



**SUBJECT: 2020 Calendar of Meetings for Council and Standing Committees**

**TO: Committee of the Whole**

**FROM: Clerks Department**

Report Number: CL-16-19

Wards Affected: All

File Numbers: 130-01

Date to Committee: October 7, 2019

Date to Council: October 28, 2019

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**Recommendation:**

Approve the proposed 2020 Calendar of Meetings for Council and Standing Committees, as outlined in Appendix A of Clerk's department report CL-16-19.

**Purpose:**

- An Engaging City
- Good Governance

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**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. In addition to consulting with the Region, consideration is given to other agency and board schedules to avoid conflicts when planning for Standing Committee and Council meetings.

### **Strategy/process**

To develop the proposed 2020 calendar, clerks staff considered factors such as availability of members of council, staff, community engagement as well as effective agenda and meeting management.

As a result of the new organizational design and the emphasis on strategic management, risk assessment and management and public accountability the standing committee structure has been renamed to align with the new organizational design.

The table below outlines the current standing committee structure and the new standing committee structure:

<b>Current Standing Committee</b>	<b>New Standing Committee Name</b>	<b>Day of Week</b>
Committee of the Whole (COW)	Environment, Infrastructure & Community Services Committee (ICS)	Monday
Planning & Development	Community Planning, Regulation & Mobility Committee (CPM)	Tuesday
Planning & Development Public Meeting	Community Planning, Regulation & Mobility Committee – Public Meeting	Tuesday
Audit Committee	Audit Committee	Wednesday
Committee of the Whole – Budget	Special Committee	Various
Committee of the Whole – Workshop	Council Workshop	Tuesday
City Council	City Council	Monday

### **Options considered**

The proposed 2020 Calendar of Meetings provides 11 regular meeting cycles. A new symbol has been added to the calendar to reflect required special committee meetings scheduled to address the Official Plan, Interim Control Bylaw deadlines and to accomplish budget review and approval.

The new standing committee structure reflects the new organizational design and has the service groups reporting into their specific areas Environment, Infrastructure and Community Services and Community Planning, Regulation & Mobility, and the Corporate Strategic report areas and the City Managers business streams reporting to the Corporate Services, Strategy, Risk & Accountability Committee.

Consideration was given to including the Audit Committee into the Corporate Services, Strategy, Risk & Accountability Committee however the City currently has citizen members who sit on the Audit Committee, with a term of reference that supports the Audit Committee.

It is staff's recommendation at this time that the Audit Committee remain separate and that future consideration be given to the Audit Committee function and inclusion of citizens on the Committee before the next term of Council.

The Committee of the Whole – Workshop has been changed to Council Workshop and will also take place each cycle the day following Council meetings. Anything received and filed, or otherwise will be approved at the next Council meeting.

In the 2019 calendar there were meetings for the Committee of the Whole-Budget, budget reports and review will now be going to Special Committee and additional dates have been added to the calendar to reflect this. Budget itself is not a separate standing committee, however at budget time, agenda management may dictate that only budget items will come to certain committees to achieve budget timelines.

If any standing committees are not required, the dates will be released prior to the committee week. The draft schedule is attached as Appendix A.

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

- March Break – March 16-20, 2020;
- Federation of Canadian Municipalities (FCM) Annual Conference – June 4-7, 2020 in Toronto;
- Association of Municipalities of Ontario (AMO) Conference – August 16-19, 2020 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, 2020 to January 1, 2021. These dates have been confirmed with our human resources department.

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### **Financial Matters:**

Not applicable.

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### **Connections:**

Following Council approval of the 2020 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.

As a result of the change in standing committee names, new titles and new dates and committees there will be additional work required by the Clerks department to ensure that the staff report template is reflecting these changes and others approved by Council and that the electronic agenda management system is programmed to correctly align with the new organizational design. These revisions will take place in December of 2019, to ensure that reporting and agenda management functions are prepared.

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

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### **Conclusion:**

The proposed 2020 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.

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Respectfully submitted,

Danielle Manton

Manager of Committee & Election Services

905-335-7600 ext 7490

### **Appendices:** (if none delete section)

A. 2020 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.