



**SUBJECT:** 2022 calendar of meetings for Council and standing committees  
**TO:** Corporate Services, Strategy, Risk & Accountability Cttee.  
**FROM:** Office of the City Clerk

Report Number: CL-31-21

Wards Affected: N/A

File Numbers: 130-01

Date to Committee: November 10, 2021

Date to Council: November 23, 2021

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### **Recommendation:**

Approve the 2022 calendar of meetings for Council and standing committees attached as appendix A to office of the city clerk report CL-31-21; and

Enact an amendment to Procedure By-law 31-2021, attached as appendix C to office of the city clerk report CL-31-21, amending section 21 of Procedure By-law 31-2021 regarding the inaugural meeting of Council.

### **PURPOSE:**

#### **Vision to Focus Alignment:**

- Deliver customer centric services with a focus on efficiency and technology transformation
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### **Background and Discussion:**

Annually, the Office of the City Clerk brings forward a proposed schedule of Council and standing committee meetings for the upcoming calendar year. The proposed 2022 calendar, attached as Appendix A, provides 9 regular cycles of meetings instead of the usual 11. Due to the 2022 municipal election, meeting cycles are not proposed in October and November. Also, attached as Appendix B is the listing of 2022 committee dates with deadlines for reports and motion memorandums from members of Council.

**Changes to Council's term of office:**

The Municipal Act was amended in 2017 to change the term of office for a member of Council of an upper-tier municipality to begin on November 15 of an election year. Previously, the new Council term began on December 1 of an election year. The 2022 calendar reflects the November 15 date for the new term of Council.

**Lame duck provisions:**

[Section 275](#) of the Municipal Act, 2001 sets out restrictions of Council after Nomination Day (August 19, 2022) and Voting Day (October 24, 2022).

Council will be in a lame duck period if it can be determined with certainty that two current members of Council would not be on the new 2022-2026 term of Council. Staff will monitor the following two timeframes to determine if Council may be restricted in its acts:

- if, on August 19, 2022 (Nomination Day), two or more current members of Council decide not to run for office then Council would be considered lame duck until the beginning of the new term of Council (November 15, 2022).
- if, on October 24, 2022 (Election Day), two or more current members of Council are not re-elected or acclaimed then Council would be considered lame duck until the beginning of the new term of Council (November 15, 2022).

Restrictions included in a lame duck period are:

- (a) the appointment or removal from office of any officer of the municipality;
- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) making any expenditures or incurring any other liability which exceeds \$50,000.

Subsection 275 (4) of the Municipal Act clarifies that (c) and (d) do not apply if these dispositions or expenditures were previously approved in the budget by August 19, 2022 (Nomination Day) and, Subsection 275 (4.1) clarifies that Council may take all necessary and appropriate actions in the event of an emergency.

We have proposed a September cycle of meetings and will be cognizant of the lame duck provisions as we list reports for that cycle.

**Scheduling factors:**

The following dates were factored into the 2022 calendar:

- March Break: March 14-18;
- Federation of Canadian Municipalities conference: June 2-5; and
- Association of Municipalities of Ontario conference: August 14-17.

In addition, the closing of City of Burlington administrative offices for statutory and other holidays are noted on the calendar. These dates have been confirmed with our human resources department.

**Election dates:**

The following dates are noted on the calendar related to the election:

May 2, 2022 - Registration Day

August 19, 2022 - Nomination Day

October 24, 2022 - Election Day

November 15, 2022 - Start of the 2022-2026 Council term and inaugural meeting of Council

**Council orientation:**

Staff are looking to hold orientation sessions for Council on November 22, 23 and 24, 2022 and will coordinate these sessions with the service information workshops related to the budget.

**2023 budget:**

Council Workshops are scheduled on November 29 & 30 and December 12 & 15, 2022 to provide information related to the city's services in preparation for the 2023 budget discussions. The 2023 budget overview report is scheduled on January 12, 2023 with the budget review and approval proposed for February 2023.

**Advisory committees during an election year:**

Regular monthly advisory committee meetings will pause as of June 30, 2022 due to the election. This was undertaken in 2018 and is practiced by several municipalities. During the rest period, subcommittees may meet to continue their work on any planned projects or events and staff will provide any required support. In addition, meetings may be scheduled for the two legislated advisory committees (Heritage and Accessibility) if there is urgent business to be discussed.

Given that a number of staff who support advisory committees also assist with the election and committee members may be involved on election campaigns, pausing advisory committees during the election period decreases potential conflicts.

**Amendment to Procedure By-law 31-2021:**

Procedure By-law 31-2021 requires an amendment to section 21 regarding the inaugural meeting of Council to align with the Municipal Act changes to the term of

office. Attached as Appendix C is an amending by-law replacing section 21 of the Procedure By-law with the following wording:

**21. Inaugural Meeting of Council**

21.1 Following an election, the inaugural meeting of Council will be held in Burlington at 6:30 p.m. on the first Tuesday following the start of the new term of office, being November 15, at a location to be fixed by the Clerk.

**Strategy/process**

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

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**Financial Matters:**

Not applicable.

**Other Resource Impacts**

Not applicable.

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**Climate Implications**

Due to COVID-19, the city will continue with virtual meetings into 2022. 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.

Following Council approval of the 2022 calendar of meetings, a calendar will be produced for Council, and key staff. Additional copies will be made available in the Office of the City Clerk. 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 can subscribe for calendar updates which provides email reminders on upcoming meetings throughout the year.

The Office of the City Clerk also submits social media workorders when agendas are public. These workorders generate social media posts, which promote the meetings to residents.

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### **Conclusion:**

The proposed 2022 calendar of meetings for Council and standing committees will provide public notice of a regular cycle of meetings, ensuring that city business is conducted in an open manner while taking the 2022 municipal election into consideration.

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Respectfully submitted,

Georgie Gartside

Committee Clerk

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### **Appendices:**

- A. 2022 calendar of meetings
- B. 2022 calendar of meetings (Excel) with deadlines
- C. By-law XX-2021, Procedure By-law amendment

### **Notifications:**

Graham Milne, [graham.milne@halton.ca](mailto:graham.milne@halton.ca)

### **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.