

What is the Committee of the Whole?

On January 1, 2001, the Town of Richmond Hill moved to a Council/Committee of the Whole system of governance in order to streamline the affairs of the Town. The Committee of the Whole meets frequently to consider matters and make recommendations to Council.

The Committee of the Whole is comprised of all nine members of Council. It was established so that the members of Council could weigh the issues concerning the community in detail prior to making recommendations to Council.

The Committee of the Whole considers reports from staff, as well as any correspondence from the public. It does not deal with budget-related issues. These issues are dealt with by the Budget Committee of the Whole.

Anyone may attend a Committee of the Whole meeting and make a presentation to the Committee in connection with any issue on the agenda. The Committee will hear the presentation, review the reports and may ask questions. The Committee will discuss and/or debate the issue and then make a recommendation to Council.

The Committee of the Whole normally meets the first and third Monday of each month, commencing at 4:30 p.m. If the Monday is a holiday, then the meeting is held on Tuesday. Meetings are held in the Council Chambers on the First Floor of the Town's Municipal Offices located at 225 East Beaver Creek Road.

What is an Advisory Committee?

An Advisory Committee is made up of one or more elected officials, members of staff and volunteers from the community. It is set up to report to the Committee of the Whole on one specific function or area of interest. For example, the Accessibility Advisory Committee's area of interest is the accessibility of transportation and related services for seniors and the physically challenged. Advisory Committee meetings are open to the public. An Advisory Committee reports to the Committee of the Whole by sending its minutes and recommendations to the Committee of the Whole for Consideration. The following is a list of Council's Advisory Committees:

- Accessibility Advisory Committee
- Canada Day Committee
- Heritage Centre Advisory Committee
- Road Watch Committee
- Santa Claus Parade Committee
- Youth Action Committee

Inside this guide you'll find helpful information about the Town of Richmond Hill's Council and committees. As well, you will find answers to some frequently asked questions about Richmond Hill Council.

We invite you to look through this guide and attend a Council or Committee of the Whole meeting. If you have any questions that are not answered by this guide, please contact the Office of the Clerk at 905-771-8800.

How can I obtain copies of agendas or minutes?

All Council and Committee meeting dates are published in the Tuesday edition of *The Liberal* newspaper in the Bulletin Board pages. Confirmation of these dates and locations can be obtained from the Clerk's Office.

Copies of agenda material, including staff reports, can be obtained before the meeting from the Clerk's Office and agendas are available for viewing at all Town libraries and on the Town's Website.

Minutes from the various meetings are normally available from the Clerk's Office and the Town's Website within two to three business days after the meeting. For more information, contact the Clerk's Office at 905-771-8800.

How can I find out more about issues in my ward?

Local Councillors regularly distribute newsletters to the residents within their wards. Issues that are of concern to area residents, as well as other information on Town services and upcoming activities, are usually highlighted. In addition, some Councillors have individual Websites where copies of their newsletters and other information are posted. Links to these sites can be found in the **Town Hall** section on the Town's Website, RichmondHill.ca.

To obtain information about the Town of Richmond Hill in your preferred language, please call Access Richmond Hill at 905 771 8800.



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Richmond Hill
wants you to know about...

Your Guide to Richmond Hill Council



What You Need
To Know

How does Richmond Hill Council work for me?

You, the residents of the Town of Richmond Hill, elect members of Richmond Hill Council to represent you at the local and regional government levels. Richmond Hill Council makes decisions on municipal matters that affect the residents and businesses of Richmond Hill. Councillors are your voice in the decision-making process.

How many Council members are there?

Richmond Hill Council has nine members. The Mayor and two Regional Council members are elected at large and the six additional Council members are elected by ward to serve you and your neighbourhood.

Who are the current members of Council and how can I reach them?

