



TOWN OF  
**HALTON HILLS**  
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## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Valerie Petryniak, Town Clerk & Director of Legislative Services

**DATE:** October 19, 2021

**REPORT NO.:** ADMIN-2021-0051

**SUBJECT:** 2022 Council Calendar

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### RECOMMENDATION:

THAT Report No. ADMIN-2021-0051 dated October 19, 2021 regarding the 2022 Council Calendar be received;

AND FURTHER THAT Council adopt the calendar of meetings as outlined in the attached calendar entitled "2022 Council Calendar";

AND FURTHER THAT a copy of the 2022 Council Calendar be circulated to Halton Region, the City of Burlington, the Town of Oakville and Town of Milton.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- As per the Procedure By-law 2021-0020, the clerk is to prepare an annual schedule for regular Council, based primarily on a three-week meeting cycle.
- In 2020 due to the Covid-19 pandemic, Council approved the suspension of standing committee meetings to assist in getting items approved more expeditiously
- Staff are recommending the continued suspension of standing committee meetings for 2022.

## **BACKGROUND AND DISCUSSION:**

In July of 2020 staff brought forward a report seeking Council's approval to change the 2020 Council & Committee Calendar. The recommendations in the report sought to suspend standing committee meetings, recommence statutory public meetings, move the start time of Council meetings to 1:30 p.m., and host Council meetings every 2 weeks throughout the remainder of 2020. These recommended changes to the 2020 calendar assisted in getting items approved by Council more expeditiously without first needing to be vetted through a Standing Committee. In October 2020, staff brought forward another report proposing the same format for the 2021 Council year.

Typically agendas were prepared and available for Council's review on the Thursday or Friday 2-3 days before the scheduled meeting. Recognizing the number of reports that could potentially appear on a Council agenda due to the suspension of standing committees, staff implemented a new report deadline allowing for an earlier preparation of the Council agenda. The agenda is now available for Council and the public 11 days prior to the scheduled meeting giving a longer opportunity for all to review the reports. Staff have found this new method to be very successful.

In May 2021 Council approved the new Procedure By-law 2021-0020 which introduced Consent items to the agenda. Consent items are reports that are presented for approval without debate, delegations or presentations. The addition of Consent items to the agenda has increased the number of items that Council approves with less time needed for discussion.

Senior management staff were consulted to gain opinion on two different calendars for 2022. One calendar proposed the return of the two standing committees (Appendix A), and the other proposed continuing with just Council meetings (Appendix B). Staff have advised they prefer to remain with just Council meetings in 2022 as the new report deadline and consent items have greatly streamlined the agendas. As the uncertainty of the pandemic continues and staff have not fully returned to the office, staff are recommending to remain with the meeting schedule that has been in place since early in 2020 and continue this way for the remaining months of this term of Council. The proposed 2022 calendar will result in Council meetings being held on a 3 week schedule with meetings in line with the procedure by-law where public sessions commence at 3 p.m. Staff will continue with the new report deadline giving ample time for review of the agenda and reports.

## **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

**RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

Staff consulted with the Acting CAO and Mayor in the preparation of this calendar.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Chris Mills, Acting Chief Administrative Officer