



Staff Report for Council Meeting

Date of Meeting: September 22, 2021

Report Number: SRCFS.21.038

Department: Corporate and Financial Services

Division: Office of the Clerk

Subject: **SRCFS.21.038 - 2022 Council and Committee Meeting Schedule**

Purpose:

The purpose of this report is to present the 2022 Council and Committee meeting schedule for Council's review and approval.

Recommendation(s):

a) That the 2022 Council and Committee meeting schedule as set out in Appendix 'A' to staff report SRCFS.21.038 be approved.

Contact Person:

Ryan Ban, Deputy City Clerk, ext. 5547

Stephen M.A. Huycke, Director, Legislative Services/City Clerk, ext. 2529

Report Approval:

Submitted by: Sherry Adams, Commissioner of Corporate and Financial Services

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 74-12, as amended, Council meetings are normally held on the second and fourth Wednesday of each month at 9:30 a.m., and Council Public meetings are normally held 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 City 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 current 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 Steering Committee, Task Force and/or Special Council meetings as required. This meeting hold has been very effective in the scheduling and planning of meetings that arise throughout the year.

Religious Holidays and Other Events

The proposed 2022 Council and Committee meeting schedule lists and takes into consideration major religious festivals/holidays for various religions and cultural groups (none of which conflict with the scheduled meetings); statutory and civic holidays; March Break as determined by the York Region School Boards; summer recess; other scheduled events such as the Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) annual conferences; and the 2022 Municipal Elections.

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 schedule. 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.

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2022 Municipal Elections

The 2022 Municipal Elections will be held on Monday, October 24, 2022, with the last regular meeting of the 2018 to 2022 Term of Council to be held on September 14, 2022. The meeting schedule will resume with the 2022 to 2026 Term of Council following the Council Inaugural meeting.

Inaugural Council Meeting

Section 5.1.3 of the Procedure By-law, as amended, states that:

“Following a municipal election, the inaugural Meeting of the newly elected Council shall be held on a date and time and at a place to be fixed by the Clerk after the Members take office pursuant to the *Municipal Elections Act*, 1996, S.O. 1996 C.32, which date shall in any event, be no later than 31 days after the commencement of the term of the newly elected Council.”

Historically, the Inaugural Council meeting was held on the first Monday in December as the new Term of Council would begin on December 1, and at that time, Council meetings were normally held on Monday evenings. Following changes to the *Municipal Elections Act*, the 2022 to 2026 Term of Council begins on Tuesday, November 15, 2022. It is recommended that the 2022 to 2026 Term of Council Inaugural Council meeting take place on the evening of Monday, November 23, 2022.

Financial/Staffing/Other Implications:

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

Relationship to Council’s Strategic Priorities 2020-2022:

The approval of a Council and Committee meeting schedule helps fulfill Council’s Strategic Priority of A Strong Sense of Belonging by providing information to assist residents who may wish to become involved with matters being considered by their City Council and by keeping lines of communication open with our community, and was drafted taking into consideration the City of Richmond Hill’s Diversity, Equity and Inclusion Initiative.

Climate Change Considerations:

Climate change considerations are not applicable to this staff report.

Conclusion:

That the schedule of Council and Committee meetings for 2022 be adopted as it provides notice of meetings to Members of Council, staff and residents, and assists with the scheduling of agenda items.

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Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. 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 2022

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Report Approval Details

Document Title:	SRCFS.21.038 - 2022 Council and Committee Meeting Schedule.docx
Attachments:	- SRCFS.21.038 - Appendix A - Proposed Schedule of Meetings for 2022.doc
Final Approval Date:	Sep 13, 2021

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

Stephen Huycke - Sep 13, 2021 - 9:17 AM

Sherry Adams - Sep 13, 2021 - 10:21 AM

MaryAnne Dempster - Sep 13, 2021 - 11:08 AM