



REPORT

REPORT TO: Mayor Bonnette and Members of Council

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

DATE: July 15, 2020

REPORT NO.: ADMIN-2020-0023

RE: Proposed Changes to the 2020 Council & Committee Calendar

RECOMMENDATION:

THAT Report No. ADMIN-2020-0023, dated July 15, 2020, regarding proposed changes to the 2020 Council & Committee Calendar be received;

AND FURTHER THAT the 2020 Council & Committee Calendar be amended to remove standing committee meeting dates;

AND FURTHER THAT additional council meetings be added to the calendar in order to expedite items needing Council approval, which have been placed on hold due to the COVID-19 pandemic;

AND FURTHER THAT for the remainder of 2020 council meetings will commence at 1:30 p.m. with public statutory meetings, as defined by the *Planning Act*, commencing at 6:00 p.m.;

AND FURTHER THAT the amended 2020 Council & Committee Calendar, as attached, be approved.

BACKGROUND:

On March 17, 2020 and in response to the COVID-19 pandemic, the government of Ontario declared an emergency under section 7.0.1 (1) of the *Emergency Management and Civil Protection Act*. Shortly thereafter, on March 24, 2020 Mayor Bonnette declared an emergency within the Town of Halton Hills.

The town-wide declared emergency resulted in finding new means and ways to conduct town business, including virtual meetings. Getting the proper approvals and then implementation of changes to deliver essential services during the emergency resulted

in the suspension of standing committee meetings (the Community & Corporate Affairs Committee and Planning, Public Works and Transportation committee) and also the cancellation of the April 6 and May 4 regular scheduled council meetings. Council meetings resumed in May, however many items brought forward were items that were time sensitive and/or had direct relation to processes during the pandemic.(such as the mandatory face mask by-law, delegated authority measures etc.). Staff are now dealing with a backlog of 'regular business' items that will need to come before Council by year-end.

COMMENTS:

In order to deal with the backlog of reports staff are recommending amendments to the 2020 Council and Committee calendar as follows;

- **Continue the suspension of standing committee meetings**
- **Include one additional council meeting each month (August, September October and November)**
- **Commence all council meetings at 1:30 p.m.**
- **Statutory public meetings will be held at 6:00 p.m. on the day of the scheduled council meeting**

Staff are recommending the suspension of standing committee meetings until year end. These will be replaced by additional council meetings. This is in order for items to be debated and approved directly at a council meeting instead of first vetted through a committee. This will assist in reducing the backlog of items awaiting Council's approval.

The suspension of standing committee meetings also provides some additional time for members of staff to continue to devote time for COVID-19 related activity as Stage 3 is now evolving, thus generating more planning and opening operations' work. Lastly, staff vacations have been delayed in large part due to CoVID-19 pressures. By reducing the number of meetings overall, we can ensure staff can schedule vacations as appropriate.

As it is anticipated there will be a growing list of items placed on agendas until year-end, staff are recommending moving the start time of Council meetings to 1:30 p.m. Statutory public meetings, which normally have enhanced public participation, would commence at 6:00 p.m. The rationale for separating the statutory public meetings is two-fold. First being the public's availability to participate, and secondly is the need to run the meetings virtually. By separating the regular business of council from the statutory meeting will allow for better control of each virtual session. Therefore as an example, a typical council meeting agenda, which includes a statutory public meeting would be set as the following (change in agenda highlighted:

- 1) Opening of the Council Meeting
- 2) Closed Session (if required)
- 3) Reconvene into Open Session
- 4) Announcements
- 5) Emergency Business Matters
- 6) Disclosures of Pecuniary Interest/Conflict of Interest
- 7) Council Delegations
- 8) Adoption of Previous Minutes
- 9) Council to Convene into General Committee
- 10) Adoption of Reports and Recommendations from General Committee
- 11) Receipt of Minutes from Advisory Committees
- 12) Petitions/Communications/Motions
- 13) Advance Notice of Motions
- 14) Motion to Receive and File General Information Package
- 15) Motion to approve Closed Session Items
- 16) RECESS if required (to reconvene at 6:00 p.m. for a Statutory Public Meeting)
- 17) Statutory Public Meeting(s) (if required)
- 18) Consideration of By-laws
- 19) Adjournment

In addition to the proposed additional council meetings as outlined in the proposed calendar attached to this report, there may be the need from time-to-time to solicit Council's availability for workshops and special council meetings. Any need for additional meetings will first be vetted through the Mayor and CAO.

As it is anticipated that Bill 195, *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, will receive Royal Assent staff will bring forward a further report to Council on August 10, 2020 to amend the Town's procedural by-law to allow for the continuation of virtual (electronic) meetings.

RELATIONSHIP TO STRATEGIC PLAN:

This report is administrative in nature.

FINANCIAL IMPACT:

There is no financial impact associated with this report.

CONSULTATION:

The Clerk has consulted with the CAO in preparation of this report.

PUBLIC ENGAGEMENT:

Public engagement was not required to produce this report. However, the recommendations outlined in this report are in keeping with ensuring the public is able to participate in council meetings through virtual delegations and/or delegation written submissions, and also participate in statutory public meetings.

SUSTAINABILITY IMPLICATIONS:

N/A

COMMUNICATIONS:

Upon approval the amended 2020 Council & Committee Calendar will be made available on the Town's website and staff will be updated accordingly.

CONCLUSION:

Amendments to the 2020 Council calendar are required to ensure a) timely items are brought before council for debate and adoption; b) statutory public meetings are conducted electronically with the public's ability to participate, and c) that the Town's recovery plan continues to move forward expeditiously.

The 2021 Council & Committee Calendar will be developed and brought forward to Council during the latter part of 2020.

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, prominent 'B' and 'M'.

Brent Marshall, Chief Administrative Officer