The Regional Municipality of Durham

Office of the Regional Chair

Certified a TRUE COPY

Alexander Harras
Regional Clerk
The Regional Municipality of Durham

Directive Issued by the Regional Chair

Directive Number:	CD2026-001
Title:	Establishment of Committees
Authority Under the Municipal Act:	284.8 Committees

1. That there shall be four Standing Committees of Regional Council:
    a. The Finance and Administration Committee
    b. The Health and Social Services Committee
    c. The Community Growth and Economic Development Committee
    d. The Works Committee

2. That there shall be a Committee of the Whole comprised of all members of Regional Council.

3. That the functions assigned to each Committee shall be as described in Appendix ‘A’ to this Directive.

Original signed by

K. Ashe, Regional Chair November 17, 2026

Appendix ‘A’ Committee Functions

Mandate & Authority

1. Matters of business shall be first addressed at the appropriate Committee in accordance with this Chair’s Directive, before any recommendations from a Standing Committee are considered by Council.

2. Committees may refer, defer, table, or receive a matter for information without recommendation to Council, including referring a matter to Council. Notwithstanding this provision, Standing Committees may also recommend that Council refer, defer, table, or receive a matter for information.

Membership

1. Each Standing Committee shall have seven (7) members, and each Member of Regional Council shall serve on one of the Standing Committees.

2. Members of Standing Committees shall serve for two years, with appointments made at the first meeting of Council after a regular election and in December of the second year of the four-year term of Council.

3. The Regional Chair shall be a member of all Standing Committees with the right to participate in all discussions and debate, but shall not have the right to vote or be eligible to be the Chair or Vice-Chair of a Standing Committee.

4. The Regional Chair shall be the Chair of Committee of the Whole, but shall not have a vote except in the event of an equality of votes on any matter in order to break a tie.

Quorum

1. Four Members are necessary to form a quorum for each Standing Committee, excluding the Regional Chair.

2. Fifteen Members are necessary to form a quorum for Committee of the Whole.

Procedures

1. The rules of Regional Council's Procedure By-law shall be observed in all Committee meetings, except as follows:
    a. Members may speak more than once to a matter at a Standing Committee meeting, after all other Members who wish to speak have spoken.
    b. Members may only speak once to a matter at Committee of the Whole.

2. Meetings of Standing Committees shall be open to all Members of Council to take part in discussion or debate after Members of the Standing Committee have had the first opportunity to speak. Visiting Members shall not move, second, or vote on motions at a Standing Committee for which they are not a member.

3. The agenda and order of proceedings for all Committee meetings shall be determined by the Clerk in accordance with the Procedure By-law.

Responsibilities

1. Regional Staff may be called upon to conduct research, communications, or any other Committee identified requirements.

2. The Regional Clerk's Office shall provide administrative support for all Committees.

3. Committee Member responsibilities include:

a) Preparation:

- Read all the agenda material and seek clarification from staff on any matters prior to the meetings to make the most effective use of the Committee's time;
- Have a broad awareness of the interrelationship between the Region's strategic initiatives and its operations; and
- Understand the difference between the role of the Committee and the role of staff.

b) During Committee Meetings:

- Attend and participate fully in the Committee's work;
- Debate the issues in an open, honest and informed manner to assist the decision-making process;
- Actively contribute to the development of Committee recommendations and directions;
- Represent and advocate on behalf of constituents, keeping in mind the entire Region when considering and addressing issues;
- Respect the role of Committee Chair;
- Respect the role of staff; and
- Have a willingness to respectfully challenge staff when necessary.

4. Responsibilities of the Chief Administrative Officer (CAO) include:

a) Preparation:

- Review and approve staff reports for presentation to Committees;
- Answer questions posed by Council members prior to Committee meetings; and
- Liaise with the Regional Clerk, Department Heads, and the Committee Chair regarding Committee business prior to meetings as necessary.

b) During Committee Meetings:

- Attend and speak at all Standing Committee meetings on an as needed basis.

5. Responsibilities of Department Heads include:

a) Preparation:

- Work collaboratively with the Regional Clerk on developing the agenda;
- Ensure the timely submission of all agenda related materials to the Regional Clerks' office by the prescribed submission deadlines;
- Approve staff reports in a timely manner, for presentation to Committee;
- Answer questions posed by Council members prior to Committee meetings; and
- Attend a briefing meeting with the Committee Chair and the Regional Clerk or their designate to review the final agenda and answer any questions prior to the meeting.

b) During Committee Meetings:
- Attend open and closed session Committee meetings;
- Engage in discussion with Committee Members and respond to questions posed;
- Assist Committee Members with decision-making at the direction of the meeting Chair;
- Offer their professional opinion to Committee members in advance of and during meetings;
- Review written input from the public and consider verbal content from public delegations; and
- Ensure any correction of fact is provided to the Committee.

c) After Committee Meetings:

- Follow up on all matters related to the discussion and decisions of the Standing Committee and on all time specific requests for additional information required by Council prior to final deliberations on the recommendations of the Committee by Regional Council;

- Ensure recommendations and decisions of the Standing Committee are acceptable to bring to Council and do not contravene Regional policies, procedures or By-laws and that the CAO and relevant staff are apprised.

6. Responsibilities of the Regional Clerk and the Clerk assigned to the Committee include:

    a) Preparation:

    - Manage the Committee agenda and process for Committees and ensure that meetings are held in accordance with Council-approved protocol and applicable legislation;
    - In conjunction with the Department Heads, plan and prepare committee agendas; and
    - Supervise staff in the preparation and distribution of agendas and associated materials.

    b) During Committee Meetings:

    - Attend or designate staff to attend all meetings of the Standing Committees;
    - Provide advice on legislative protocol and meeting procedures as requested by the Chair; and
    - Supervise the preparation and issuance of Committee meeting documentation, including notices, resolutions, recorded votes, and minutes.

    c) After Committee Meetings:

    - Supervise the preparation of Committee recommendation reports and related documentation for presentation to Regional Council for approval; and
    - Provide strategic advice to the CAO, Department Heads, Councillors and the Regional Chair with respect to the discussions and deliberations of Committees and their potential impacts at meetings of Regional Council.

