



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Suzanne Jones, Clerk & Director of Legislative Services

DATE: August 22, 2018

REPORT NO.: ADMIN-2018-0026

RE: 2019 Council & Committee Calendar

RECOMMENDATION:

THAT Report No. ADMIN-2018-0026 dated August 22, 2018, regarding the 2019 Council & Committee Calendar, be received;

AND FURTHER THAT Council adopt the calendar of meetings as outlined in the attached document – “2019 Council & Committee Calendar”;

AND FURTHER THAT a copy of the 2019 Town of Halton Hills Council & Committee Calendar be circulated to the Region of Halton, City of Burlington, Town of Milton and the Town of Oakville.

BACKGROUND:

As per the Town of Halton Hills’ Procedural By-law, the Clerk is to prepare an annual schedule of Council & Committee meetings for Council’s approval prior to the commencement of the calendar year.

COMMENTS:

The 2019 calendar is similar to the approved 2018 calendar, and is based primarily on a three week cycle of meetings. The two Standing Committees will continue to be held on Mondays and Tuesdays at 3 p.m. Open session of Council will be held at 6 p.m. on Mondays with Closed Session commencing at 3 p.m. or shortly thereafter based on the number of in-camera items being brought forward. As in 2018, Council Reserve Time has been included in the schedule to ensure Council availability should there be the call of a special Council meeting or workshop.

Two major conferences – FCM and AMO – have been highlighted within the calendar in the month they are being held. These two conferences are highlighted as there could be numerous council members attending. Dates for other significant conferences such

as ROMA and OGRA are noted in the ledger of events. Staff have avoided booking any meetings during these significant conferences and events as it is anticipated that one or more council members would be attending a number of the listed events.

Dates for Achievement Awards have yet to be determined, however, staff will work around any meetings already scheduled. A schedule similar to 2018, where Achievement Awards' events were held in May and December, is expected to continue in 2019.

RELATIONSHIP TO STRATEGIC PLAN:

As the Council & Committee Calendar is an operational matter, there is no direct relationship to the strategic plan.

FINANCIAL IMPACT:

There is not a financial impact associated with this report.

CONSULTATION:

Staff consulted with the Chief Administrative Officer and Senior Management Team regarding the meeting calendar.

PUBLIC ENGAGEMENT:

The introduction of live streaming and web streaming of meetings has provided greater opportunity for enhanced public engagement and transparency related to items being brought forward to Council and Standing Committees.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

The 2019 Council & Committee Calendar, once approved by Council, will be forwarded to all Halton Region municipalities, will be posted on the Town's website, and will be made available to members of Council, staff and the public.

CONCLUSION:

This report outlines the proposed 2019 Council & Committee Calendar of meetings and significant events. Upon approval of the 2019 calendar staff, various advisory committees and the public will be updated accordingly. This assists with future scheduling of numerous important matters such as statutory public meetings, award of tenders, and time sensitive staff reports.

Reviewed and Approved by,

A handwritten signature in black ink, reading "Brent Marshall". The signature is written in a cursive, flowing style with a large initial 'B' and 'M'.

Brent Marshall, CAO