



Staff Report

Administration

Report To: Committee of the Whole
Meeting Date: August 11, 2020
Report Number: FAF.20.125
Subject: 2021 Council and Committee of the Whole Meeting Schedule, including Proposed Changes to Procedural By-law
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.20.125, entitled "2021 Council and Committee of the Whole Meeting Schedule, including Proposed Changes to Procedural By-law";

AND THAT Council select Option #_____ as the 2021 Council and Committee of the Whole Meeting Schedule, as attached to Staff Report FAF.20.125;

AND THAT, if required, Council directs staff to provide Council with a By-law to revise the Procedural By-law at a future Council Meeting for Council consideration.

B. Overview

This report provides six schedule options for the 2021 Council and Committee of the Whole meetings. The recommendations include scheduling Council Meetings on Tuesdays commencing at 1:00 pm and Committee of the Whole meetings on Wednesdays.

C. Background

On an annual basis, the Town Clerk provides Council with a number of Council and Committee of the Whole schedules for Council consideration and staff implementation in the following year. Setting the Council and Committee of the Whole meeting dates early allow staff the opportunity to move forward with scheduling upcoming public meetings, staff reports, and vacation time.

D. Analysis

Staff are providing six options for Council's consideration. In Options #1 to #4, staff are recommending that Council Meetings commence at 1:00 pm, followed by Public Meetings at 5:00 pm. Currently, as noted in Options #5 and #6, Public Meetings are scheduled at 5:00 pm at Council Meetings, with the regular portion of the Council Meeting Agenda commencing at 7:00 pm. It is staff's recommendation that commencing the Council Meetings at 1:00 pm will allow

the regular portion of the Council Meeting to be completed before the 5:00 pm Public Meetings commence.

Staff also recommend moving the Council Meetings to Tuesdays and Committee of the Whole Meetings to Wednesdays as it will provide an opportunity for staff to consider comments received over the weekend on the Monday, in advance of Tuesday Public Meetings. Currently, staff monitor comments received over the weekend, so as to be prepared for Public Meetings scheduled on Mondays.

It should be noted that if the Council and Committee of the Whole meeting schedule changes from that currently referred to in Procedural By-law #2019-56 that the "Provision of Notice and Manner of Notice Policy, POL.COR.07.03" indicates that a Public Meeting is to be scheduled to receive public comments regarding the proposed changes. Council can consider waiving the requirements to hold a public meeting if Council deems that the amendments to the Procedural By-law are minor in nature.

Each of the Options provided, have considered the Federation of Canadian Municipalities ("FCM") Conference scheduled for June 3-6, 2021 and the Association of Municipalities of Ontario ("AMO") Conference scheduled for August 15-18, 2021.

In the 2020 calendar year, 24 Council Meetings and 22 Committee of the Whole Meetings were scheduled, it being noted that when required, Council has the ability to schedule Special Meetings of Council to consider time sensitive matters.

The following is a summary of each of the Options provided for Council consideration.

Option #1

- Council Meetings on Tuesdays commencing at 1:00 pm, and Public Meetings commencing at 5:00 pm (24 Council Meetings in 2021. A Council Meeting will be scheduled for Tuesday, August 10, 2021 to consider time sensitive matters. This Council Meeting will be cancelled if not required)
- Committee of the Whole Meetings on Wednesdays commencing at 9:00 am (21 Committee of the Whole Meetings in 2021)
- Summer Vacation July 14 - August 23, 2021 (six week vacation)

Option #2

- Council Meetings on Tuesdays commencing at 1:00 pm, and Public Meetings commencing at 5:00 pm (24 Council Meetings in 2021)
- Committee of the Whole Meetings on Wednesdays commencing at 9:00 am (22 Committee of the Whole Meetings in 2021)
- Summer Vacation July 14 - August 9, 2021 (four week vacation)

Option #3

- Council Meetings on Mondays commencing at 1:00 pm, and Public Meetings commencing at 5:00 pm (24 Council Meetings in 2021)
- Committee of the Whole Meetings on Tuesdays commencing at 9:00 am (22 Committee of the Whole Meetings in 2021)
- Summer Vacation July 13 - August 8, 2021 (four week vacation)

Option #4

- Council Meetings on Mondays commencing at 1:00 pm, and Public Meetings commencing at 5:00 pm (24 Council Meetings in 2021. A Council Meeting will be scheduled on Monday, August 9, 2021 to consider time sensitive matters. This Council Meeting will be cancelled if not required)
- Committee of the Whole Meetings on Tuesdays commencing at 9:00 am (21 Committee of the Whole Meetings in 2021)
- Summer Vacation July 13-August 22, 2021 (six week vacation)

