, GENERAL MANAGER OF CORPORATE SERVICES 

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER 

RECOMMENDED MOTION

1. That notwithstanding Procedural By-law 90-01 as amended, the following special provisions shall apply related to a meeting(s) of City Council or a Standing Committee that may be scheduled as an youth engagement initiative:
 - a) A meeting of City Council or a Standing Committee may be called for the purposes of promoting a better understanding and awareness about the operations and services of their municipality, and fostering in children and youth, responsible citizenship and stewardship of their local communities;
 - b) The order of business for a meeting of City Council or a Standing Committee as part of a youth engagement initiative may be altered as deemed necessary to facilitate any requirements associated with limitations on available time and appropriate agenda format, including the provision of a question and answer period;
 - c) The following changes with respect to the provisions related to Presentations as part of a youth engagement initiative:
 - i) The deletion of the maximum number of Presentations permitted at each meeting; and
 - ii) The elimination of the requirement for a request for a Presentation to be submitted to the City Clerk in advance of the meeting and approved by City Council, while maintaining a requirement for a delegation to identify an individual's name and the matter to be discussed to the City Clerk, prior to commencing the Presentation;
 - d) The following changes with respect to the provisions related to Open Delegation as part of a youth engagement initiative:
 - i) The deletion of the maximum number of delegations permitted at each meeting and the requirement to schedule Open Delegation based upon the date and time of the submission of the delegations request;
 - ii) The elimination of the requirement for a request for an Open Delegation to be submitted to the City Clerk in advance of the meeting, while maintaining a

requirement for a delegation to identify an individual's name and the matter to be discussed to the City Clerk, prior to commencing the Open Delegation; and

- iii) The elimination of the requirement of a majority vote of Council in order for a person whose name does not appear on the agenda to be permitted to proceed with an Open Delegation.

2. That the Procedural By-law 90-01 as amended, be further amended, to address the following with respect to the place of meetings of City Council and/or a Standing Committee:

- a) A meeting of City Council and/or a Standing Committee shall be permitted to be held at any facility, whether or not the facility is City-owned or operated or located within the municipal boundaries, subject to the following:
 - i) Access to the facility or portion of the facility to be utilized is open to the public;
 - ii) Individuals attending the meeting, including but not limited to members of the public, shall not be required to pay a fee for entrance into the facility and/or meeting room;
 - iii) The facility and meeting room shall meet accessibility requirements as per the applicable legislation in force and effect at the time of the calling of the meeting;
 - iv) Any meeting held outside of the municipality, shall be held within a municipality with boundaries abutting those of the City of Barrie; and
 - v) The location of the facility, including street address as well as meeting room name or number, shall be included on the notice of meeting or agenda; and

- b) A special meeting called in the case of a disaster or emergency as defined in the City of Barrie Emergency Management By-law in force and effect, shall be permitted to be held at any facility, whether or not the facility is City-owned or operated or located within the municipal boundaries, subject to the following:
 - i) The location of the facility, including street address as well as meeting room name or number, shall be included on the notice of meeting or agenda; and
 - ii) Where feasible,
 - a) Access to the facility or portion of the facility to be utilized is open to the public;
 - b) Individuals attending the meeting, including but not limited to members of the public, shall not be required to pay a fee for entrance into the facility; and
 - c) The facility and meeting room shall meet accessibility requirements as per the applicable legislation in force and effect at the time of the calling of the meeting.

PURPOSE & BACKGROUND

Report Overview

3. This report describes provisions to be applied to a meeting that is being scheduled as part of a youth engagement initiative, including but not limited to the meeting that is being scheduled during Local Government Week (October 14 – 20th, 2012). The recommendations would provide greater flexibility with respect to the order of business and the typical provisions for presentations and open delegations. The report also addresses amendments to the Procedural By-law that would clarify and expand opportunities for the location of meetings, including permitting meetings of City Council and/or General Committee to be held outside of the municipality.
4. On June 18, 2012, City Council adopted motion 12-G-124, as follows

"YOUTH ENGAGEMENT – LOCAL GOVERNMENT WEEK

That staff in the City Clerk's Office in consultation with the Communications and Strategic Initiatives Department investigate opportunities to promote awareness about municipal operations and services and engage youth during Local Government Week (Oct. 14-20, 2012) by:
 - a) holding a City Council or General Committee meeting at a local high school during school hours;
 - b) inviting multiple high schools, high school seniors and civic classes to attend; and
 - c) developing a youth oriented agenda for the meeting and report back to General Committee via memorandum or staff report, as required."
5. By-law 90-01, as amended, being a by-law to govern the proceedings of Council establishes the requirements associated with the calling, place and proceedings of meetings of City Council as well as Standing, Reference, Advisory and Special Committees.
6. Section 238 (1) (3) of the *Municipal Act, 2001, S.O. 2001*, states, "The procedure by-law may provide that meetings be held and public offices be kept at a place outside the municipality within an adjacent municipality."

