



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2018-M-056

- Staff
- Committee

<b>Subject:</b>	Process
<b>Agenda Date:</b>	September 11, 2018
<b>Attachments:</b>	

**RECOMMENDATION**

This memorandum is:

- To be received for information

**INFORMATION**

There has been some differences of opinion regarding how items make it to the Council Agenda, including correspondence. This memorandum is intended to provide some clarity on the processes being followed.

It should be remembered that Council, as approved in the Procedural By-Law, adopted the process by which the Committee of the Whole, Standing Committees and Advisory Committees were established. The purpose of these committees are to provide recommendations to Council, which are then debated at the Council meeting with Council making a decision based on the recommendation provided.

As correspondence is reviewed it is being separated into two categories. One being correspondence that is deemed to be for information and the other that is deemed to be items where further action will most likely be taken by Council. For the second category, Staff start to work on a report and this is typically included in the Staff Reports area of the agenda. The first category does not have a Staff report that accompanies the correspondence and is placed on the agenda under correspondence. These are typically reviewed at the Committee of the Whole and Council, at that meeting, provides direction what should move forward to Council and what should simply be received and filed.

While the Procedural By-Law does permit certain correspondence to bypass the Committee of the Whole process and be placed directly on a Council Agenda, this is reserved for items which cannot wait for the next Committee of the Whole meeting. What may be different, is that correspondence that is received after the agenda deadline for Committee of the Whole is not automatically placed on the Council Agenda. This is being done for two reasons. First, whether it is a result of strategic timing or not, missing the Committee of the Whole deadline should not be rewarded by allowing it to bypass the structure and second, Council established the Committee of the Whole and what the purpose of this group should be. By arbitrarily determining which correspondence is forwarded to the Committee of the Whole and which would just show up on the Council Agenda could work to minimize the effectiveness of the Committee of the Whole. In other words, if the Committee of the Whole is to determine what warrants further discussion at the Council meeting on information received on a Wednesday, then items received Thursday should have the same level of scrutiny, not simply advanced to the Council Agenda.

Similar the Standing and Advisory Committees were established to review items and make recommendations to Council. The most recent example of this is the Economic Advisory Committee that has been working with North Eastern Ontario Tourism Network on how to improve the economic activity in our area after this summer's fires. Aside from some of the limitations the Municipal Act places on us in the area of assistance to the business community, our Staff, working with this Committee has participated in a number of conference calls and consultation with businesses to see what type of assistance is required and how best we can do this.

Recommendations from this Committee are then forwarded to Council for action. While the Committee is working on the process, it is not proper for Council to start doing the work of the Committee.

While it may seem to be a long process to get decisions made, it is the process established by Council. For Council and/or Staff to bypass this structure and have items only on the Council Agenda, could be viewed as disrespecting our Procedural By-Law as well as those who are on the various Committees. While it may be necessary to do this from time to time, moving items directly to Council should be done with a considerable amount of care and only in cases where the Committee has demonstrated its inability or refusal to act.

**Prepared by:**

**Reviewed by:**

<b>Craig Davidson, Treasurer/Administrator</b>	
Name, Position	Name, Position