Option #5 (status quo)

- Council Meetings on Mondays. Public Meetings commencing at 5:00 pm, and Council Meetings commencing at 7:00 pm (24 Council Meetings in 2021. A Council Meeting will be scheduled for Monday, August 9, 2021 to consider time sensitive matters. This Council Meeting will be cancelled if not required)
- Committee of the Whole Meetings on Tuesdays commencing at 9:00 am (21 Committee of the Whole Meetings in 2021) (status quo)
- Summer Vacation July 13 - August 22, 2021 (six week vacation)

Option #6 (status quo)

- Council Meetings on Mondays, Public Meetings commencing at 5:00 pm, Council Meeting commencing at 7:00 pm (24 Council Meetings in 2021)
- Committee of the Whole Meetings on Tuesdays commencing at 9:00 am (status quo) (22 Committee of the Whole Meetings in 2021)
- Summer Vacation July 13 - August 8, 2021 (four week vacation)

E. The Blue Mountains Strategic Plan

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #1 To Be an Employer of Choice

Objective #2 Improve Internal Communications Across our Organization

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

None

G. Financial Impact

If Council Meetings commence at 1:00 pm, non-management staff members will be available during regular business hours with less overtime required of non-managerial staff than evening Council Meetings require.

H. In consultation with

Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre. The Council direction sought through this staff report will determine if a Public Meeting will be scheduled. Comments regarding this report should be submitted to Corrina Giles, Town Clerk, townclerk@thebluemountains.ca

J. Attached

1. Option #1
2. Option #2
3. Option #3
4. Option #4
5. Option #5
6. Option #6

Respectfully Submitted,

Corrina Giles
Town Clerk

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Corrina Giles, Town Clerk,
townclerk@thebluemountains.ca
519-599-3131 extension 232

2021 Council & Committee of the Whole Schedule - Option #1

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	COW	ROMA Jan 23-26	Tuesday – Council Meetings 1:00 p.m. Public Meetings 5:00 p.m.	24 Council Meetings
	COUNCIL	OGRA Feb 21-24	Wednesday - COW Meetings 9:00 a.m.	21 COW Meetings
	STAT HOLIDAY	FCM June 3-6	Council Meeting – August 10 th (Only if Required)	Time Sensitive Matters
	COUNCIL VACATION	AMO Aug 15-18	Summer Vacation July 14 – August 23, 2021	Six Week Vacation

2021 Council & Committee of the Whole Schedule - Option #2

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	COUNCIL	OGRA Feb 21-24	Wednesday - COW Meetings 9:00 a.m.	22 COW Meetings
	STAT HOLIDAY	FCM June 3-6	Summer Vacation July 14 – August 9, 2021	Four Week Vacation
	COUNCIL VACATION	AMO Aug 15-18		

2021 Council & Committee of the Whole Schedule - Option #3

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	COUNCIL	OGRA Feb 21-24	Tuesday - COW Meetings 9:00 a.m.	22 COW Meetings
	STAT HOLIDAY	FCM June 3-6	Summer Vacation July 13 – August 8, 2021	Four Week Vacation
	COUNCIL VACATION	AMO Aug 15-18		

2021 Council & Committee of the Whole Schedule - Option #4

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	STAT HOLIDAY	FCM June 3-6	Council Meeting – August 9 th (Only if Required)	Time Sensitive Matters
	COUNCIL VACATION	AMO Aug 15-18	Summer Vacation July 13 – August 22, 2021	Six Week Vacation

2021 Council & Committee of the Whole Schedule - Option #5

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	STAT HOLIDAY	FCM June 3-6	Council Meeting – August 9 th (Only if Required)	Time Sensitive Matters
	COUNCIL VACATION	AMO Aug 15-18	Summer Vacation July 13 – August 22, 2021	Six Week Vacation

2021 Council & Committee of the Whole Schedule - Option #6

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May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	COW	ROMA Jan 23-26	Monday – Public Meetings 5:00 p.m. Council Meetings 7:00 p.m.	24 Council Meetings
	COUNCIL	OGRA Feb 21-24	Tuesday - COW Meetings 9:00 a.m.	22 COW Meetings
	STAT HOLIDAY	FCM June 3-6	Summer Vacation July 13 – August 8, 2021	Four Week Vacation
	COUNCIL VACATION	AMO Aug 15-18		