



**SUBJECT: 2021 calendar of meetings**

**TO: Community Planning, Regulation & Mobility Cttee.**

**FROM: Clerks Department**

Report Number: CL-19-20

Wards Affected: All

File Numbers: 130-01

Date to Committee: November 10, 2020

Date to Council: November 23, 2020

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**Recommendation:**

Approve the 2021 calendar of meetings for Burlington City Council and its standing committees as outlined in Appendix A of clerks department report CL-19-20; and

Enact an amendment to Procedure By-law 04-2020, as amended, substantively in the form, and as attached as Appendix C to allow for the following changes to the Council schedule as indicated in report CL-19-20:

- Environment, Infrastructure and Community Services Committee (EICS) change meeting date to Thursdays;
- Corporate Services, Strategy, Risk and Accountability Committee (CSSRA) change meeting date to Wednesdays;
- Council Workshop change meeting date to Thursdays; and
- Council meetings change meeting date to Tuesdays and amend the start time to 1:00 p.m. with a potential evening session held at 6:30 p.m.

**PURPOSE:**

**Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture

## **Background and Discussion:**

Annually, the Clerks department brings forward a report with a proposed schedule for the next year of Council and standing committee meetings (Appendix A). In 2020, a new standing committee structure began and in determining the recommendations throughout this report, staff have analyzed how the new standing committee structure has worked. Due to COVID-19 and public health guidelines with respect to indoor gathering sizes, all Council, standing committee, and advisory committee meetings are being conducted remotely using video conferencing technology. The switch to remote meetings has significantly changed the way meetings are conducted, and how they function. Upon review of the standing committee meeting flow, and the reality of how remote meetings function, substantive changes to the current meeting structure are being proposed.

### **No Meetings on Mondays**

The review yielded that Monday meetings presented challenges with ensuring that additional meeting materials were delivered to enable a sufficient amount of time for receipt and review by members. In addition, there are challenges in ensuring that prospective delegates were able to receive remote meeting connection information, be able to log into the meeting. Finally, receiving, reviewing and circulating any potential amendments to Council, with enough time for review presents another pressure, especially with remote participants. Shifting Council dates from Mondays to Tuesdays will allow for a registration deadline to be aligned with standing committees, (day before the meeting at Noon). This will ensure all delegation rules are standardized.

### **Shifting the Standing Committee Schedule**

Moving the committee week one week forward will allow for the City of Burlington to utilize Wednesdays to schedule a standing committee meeting. The current schedule has a block on the Wednesday due to Halton Region's Regional Workshops. Utilizing Wednesdays will allow for no meetings on Mondays (for the reasons stated in the above section) and to keep Fridays free.

In review of the new standing committee system, which began in 2020, the Environment, Infrastructure & Community Services Committee (EICS) had the shortest meetings. Therefore, moving EICS meetings to Thursdays will allow for items that do not have enough time to be dealt with at other standing committees during committee week to be referred to EICS.

With no block on Wednesdays, the Corporate Services, Strategy, Risk and Accountability Committee (CSSRA) would be on Wednesdays. CSSRA meetings have been long and moving these meetings to Monday would present a challenge. Standing

committees customarily begin at 9:30 a.m. and circulating additional items or ensuring delegate logistics are in place would be a challenge.

Shifting the week forward in January does shorten the break between the December holiday season and the beginning of the January cycle. If approved, the Clerks department will endeavor to issue the calendar dates as soon as possible.

### **Shifting the Council Week and Changes to Start time**

As stated above, shifting meetings away from Monday will afford time for staff to prepare additional materials for Council, and for them to be reviewed in a timely manner. In addition, delegation times will be aligned with the established standing committee deadline of noon the day before the meeting. Over the pandemic, the start time for City Council meetings was provisionally set to 1:00 p.m. This start time has worked well for the past several months. This report is recommending extending the 1:00 p.m. to become the permanent start time of Council, with a 6:30 p.m. time reserved for any items that may be of public interest or that may have delegates who cannot attend during the day. After the pandemic, it is anticipated that accommodations would also be made to members of the public who wish to delegate virtually. Offering this accommodation may reduce some of the barriers faced by residents who cannot attend in person. In addition, as the Council week is brought forward it now aligns with Regional Council's approval week. It is recommended that Council workshops now be held on Thursdays after Regional Council.

