



Town of Newmarket
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2020 Council and Committee of the Whole Meeting Schedule Staff Report to Council

Report Number: 2019-83

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: September 23, 2019

Recommendations

1. That the report entitled 2020 Council and Committee of the Whole Meeting Schedule dated September 23, 2019 be received; and,
2. That the 2020 Council and Committee of the Whole Meeting Schedule (**Attachment 1**) be adopted; and,
3. That, unless otherwise required, Committee of the Whole meetings continue to commence at 12:30 PM; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek approval for a schedule of Council and Committee of the Whole meetings for 2020.

Background

Each year, Council approves a draft schedule of meetings for the upcoming year. There may be occasions when additional special meetings are required, and these meetings are called on an as required basis. Additionally, the Procedure By-law provides that special meetings may be called by the Mayor or upon receipt of a petition signed by a majority of the Members of Council.

Discussion

Attachment 1 outlines the draft meeting schedule for 2020. Variations of the regular schedule include:

- In March, there is a two week gap due to March Break;
- A Council meeting is scheduled for Tuesday, May 19, 2020 as the offices will be closed on Monday, May 18, 2020 for Victoria Day;
- Committee of the Whole/Council cycles have been adjusted to ensure meetings do not take place during the Federation of Canadian Municipalities (FCM) Annual Conference in June 2020; and,
- A Council meeting is scheduled for Tuesday, October 13, 2020 as the offices will be closed on Monday, October 12, 2020 for Thanksgiving.

Committee of the Whole Meetings Start Time

On December 10, 2018, Committee of the Whole considered a [staff report](#) related to amendments to the start time of its meetings. Council consented to proceed with changing the start time to 12:30 PM from 1:30 PM effective March, 2019. Since that time, Legislative Services staff have not received any negative feedback from the public, Members of Council or other staff regarding the new 12:30 PM start time.

In 2019, there were two¹ meetings where Committee of the Whole was moved to a 10:00 AM start time to accommodate the significant number of agenda items for consideration.

Accordingly, it is recommended that Committee of the Whole continue to meet at 12:30 PM, and that Legislative Services Staff continue to consult with the Strategic Leadership and Operational Leadership Teams to determine whether a meeting should begin earlier than 12:30 PM. Any deviations from the regular 12:30 PM start time will be communicated to the public via social media, and the local newspaper, whenever possible.

If directed by Council, staff could conduct another review and analysis of Council and Committee of the Whole meeting dates and start times as part of the upcoming Procedure By-law review for this term of Council.

Conclusion

Council determines its calendar or meetings every year, and is required to establish its meeting frequency for 2020. The 2020 schedule of meetings is subject to change, if additional meetings are required for Council to conduct its business.

¹ May 21, 2019 and June 17, 2019

Business Plan and Strategic Plan Linkages

The 2020 meeting schedule provides Council an opportunity to meet and discuss matters related to its Strategic Priorities for this term.

Consultation

Once adopted by Council, the 2020 calendar will be posted on the Town's website and will be regularly updated, as required. Also, a notice will be placed on the Town Page advising the public that the full calendar is available for review on the Town's website (weekly editions of the Town Page will provide for a notice of upcoming meetings). A similar procedure will follow should the calendar be amended in the future.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 - 2020 Council and Committee of the Whole Meeting Schedule

Approval

Lisa Lyons

Director of Legislative Services/Town Clerk

Esther Armchuk

Commissioner of Corporate Services

Contact

For more information please contact Kiran Saini, Deputy Town Clerk at 905-953-5300 extension 2203 or at ksaini@newmarket.ca.