



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** September 17, 2018

**Report Number:** SRCFS.18.045

**Department:** Corporate and Financial Services

**Division:** Office of the Clerk

**Subject:** 2019 Council and Committee Meeting Schedule

### **Purpose:**

The purpose of this report is to present the 2019 Council and Committee meeting schedule for Council's review and approval.

### **Recommendation(s):**

- a) That the 2019 Council and Committee meeting schedule, as set out in Appendix 'A' to Staff Report SRCFS.18.045, be approved.

### **Contact Person:**

Karyn Hurley, Council/Committee Coordinator, extension 5453

Gloria Collier, Deputy Town Clerk, extension 3619

### **Report Approval:**

**Submitted by:** Mary-Anne Dempster, Commissioner of Corporate and Financial Services

**Approved by:** Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

## **Page 2**

### **Background:**

#### **Procedure By-law**

As outlined in the Procedure By-law, Committee of the Whole meetings are generally held on the first and third Mondays of each month; Council meetings on the second and fourth Mondays of each month; and Council Public meetings on the first and third Wednesday of each month. Where a statutory or civic holiday, or another event, falls on these dates then the meeting is scheduled on an alternate day and/or time as determined by the Clerk and approved by Council. The proposed schedule allows for two meeting cycles to be held in most months and is reflective of Council's recent practice.

#### **Meeting Hold**

For 2019, the meeting schedule includes a "meeting hold" on two Wednesday's of most months between the hours of 1:30 p.m. and 3:30 p.m. The meeting hold was implemented in 2012 and has been used for Task Forces and/or Special Council meetings. The meeting hold has been very effective in the planning of meeting and agenda preparation. Normally there is only one meeting hold each month. The second monthly meeting hold for 2019 has been added to facilitate any additional strategic or educational sessions that may be required during the first year of the new term of Council.

#### **Holidays and Other Events**

The proposed 2019 Council and Committee meeting schedule takes into consideration the following:

- Statutory and Civic Holidays
- Significant Faith Holidays
- March Break
- Summer Recess
- Other Scheduled Events (i.e. conferences, award banquets, fundraising events)

Challenges may come up as a result of holidays and other scheduled events that take place throughout the year and accommodation to hold some of the meetings on alternative days is made throughout the calendar. The proposed schedule allows for staff to plan their workload based, for the most part, on two meeting cycles each month with the goal of being able to manage the number of items placed on each agenda.

#### **Committees of Council and External Boards**

The meeting schedule will be updated once dates for other Committees of Council (Budget Committee of the Whole, Audit, etc.) and external boards (Richmond Hill Public Library Board) have been confirmed.

## **Page 3**

### **Financial/Staffing/Other Implications:**

There are no financial, staffing or other implications to the recommendations contained in this report.

### **Relationship to the Strategic Plan:**

The approval of a schedule of Council and Committee meetings falls within the Strategic Plan goal of stronger connections in Richmond Hill by providing information to assist residents who may wish to become involved with issues being considered by their Town Council and by keeping lines of communication open with our community.

### **Conclusion:**

That the schedule of Council and Committee meetings for 2019 be adopted as it provides notice of meetings to Members of Council, staff and residents, and assists with the scheduling of agenda items.

### **Attachments:**

The attached document is year 2019 calendar and sets out the proposed meeting dates for the year. If you require an alternative format call the contact person listed in this document.

- Appendix A – Proposed Schedule of Council and Committee Meetings for 2019

## Page 4

### Report Approval Details

Document Title:	SRCFS.18.045 - 2019 Council and Committee Meeting Schedule.docx
Attachments:	Appendix A – Proposed Schedule of Council and Committee Meetings for 2019.pdf
Final Approval Date:	Sep 10, 2018

This report and all of its attachments were approved and signed as outlined below:

**Stephen Huycke - Sep 10, 2018 - 12:52 PM**

**MaryAnne Dempster - Sep 10, 2018 - 2:59 PM**

**Neil Garbe - Sep 10, 2018 - 3:21 PM**