### **Summary of Changes**

<b>Committee/Body</b>	<b>2020 Schedule</b>	<b>Proposed 2021 Schedule</b>
Corporate Services, Strategy, Risk and Accountability Committee	Thursday	Wednesday
Environment, Infrastructure & Community Services Committee (EICS)	Monday	Thursday
City Council	Monday Start time: 6:30 p.m.	Tuesday Start time 1:00 p.m. Optional Public Evening Portion at 6:30 p.m.
Council Workshop	Tuesday	Thursday

Staff have confirmed the following times for school breaks and major conferences to minimize potential scheduling breaks:

- March Break: March 15 -19, 2021

- Federation of Canadian Municipalities (FCM) Annual Conference – To be determined, FCM has yet to determine its annual conference dates; therefore, June 3-6 or June 10-13, 2021 have been blocked in the calendar. In 2021, the conference is slated to be held in Montreal Quebec.
- Association of Municipalities of Ontario (AMO) Conference August 15-18, 2021 in London Ontario.
- Holiday City Hall shutdown from Friday, December 24, 2021 through to January 1, 2022. City Hall will resume normal operating function January 4, 2022.

## **2021 and 2022 Budget Cycles**

In order to accommodate the shift in meetings, staff worked collaboratively with the Finance Department to reset budget dates. This will affect the 2021 budget cycle that was presented to CSSRA on September 17, 2020. In addition, this report will establish the 2022 Budget cycle which will begin Fall 2021 and is anticipated to be completed by December 2021.

### **2021 Budget Cycle**

<b>Meeting</b>	<b>Date</b>	<b>Item</b>
CSSRA	December 10, 2020	Capital Budget Overview
CSSRA	January 12, 2021	Capital Budget Review
Council	January 19, 2021	Capital Budget Approval
CSSRA	January 21, 2021	Operating Budget Overview
Virtual	January 20, 2021	2021 Budget Virtual Town Hall
CSSRA	February 23, 2021 February 25, 2021	Operating Budget Review
Special Council	March 3, 2021	Operating Budget Approval
Special Council	May 5, 2021	Ratify Tax Levy By-law

### **2022 Budget Cycle**

<b>Meeting</b>	<b>Dates</b>	<b>Item</b>
CSSRA	November 3, 2021	Budget Overview
Virtual	TBD	2022 Budget Virtual Town Hall
CSSRA	November 30, 2021	Budget Review
CSSRA	December 2, 2021	Budget Review
Council	December 14, 2021	Capital/Operating Budget Approval
Reserved Place Holders	January 10, 2022 January 11, 2022	To Be Determined

### **Effective Meeting Management**

Work is completed by City of Burlington administration to effectively manage the agenda items and by way of reviewing report projections (short and long term). Further, standing committee agenda reviews were changed (September 2020) to be held before the agenda is released. Strategically this allows senior staff to work with the Chair and the Clerks department to review the agendas with a meeting management lens in advance of publishing the agenda and serve as a final review to ensure that standing committee meetings are manageable.

### **Strategy/process**

To avoid scheduling conflicts, staff collaborate with the Regional Clerk at the Region of Halton and internal departments.

### **Options Considered**

Keeping the status quo may present a risk. During 2020 there were several committee cycles where there were many items that could not be effectively managed through the existing meeting structure.

Moving Council Workshops to Mondays could be a possibility. Council workshops have set topics, and do not allow delegations.

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### **Financial Matters:**

There are no financial implications associated with the recommendations contained in this report.

### **Total Financial Impact**

Not applicable.

### **Source of Funding**

Not applicable.

### **Other Resource Impacts**

Not Applicable.

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## **Climate Implications**

Due to COVID-19 the City will be hosting virtual meetings for much of 2021. In hosting virtual meetings, there may be some reductions to the carbon footprint associated with attending in person meetings.

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## **Engagement Matters:**

When drafting the calendar, staff worked with the Regional Clerk, and members of the Burlington Leadership Team. In August 2020 the Clerks department received feedback from members of Council, and senior staff which has led to the proposed changes to how committee week is scheduled.

Following Council approval of the 2021 calendar of meetings, a calendar will be produced for Council, and key staff. Additional copies will be made available in the Clerks department and at each meeting for the public's use. In addition, the schedule is posted to the city's website, and in the electronic meeting calendar which is updated throughout the year. The public are able to subscribe for calendar updates which provides email reminders on upcoming meetings throughout the year.

As of October 2020, the Clerks department submits social media workorders when agendas are public. These workorders generate social media posts, which will promote to residents to tune in to the live stream or stay up to date on standing committee and council business.

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## **Conclusion:**

In creating the calendar report for 2021, consideration has been made with respect to how the new standing meetings have functioned and the workings of virtual meetings.

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Respectfully submitted,

Kevin Arjoon

City Clerk

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**Appendices:**

- A. 2021 Calendar of Meetings
- B. 2021 Calendar of Meetings (Excel) with deadlines
- C. Amending By-law to Change Dates and Times of Meetings

**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.