The following is a list of Richmond Hill Council members and the wards they represent for the term of December 2010 to November 2014. All members of Council can be reached through the Town's main telephone number, 905-771-8800, followed by one of the extensions listed below:

Mayor		Regional and Local Councillors	
Dave Barow	ext. 2493	Ward 1 Greg Beros	ext. 2530
		Ward 2 Carmine Perrelli	ext. 2549
Regional and Local Councillors		Ward 3 Castro Liu	ext. 5497
Vito Spatafora	ext. 2517	Ward 4 Lynn Foster	ext. 2480
Brenda Hogg	ext. 2498	Ward 5 Nick Papa	ext. 2510
		Ward 6 Godwin Chan	ext. 2509

If you're unsure about which ward you live in, call the Town at 905-771-8800.

When and where can I attend a Council Meeting?

Everyone is welcome to attend regular Council meetings. Council meetings are usually held on the second and fourth Mondays of each month. If the second or fourth Monday is a holiday (e.g., Victoria Day), then the meeting is held on Tuesday.

Meetings are held in the Council Chambers on the First Floor of the Town's Municipal Offices located at 225 East Beaver Creek Road. For meeting dates and times, visit the **Meetings** section on the Town's Website or read the Bulletin Board pages of *The Liberal* newspaper every Thursday.

What happens at a Council meeting?

Council meetings are open to the public and begin at 7:30 p.m. with an informal 15-minute question and answer period for you to ask questions. At each meeting, Council discusses issues, makes decisions and authorizes and directs staff to execute these decisions.

What is a Council public meeting?

A Council *public* meeting is different from a *Council* meeting. A Council public meeting is a meeting of Council called under the provisions of the *Planning Act*. These Council public meetings give notice of and provide a venue to inform you about applications for development within the Town. These meetings offer you an opportunity to ask questions and make comments about development applications.

Notices of Council public meetings are advertised in the Bulletin Board pages of *The Liberal* newspaper on Tuesdays. Each advertisement includes the name of the applicant, the lands in question and the nature of the proposed development. Staff reports on each application are available the Wednesday afternoon before the meeting at the Clerk's Office on the Ground Floor at 225 East Beaver Creek Road.

Because Council has many responsibilities, it relies on the Committee of the Whole and its Advisory Committees to help its members make decisions. Descriptions of these Committees are listed on the reverse of this guide.

What is the Budget Committee of the Whole?

The Budget Committee of the Whole deals with matters relating to the preparation, administration and monitoring of the Town's budget and other current and long-range financial concerns. The Budget Committee of the Whole meets at the call of the Committee Chair. *All Council and Committee meetings are advertised weekly in the Bulletin Board pages in the Thursday edition of The Liberal newspaper.*

How do I make arrangements to speak before a committee or before Council?

Contact the Clerk's Office in writing or by telephone at 905 771 8800 and indicate issue in which you have an interest. We will advise you whether the issue has already been scheduled for a particular meeting and, if it has not, when it can be scheduled. You will be asked to submit your request in writing to the Clerk listing your name, address and telephone number, as well as a brief description of the topic on which you wish to speak. This helps us plan in advance for the meeting you will attend.

If a meeting is already scheduled to discuss an item on which you wish to address the Committee or Council, please submit your written request to the Clerk's Office by noon the day of the meeting.

What's involved in making a presentation?

During the meeting that you are scheduled to speak at, the Mayor or the Committee Chair will call your name when the members are ready to hear your presentation. You will then be asked to approach the podium and state your name and address for the record. *You may wish to write down your comments beforehand, so that you do not forget an important point.* Or you may wish to simply tell the committee members, in your own words, what your concerns are and suggest how the Town might address the issue. If you have a photograph, videotape, drawing or diagram that illustrates your comments more clearly, please feel free to bring it along. You may wish to have copies of printed material to distribute to Council, staff and/or the media.

You may be interested to know that some people come to Council or Committee meetings to let the Town know that they support staff and Council's handling of a particular issue.

Town of Richmond Hill Municipal Offices Location

