



Staff Report for Council Meeting

Date of Meeting: September 23, 2020

Report Number: SRCM.20.21

Department: Office of the City Manager

Division: Office of the Clerk

Subject: **SRCM.20.21 - 2021 Council and Committee Meeting Schedule**

Purpose:

The purpose of this report is to present the 2021 Council and Committee meeting schedule for Council's review and approval.

Recommendation(s):

- a) That the 2021 Council and Committee meeting schedule as set out in Appendix 'A' to Staff Report SRCM.20.21 be approved.

Contact Person:

Ryan Ban, Deputy City Clerk, ext. 5547

Report Approval:

Submitted by: Stephen M.A. Huycke, City Clerk

Approved by: Mary-Anne Dempster, 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:

Procedure By-law

As outlined in the Procedure By-law, Council meetings are held on the second and fourth Wednesday of each month at 9:30 a.m.; and Council Public meetings on the first and third Wednesday of each month at 7:30 p.m. Where a statutory or civic holiday, or another event in which Member(s) regularly participate, 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" twice a month on Tuesday's 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 2021 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.

Financial/Staffing/Other Implications:

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

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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 City Council and by keeping lines of communication open with our community.

Conclusion:

That the schedule of Council and Committee meetings for 2021 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 following attached documents 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 – Proposed Schedule of Council and Committee Meetings for 2021

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Report Approval Details

Document Title:	SRCM.20.21 - Council and Committee Meeting Schedule.docx
Attachments:	- Appendix A - Proposed 2021 Council and Committee Calendar.docx
Final Approval Date:	Sep 9, 2020

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

Stephen Huycke - Sep 9, 2020 - 3:40 PM

MaryAnne Dempster - Sep 9, 2020 - 6:09 PM