



Town of Newmarket
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November 2018 to December 2019 Council and Committee of the Whole Meeting Schedule Staff Report

Report Number: 2018-58

Department(s): Legislative Services

Author(s): K. Saini, Deputy Town Clerk

Meeting Date: September 17, 2018

Recommendations

1. That the report entitled "November 2018 to December 2019 Council and Committee of the Whole Meeting Schedule" dated September 17, 2018 be received; and,
2. That the Council and Committee of the Whole Meeting Schedule (**Attachment A**) be adopted; and,
3. 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 provide a draft schedule of meetings for Council, Committee of the Whole (**Attachment A**) for Committee's consideration.

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.

It is an election year and not all incumbent Councillors are seeking re-election. Given this, the intent of adopting a draft calendar with this term of Council is to allow all Council

candidates sufficient time to ensure their availability for orientation sessions, Council and Committee meetings, and workshops.

Discussion

Attachment A outlines the draft meeting schedule. Variations of the regular schedule include:

- Workshops and orientation sessions have been included for the new term of Council;
- Budget meetings have been included for the new term of Council to approve the 2019 budget.
- In January only one Committee of the Whole/Council cycle has been scheduled to accommodate the provision of the agenda being available 10 days prior to the meeting;
- A Committee of the Whole meeting is scheduled for Tuesday, May 21, 2019 as the offices will be closed on Monday, May 20, 2019 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 May 2019.
- There is an extra week between the August 26, 2019 Committee of the Whole Meeting and the September 9, 2019 Council meeting due to Labour Day.

Conclusion

Council determines its calendar of meetings every year, and is required to establish its meeting frequency for the following year. The 2019 schedule of meetings is subject to change, if additional meetings are required for Council to conduct its business. Additionally, should there be additional orientation or workshop sessions required, staff will present a revised calendar of meetings to the new term of Council.

Business Plan and Strategic Plan Linkages

This report relates to the Well-equipped and Managed link of the Town's Community vision – implementing policy and processes that reflect sound and accountable governance.

Consultation

Once adopted by Council, the new 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.

This calendar will be circulated to all Town Council candidates for their information.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment A - Draft Schedule of Meeting for November 2018-December 2019

Approval

Lisa Lyons
Director of Legislative Services/Town Clerk

Esther Armchuk
Commissioner, Corporate Services

Contact

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