7. Responsibilities of Delegates include:

a) Preparation:
   - Register as a delegation to speak to the Committee following the processes and rules outlined in the Procedural By-law.
   - Access Committee agendas and minutes from the Region's website.

b) During Committee Meetings:
   - Attend Committee meetings either virtually or in-person;
   - Adhere to procedural rules for delegates, paying special attention to the time allotted for the delegations; and
   - Respect the role of the Committee Chair and maintain decorum in the meeting.

Finance & Administration Committee

Mandate

a) The Finance & Administration Committee receives reports regarding the Corporate Services Department, Legal Services Department, Finance Department, and matters within the purview of the Office of the CAO.

b) This Committee's goal is to oversee the promotion and maintenance of financial strength, stability and accountability, and general administrative matters of the Region.

c) The following general matters shall be directed to the Finance & Administration Standing Committee for consideration and report to Council:

- Appointments to or resignations from applicable Advisory Committees;
- Corporate Communications;
- Council support services;
- Service Durham and 311;
- Human Resources;
- Information Technology;
- Intergovernmental matters;
- Legal matters;
- Legislative Services;
- Municipal Elections;
- Purchasing and tendering services; and
- Financial management.

d) The Committee may consider other matters referred to the Committee by Regional Council.

Additional Reporting Bodies

a) The Finance & Administration Committee shall receive reports and correspondence from the following Regionally established bodies:
   - 9-1-1 Management Board; and
   - Debenture Committee.

Health & Social Services Committee

Mandate

a) The Health & Social Services Committee receives reports regarding the Health Department and the Social Services Department.

b) This Committee's goal is to oversee the delivery of public health programs and services, and other professional and high-quality services for the Region's residents.

c) The following general matters shall be directed to the Health & Social Services Committee for consideration and report to Council:

- Appointments to or resignations from applicable Advisory Committees;
- Health protection including through inspection and enforcement of various Acts and Regulations;
- Oral health;
- Paramedic Services;
- Population Health including infectious disease prevention and control and immunization;
- Children's Services;
- Family Services;
- Housing Services;
- Income, Employment and Homelessness Support; and
- Long-Term Care and Services for Seniors.

d) The Committee may consider other matters referred to the Committee by Regional Council.

Additional Reporting Bodies

a) The Health & Social Services Committee shall receive reports and correspondence from the following Regionally established bodies:

- Durham Advisory Committee on Homelessness (DACH); and
- Durham Nuclear Health Committee (DNHC).

Community Growth & Economic Development Committee

Mandate

a) The Community Growth & Economic Development Committee receives reports regarding the Community Growth & Economic Development Department.

b) This Committee's goal is to oversee the management of growth and development in Durham Region, including the Region's economic development.

c) The following general matters shall be directed to the Community Growth & Economic Development Committee for consideration and report to Council:

- Appointments to or resignations from applicable Advisory Committees;
- Development and implementation of the Regional Strategic Plan;
- Environmental sustainability;
- Diversity, Equity and Inclusion;
- Indigenous relations;
- Implementation of the Regional Official Plan by the Area Municipalities;
- Integrated Growth management and land use policy matters;
- Coordination of street naming in the Region;
- Transportation policy and projects under the Region's Transportation Master Plan;
- Projects under the Region's Transportation Master Plan;
- Various policy considerations (e.g., nuclear sector, public art and placemaking);
- Marketing and Tourism;
- Attracting new investment; and
- Agricultural and rural programming.

d) The Committee may consider other matters referred to the Committee by Regional Council.

Additional Reporting Bodies

a) The Community Growth & Economic Development Committee shall receive reports and correspondence from the following Regionally established bodies:

- Accessibility Advisory Committee (AAC);
- Community Safety and Well-Being (CSWB) Plan Steering Committee;
- Durham Agricultural Advisory Committee (DAAC);
- Durham Active Transportation Committee (DATC);
- Durham Region Anti-Racism Taskforce (DRART); and
- Durham Environment and Climate Advisory Table (DECAT).

Works Committee

Mandate

a) The Works Committee receives reports regarding the Works Department.

b) This Committee's goal is to oversee the provision of services for residents and businesses in Durham Region including with respect to drinking water distribution and treatment, sewage collection and treatment, maintenance of Regional roads, and waste management.

c) The following general matters shall be directed to the Works Committee for consideration and report to Council:

- Appointments to or resignations from applicable Advisory Committees;
- Water and Sewer Infrastructure;
- Water supply plants and water pollution control plants;
- Construction projects;
- Waste management;
- Transportation and Field Services;
- Depot operations;
- Real estate; and
- Regional Facilities.

d) The Committee may consider other matters referred to the Committee by Regional Council.

Additional Reporting Bodies

a) Advisory Committees that report to the Works Committee include:

- Energy from Waste-Waste Management Advisory Committee (EFWWMAC)

Committee of the Whole

Mandate

a) The Committee of the Whole receives:

- Reports that fall within the purview of more than one Regional Department;
- Reports, presentations, or discussion on matters that, in the opinion of the CAO, require consideration by all Members of Council; and
- Members' Motions submitted by Council Members.

b) This Committee's goal is to ensure financial sustainability, accountability and transparency, and the provision of education and training for all Members of Regional Council.

c) The Committee of the Whole may consider other matters referred to the Committee by Regional Council.