



## **REPORT**

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

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

**DATE:** October 2, 2020

**REPORT NO.:** ADMIN-2020-0037

**RE:** 2021 Council Calendar

### **RECOMMENDATION:**

THAT Report No. ADMIN-2020-0037 dated October 2, 2020 regarding the 2021 Council Calendar be received;

AND FURTHER THAT Council adopt the calendar of meetings as outlined in the attached document – “2021 Council Calendar”;

AND FURTHER THAT a copy of the 2021 Town of Halton Hills Council 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:**

On March 24, 2020 Mayor Bonnette declared a state of emergency for the Town of Halton Hills. This was completed shortly after the province of Ontario declared a state of emergency in response to the COVID-19 pandemic. The town-wide emergency resulted in finding new ways and means to conduct town business, including virtual meetings. To date the town’s emergency remains in effect. It is anticipated that the province will enter into a second wave of the pandemic which could last over a lengthy period of time.

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.

The proposed 2021 Council Calendar has been drafted to continue with the suspension of Standing Committee meetings. The influx of items needing to be brought forward to Council continues, and it is anticipated that this will continue throughout 2021. Further changes include;

- Council meetings will commence at 1:00 p.m. on a 3 week cycle.
- An additional Monday of each month has been set aside as reserve time in order to host workshops and/or special meetings of Council.

Statutory Public Meetings, as defined by the Planning Act, will continue to be held on a regularly scheduled Council meeting day with a start time of 6 p.m.

Council meetings and Statutory Public meetings will continue to be held virtually and will be open to public participation through virtual means.

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

This report and its outlined recommendations are in keeping with the Town's Strategic Plan to;

Provide responsive, effective Municipal Government through effective and efficient delivery of municipal services.

#### **FINANCIAL IMPACT:**

There are no financial impacts associated with this report.

#### **CONSULTATION:**

Staff consulted with the Mayor and Acting C.A.O. in preparation of this report.

#### **PUBLIC ENGAGEMENT:**

Public engagement was not required to produce this report. However, Council meetings will be conducted in keeping with the Town's goal to ensure the public is able to continue to participate in council meetings, through virtual delegations and/or written submissions to Council, and also participate virtually in statutory public meetings.

**SUSTAINABILITY IMPLICATIONS:**

N/A

**COMMUNICATIONS:**

Upon approval the 2021 Council Calendar will be made available on the town's website and staff will be updated accordingly.

**CONCLUSION:**

Flexibility in scheduling of Council meetings during the Town's state of emergency is key in keeping the Town's recovery plan moving forward. The proposed 2021 Council Calendar provides for timely debate and adoption of items that need to be brought to Council, and continues to ensure public participation through virtual delegations and written submissions.

Should situations arise during 2021 that require any further changes to the Council calendar of meetings staff will bring forward a supplementary report.

**Reviewed and Approved by,**

A handwritten signature in black ink, appearing to read "C. Mills", with a long horizontal stroke extending to the right.

Chris Mills, Acting Chief Administrative Officer