



## **REPORT**

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

**REPORT FROM:** Renée Brown, Deputy Clerk – Legislation & Elections

**DATE:** September 17, 2019

**REPORT NO.:** ADMIN-2019-0028

**RE:** 2020 Council and Committee Calendar

### **RECOMMENDATION:**

THAT Report No. ADMIN-2019-0028 dated September 17, 2019 regarding the 2020 Council and Committee Calendar be received;

AND FURTHER THAT Council adopt the calendar of meetings as outlined in the attached document – “2020 Council & Committee Calendar”;

AND FURTHER THAT a copy of the 2020 Town of Halton Hills Council and 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 2020 calendar is similar to the approved 2019 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 2019, 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.

One change of note from the 2019 Council and Committee Calendar is related to Budget Committee Meetings. For 2020 the Capital and Operating Budgets have been combined to be reviewed jointly on December 7, 2020 with December 8, 2020 being held just in case review takes longer than one day. While this is a change to the schedule, it is consistent with the revised agreed upon approach by staff after consulting with the Mayor, for the 2020 process.

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 tried to avoid booking meetings during these significant conferences and events if possible, as it is anticipated that one or more council members would be attending a number of the listed events.

The dates for Achievement Awards have yet to be determined. Recreation staff are anticipating two dates for 2020 and will bring forward a report to Council at a future date.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

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

#### **FINANCIAL IMPACT:**

There is no 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 2020 Council and 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 2020 Council and Committee Calendar of meetings and significant events. Upon approval of the 2020 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 that reads "Brent Marshall". The signature is written in a cursive, flowing style with a large initial 'B' and 'M'.

**Brent Marshall, Chief Administrative Officer**