



SUBJECT: 2019 Calendar of Meetings for Council and standing committees

TO: Committee of the Whole

FROM: Clerks Department

Report Number: CL-16-18

Wards Affected: All

File Numbers: 130-01

Date to Committee: September 10, 2018

Date to Council: September 24, 2018

Recommendation:

Approve the proposed 2019 Calendar of Meetings for Council and standing committees, as outlined in Appendix A of Clerks department report CL-16-18.

Purpose:

An Engaging City

- Good Governance

Background and Discussion:

Annually, the Clerks department brings forward a proposed schedule for Council and standing committee meetings for the upcoming calendar year. To avoid conflicts with the schedule of meetings at the Region of Halton, staff work with the Regional Clerk and other departments to achieve the best possible results in determining the schedule for committee and council meetings.

Strategy/process

To develop the proposed 2019 calendar, clerks staff considered factors such as availability of members of council, staff, community engagement as well as effective agenda and meeting management.

Options considered

The proposed 2019 Calendar of Meetings provides 11 regular meeting cycles. Additional meetings have been scheduled in the calendar for the budget approval process, due to the municipal election finance has proposed later dates for 2018/2019.

These meetings are scheduled into the regular non-meeting weeks to ensure there is adequate time to address all necessary material. If these meetings are not required for the budget they will be cancelled. The draft schedule is attached as Appendix A.

Special Scheduling:

Staff have confirmed the following times of school breaks and major conferences to minimize conflicts with meetings during these time periods:

- March Break - 11-15, 2019;
- Federation of Canadian Municipalities (FCM) Annual Conference - May 30-June 2 in Quebec City;
- Association of Municipalities of Ontario (AMO) Conference – August 18-21 in Ottawa.

Closures

In the proposed calendar is the closing of City of Burlington administrative offices for statutory and other holidays including the city hall closure from December 24, 2019 to January 1, 2020. These dates have been confirmed with our Human Resources department.

Financial Matters:

N/A

Connections:

Following Council approval of the 2019 calendar for Council and standing committee meetings, a calendar will be produced for Council, staff and members of the City's boards and committees. Additional copies will be made available in the clerk's department and at each meeting for the public's use.

The approved schedule will be posted on the city's website in the electronic meeting calendar that is updated throughout the year as meeting times and occurrences are amended.

Each meeting will continue to be advertised in the local newspaper with agenda highlights the week before the meetings

Conclusion:

The proposed 2019 Calendar of Meetings for Council and standing committees meets our municipality's requirements to handle the organization's decision-making process in an open and effective manner while ensuring there is an appropriate level of public notice for the regular cycle of meetings.

Respectfully submitted,

Danielle Manton

Manager of Committee & Election Services

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Appendices:

- A. 2019 Schedule of Committee and Council Meetings

Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.