



Staff Report for Committee of the Whole Meeting

Date of Meeting: September 5, 2017

Report Number: SRCFS.17.032

Department: Corporate and Financial Services

Division: Office of the Clerk

Subject: 2018 Council and Committee Meeting Schedule

Purpose:

The purpose of this report is to present the 2018 Council and Committee meeting schedule for Council's review and approval.

Recommendation(s):

That the 2018 Council and Committee meeting schedule, as set out in Appendix 'A' to Staff Report SRCFS.17.032, be approved.

Contact Person:

Karyn Hurley, Council/Committee Coordinator, extension 5453

Gloria Collier, Deputy Town Clerk, extension 3619

Submitted by:

David Dexter
Acting Commissioner of Corporate and Financial Services

Approved by:

Neil Garbe
Chief Administrative Officer

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

The meeting schedule includes a "meeting hold" on a Wednesday of every month between the hours of 1:30 p.m. and 3:30 p.m. This meeting hold was implemented in 2012 and has been used for Task Force meetings and/or Special Council meetings. This monthly meeting hold has been very effective in the planning of meetings and agenda preparation.

Holidays and Other Events

The proposed 2018 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)
- 2018 Municipal Election

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.

Municipal Election

The Municipal Election will be held on Monday, October 22, 2018. As in previous election years, the regular meeting schedule will conclude at the end of September for the purposes of the Municipal Election. A meeting cycle has been included in the later part of November which will be the final meetings with the current term of Council. The meeting schedule will resume commencing with the Council Inaugural meeting scheduled for Monday, December 3rd followed by a Committee of the Whole and Council cycle held in mid-December with the new term of Council.

Lame Duck Periods

The determination of whether Council is in a lame duck position occurs twice during the municipal election process - the first being the period from nomination day (July 27th) to election day (October 22nd) and the second being the period from election day (October 22nd) to the end of term (November 30th).

A lame duck council occurs on the date it can be determined that the 2018-2022 Council will have less than three-quarters of the current Members of Council. As such, Council would be in a lame duck position from Nomination Day until the end of the Term if three current Members of Council do not file nomination papers for the 2018 election by 2:00 pm on July 27. Similarly, Council would be in a lame duck position from voting day until the new term begins if only six of the current members of Council have been re-elected on voting day (October 22). Should Council be in a lame duck position during either of these periods, Council is restricted from taking any of the following actions:

1. the appointment or removal from office of any officer of the municipality;
2. the hiring or dismissal of any employee of the municipality;
3. the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal, unless the disposition was included in the most recent budget adopted by Council before nomination day; and
4. making any expenditures or incurring any other liability which exceeds \$50,000, unless it was included in the most recent budget adopted by Council before nomination day.

The Clerk will advise Council if after either Nomination Day or Voting Day Council is in a lame duck position.

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 2018 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 2018 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 2018