ANALYSIS

7. Staff in the City Clerk's Office are currently working with representatives of Bear Creek Secondary School to schedule a meeting in conjunction with Local Government Week. Staff in Communications and Intergovernmental Affairs will assist with promotion and shaping the agenda, which is anticipated to include a live twitter feed.
8. The other high schools in Barrie have been asked if they would be interested in attending the youth engagement meeting. Representatives from the other Barrie high schools have been embracing this initiative, although final participation levels have not been determined, given the logistics of moving students to Bear Creek.

9. In reviewing the possible framework for a youth oriented agenda, the current provisions within the Procedural By-law with respect to the order of business and Presentations and Open Delegations may not offer enough flexibility. As a result, the limitations on the number of presentations and open delegations are recommended to be eliminated as well as the requirement for the requests to be submitted (and in the case of Presentations, approved by Council). While the format for the meeting has not been finalized, it is anticipated that a question and answer session would be an important part of this youth engagement initiative and a provision to allow one to occur is being suggested.
10. The special provisions are being recommended to allow for flexibility in the format of the meeting being scheduled during Local Government Week 2012, and could apply to similar future youth engagement meetings.
11. The Local Government Week 2012 meeting is intended to be held at a high school (Bear Creek) and as the current by-law lacks clarity with respect to the place of meetings, a recommendation has been made to amend the Procedural By-law. In order to provide clarity with respect to the place of meetings, a recommendation is being made to amend the Procedural By-law to identify that any meeting may be held in a non-City owned or operated facility, as well as permitting a meeting to be held outside of the municipality.
12. The ability to hold a meeting at any facility, whether or not it is City owned or operated facility, or located within the municipality is proposed to be subject to the following conditions:
 - a) Access to the facility or portion of the facility to be utilized is open to the public;
 - b) Individuals attending the meeting, including but not limited to members of the public, shall not be required to pay a fee for entrance into the facility and/or meeting room;
 - c) The facility and meeting room shall meet accessibility requirements as per the applicable legislation in force and effect at the time of the calling of the meeting;
 - d) Any meeting held outside of the municipality, shall be held within a municipality with boundaries directly abutting those of the City of Barrie; and
 - e) The location of the facility, including street address as well as meeting room name or number, shall be included on the notice of meeting or agenda.
13. A more flexible provision related to the location of meetings in the case of a disaster or emergency as defined within the Emergency Management By-law is also being recommended.
14. It should be noted that the Procedural By-law amendments related to the place of meetings is intended to apply to any meeting, not only those related to a youth engagement initiative. .

ENVIRONMENTAL MATTERS

15. There are no environmental matters related to the recommendation.

ALTERNATIVES

16. The following alternatives are available for consideration by General Committee:

Alternative #1: General Committee could require that the proposed youth engagement meeting be held in accordance with the current provisions within the Procedural By-law.

This alternative is not recommended as it may not offer the flexibility required to facilitate a meeting promoting a better understanding and awareness about the operations and services of their municipality, and fostering in children and youth, responsible citizenship and stewardship of their local communities.

Alternative #2: General Committee could amend the Procedural By-law to clearly prohibit a City Council and/or a Standing Committee to be held at a facility that is not City-owned or operated or located within the municipal boundaries, (except in the case of an emergency or disaster) or expand the provisions related to a meeting in such a facility or location.

The current Procedural By-law requires amendments to clearly provide for requirements for the place of meetings. Limiting the place of meetings may unduly restrict the ability of Council to hold meetings that are being planned outside of the normal Monday evening meeting schedule, when City owned facilities are already booked.

Alternative #3: General Committee could amend the Procedural By-law to clearly prohibit a City Council and/or a Standing Committee to be held at a facility that is located outside of the municipal boundaries, unless a resolution of City Council has been adopted prior to the meeting (except in the case of an emergency or disaster).

The requirement to adopt a resolution prior to holding a meeting at a facility located outside of the municipal boundaries is a valid alternative, however, given the Council and Committee meeting schedule, there may be limited occasions when a resolution would not be possible as a result of time constraints.

FINANCIAL

17. There are no direct financial implications for the Corporation relating to the recommendation to apply special provisions to meetings held as a youth engagement initiative or to clarify the Procedural By-law with respect to the place of meetings.

LINKAGE TO COUNCIL STRATEGIC PRIORITIES

18. The recommendation(s) included in this Staff Report support the following goal identified in the 2010-2014 City Council Strategic Plan:

Improve and Expand Community Involvement and City Interactions

19. The youth engagement initiative is intended to allow City Council a different mechanism for interacting with youth and promote increased community involvement by enhancing the awareness of students concerning the City's operations and services.