
Subject: 2021 Legislative Schedule of Regular Meetings

Report to: Corporate Services Committee

Report date: Wednesday, October 14, 2020

Recommendations

1. That ***one of the two options*** of the 2021 Legislative Schedule of Regular Meetings, attached as Appendix 1 ***and 2 to of*** Report CLK 10-2020 **REVISED, BE ADOPTED APPROVED.**

Key Facts

- ***At the Corporate Services Committee meeting held on September 9, 2020, the 2021 Legislative Schedule of Regular Meetings was referred to staff to provide additional meeting schedule options reflecting feedback received at the meeting.***
- ***Staff have taken the feedback provided at the Corporate Services Committee and included two potential options for the 2021 Legislative Schedule of Regular Meetings.***
- The legislative schedule for the following calendar year is typically adopted in the later months of the previous year.
- The proposed schedule continues the cycle of monthly meetings for both Council and Standing Committees that was the preference of Council and staff when the 2020 calendar was adopted.
- Section 5.1 of the Region's Procedural By-law provides that "All meetings of Council and Committee of the Whole shall be held...according to the schedule to be set annually and approved by Council or at such other time or place as may be designated by Council from time to time."
- Section 5.2 of the Region's Procedural By-law provides that "Regular meetings of Council shall be held on a Thursday, commencing at 6:30 p.m. in Open Session or at such other time as may be designated by the Regional Chair from time to time."
- Section 22.2 of the Region's Procedural By-law provides that "Standing Committees shall meet on the days and times according to the schedule set annually and approved by Council."

Financial Considerations

There are no financial considerations associated with the adoption of this report's recommendations.

Analysis

Staff has prepared a draft 2021 Legislative Meeting Schedule for Council's consideration (attached as Appendix 1). The schedule was prepared in accordance with the Region's Procedural By-law and the established monthly cycle of Council and Standing Committees.

The proposed meeting schedule results in 24 days of Standing Committee meetings, 12 Regional Council meetings, and five (5) Committee of the Whole meetings.

The schedule includes the date of the 2021 Association of Municipalities of Ontario (AMO) conference, being held on August 15 to 18, in London, Ontario. The date of the 2021 Federation of Canadian Municipalities (FCM) conference has not been included on the schedule, as a final date has yet to be confirmed. The conference is to be held in Montreal, Quebec, on either June 3 to 6 or June 10 to 13. As such, June Standing Committees have been scheduled for June 15 and 16 so that regardless of when FCM is scheduled there will be no impact to Standing Committees.

At its meeting held on December 13, 2018, Regional Council approved the 2019 Legislative Schedule of Regular Meetings changing from a three week cycle of meetings to once a month. This change allowed for additional time between meetings to prepare the necessary reports and documents for Council's consideration and to help avoid the addition of addendum items unless absolutely required. At that time, given the move to monthly meetings, Council was supportive of scheduling meetings in the month of August which had been previously been designated as a month without meetings.

It was requested that the schedule include monthly Committee of the Whole meetings. Staff have included monthly dates for Committee of the Whole, avoiding the months of October through December as these months include Budget Review Committee of the Whole meetings.

Staff have taken the feedback provided at the Corporate Services Committee meeting held on September 9, 2020 to offer two options for consideration for the 2021 Legislative Schedule of Regular Meetings.

The schedule includes the 2021 tentative dates for the Budget Review Committee of the Whole meetings to provide a fulsome overview of meetings in 2021. In accordance with the Budget Planning By-law (By-law 2019-79), these dates would be subject to approval of the Budget Review Committee of the Whole at its meeting scheduled on June 17, 2021.

Option 1 proposes 24 days of Standing Committee meetings, 12 Regional Council meetings, and seven (7) Committee of the Whole meetings. Committee of the Whole meetings are not scheduled in January (due to the previously approved dates of January 7 for a Budget Workshop and January 14 for Budget Review Committee of the Whole in accordance with CSD 41-2020), June (still waiting for confirmation on the date for FCM) and as noted above October through December (due to Budget Review Committee of the Whole meetings).

Option 1 also includes holding meetings in the month of August.

Option 2 follows the same schedule as noted above but no meetings are scheduled during the month of August. It is worthwhile noting that should a decision be made to not to hold any meetings in the month of August this could mean potentially heavier agendas in both July and September.

In consideration of timing, staff have attempted to limit evening meetings to two Thursdays a month and have avoided scheduling meetings on Thursdays of Standing Committee weeks where possible.

Alternatives Reviewed

Not applicable.

Relationship to Council Strategic Priorities

Not applicable.

Other Pertinent Reports

None.

Prepared and recommended by:

Ann-Marie Norio
Regional Clerk
Administration

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

Appendices

Appendix 1 2021 Draft Legislative Meeting Schedule – Option 1

Appendix 2 2021 Draft Legislative Meeting Schedule – Option 2