



Staff Report for Council Meeting

Date of Meeting: December 4, 2019

Report Number: SRCFS.19.035

Department: Corporate and Financial Services

Division: Office of the Clerk

Subject: SRCFS.19.035 – 2020 Council Meeting Schedule

Purpose:

To present the 2020 Council meeting schedule based on Council's approved direction at the November 20, 2019 meeting.

Recommendation(s):

- a) That the 2020 Council meeting schedule, as set out in Appendix 'A' to staff report SRCFS.19.035, be approved;
- b) That the City Clerk be authorized to amend the 2020 Council meeting schedule as required.

Contact Person:

Karyn Hurley, Council/Committee Coordinator, ext. 5453

Ryan Ban, Deputy City Clerk, ext. 5547

Report Approval:

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

Approved by: Neil Garbe, City Manager

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

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Background:

Council typically adopts its annual meeting schedule for the upcoming calendar year in the fall of the preceding year. At the November 20, 2019 Council meeting, Council adopted revised Council meeting times based on a Member Motion of Regional and Local Councillor DiPaola. Council also removed Committee of the Whole from the meeting schedule.

2020 Meeting Schedule

The proposed 2020 Council meeting schedule is based on the meeting times approved at the November 20, 2019 meeting, the Procedure By-law 74-12 for Council Public Meetings, and a previously scheduled Budget Committee of the Whole meeting to consider the 2020 Operating Budget, as follows:

- Council meetings generally scheduled on the second and fourth Wednesday of each month commencing at 9:30 a.m.
- Council Public meetings generally scheduled on the first and third Wednesday of each month commencing at 7:30 p.m.
- Committee of the Whole meetings have been removed.
- Budget Committee of the Whole meeting scheduled on Tuesday, January 28, 2020 at 1:30 p.m.

In keeping with past practice, no meetings have been scheduled for the first two (2) weeks of January, the period that coincides with March Break, the month of August, and the last two (2) weeks of July and December. Additionally, where a statutory or civic holiday, significant faith holiday, or another event falls on any regular meeting dates, that meeting would be scheduled on an alternate date and/or time.

Meeting Holds

Since 2012, a “meeting hold” has been included in the proposed meeting schedule to block off time in Councillor’s calendars to facilitate additional meetings that may be required throughout the year. The meeting hold is a very effective tool for scheduling Steering Committees, Advisory Committees, Task Forces and/or Special Council meetings. Two meeting holds have been included for each month for 2020 on Tuesday’s between the hours of 1:30 p.m. and 3:30 p.m. where feasible, excluding the months of January, March, July, August and December.

Committees of Council and External Boards

As other meetings for Committees of Council (Budget Committee of the Whole, Audit, etc.) and external boards (Richmond Hill Public Library Board) have been confirmed, the 2020 Council meeting schedule will be updated to reflect those.

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Financial/Staffing/Other Implications:

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

Relationship to the Strategic Plan:

The approval of a schedule of Council meetings falls within *Strategic Plan Goal One: Stronger Connections in Richmond Hill* as it provides the City's residents with the dates and times of meetings to encourage their participation and involvement in the democratic process at the municipal level.

Conclusion:

The attached 2020 Council meeting schedule reflects the approved direction given by Council at the November 20, 2019 meeting and provides Council, staff and residents with a meeting schedule for the upcoming 2020 calendar year.

Attachments:

The following attached document may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- Appendix 'A' - Draft 2020 Council Meeting Schedule

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Report Approval Details

Document Title:	SRCFS.19.035 - 2020 Council and Committee Meeting Schedule.docx
Attachments:	- Appendix A - 2020 Council Meeting Schedule.docx
Final Approval Date:	Nov 26, 2019

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

Stephen Huycke - Nov 25, 2019 - 1:44 PM

MaryAnne Dempster - Nov 26, 2019 - 10:11 AM

Neil Garbe - Nov 26, 2019 - 10:17 AM