

REPORT

COUNCIL

MEETING DATE: DECEMBER 1, 2014

FROM: Clerk's Department

DATE: September 2, 2014

SUBJECT: 2015 Council and Standing Committee Schedule

LOCATION:

WARD:

Page 1

RECOMMENDATION:

That a determination be made with respect to the 2015 Council and Standing Committee Schedule.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Procedure By-law establishes standard meeting dates and times for Council and its standing committees, which is subject to alterations by Council where appropriate.
- Council also approves a schedule of council and standing committee meetings on an annual basis which is posted on the town's website for public notice of the meeting dates and enables the dates to be scheduled in members' and staff calendars.
- In 2014, Council approved a revised schedule of meetings moving from a three week cycle to a four week cycle, with Council, Planning and Development Council and Standing Committee meetings being held Monday evenings leaving the 4th Monday free.
- The two options presented reflect status quo, and an option to reschedule Administrative Services Committee and Community Services Committee to fall on different evenings.
- Should Council wish to change the schedule, amendments to the Procedure By-law will be required and appropriate notice given.

BACKGROUND:

Council's Procedure By-law establishes the regular schedule of Council, Planning and Development Council and standing committee meetings. Each year Council adopts a modified schedule of meetings which recognizes the March break of the Boards of Education, the Federation of Canadian Municipalities (FCM) and the

From: Clerk's Department
Date: September 2, 2014
Subject: **2015 Council and Standing Committee Schedule**

Association of the Municipalities of Ontario (AMO) conferences, and a reduced meeting schedule during the summer months.

On July 8, 2013, Council resolved to revise the schedule of meetings from the former three week cycle, to a four week cycle commencing in 2014. In accordance with the current by-law, Council, Planning and Development Council and Standing Committee meetings are scheduled on Monday evenings within a four week cycle, leaving the 4th Monday free for special meetings, if required. Where a meeting would fall on a holiday Monday, it is rescheduled to the Tuesday.

The conversion to a four week cycle resulted from Council's desire to enable earlier publication of Standing Committee agendas. Commencing in 2014, the agendas for both the Administrative Services (ASC) and Community Services Committees (CSC) were released publicly the Friday 11 days prior to the meeting, enabling additional public review prior to the meeting rather than the previous 4 day review period associated with the three week cycle. Although the public review period is beneficial, there are however notable administrative issues in preparing reports so far in advance of the meeting, resulting in additional or new information being introduced in an addendum or at the meeting, ensuring that Council and the public receive the most current information.

This report addresses two options for the 2015 schedule of meetings based on the current 4 week cycle.

COMMENT/OPTIONS:

Option #1 – Status Quo - Current Four Week Schedule and Committee Structure

The proposed 2015 Council and Standing Committee Schedule, attached as Appendix A, reflects the current Council, Planning and Development Council and standing committee schedule with the addition of a Council meeting in August and follows the provisions of the Procedure By-law, as amended. A total of 12 Council meetings and 11 Planning and Development Council, ASC and CSC meetings would be offered.

The 2014 approved four week schedule was designed to allow the 4th Monday free for special meetings if necessary, and in fact was altered this year by the addition of eight special meetings within the first six months of the year and an additional Council meeting in August. Planning and Development Council meetings have certain statutory requirements under the *Planning Act*, the *Ontario Heritage Act* and other planning related statutes, and strict timelines are often difficult to achieve under the four week cycle, resulting in special meetings or memos containing more current

From: Clerk's Department
Date: September 2, 2014
Subject: **2015 Council and Standing Committee Schedule**

information being distributed at the meetings or planning matters being added to the regular Council agenda.

This schedule allows approximately 11 days for members of Council and the public to review agenda items for Planning and Development Council meetings and standing committees. The Procedure By-law, as amended will not require any revisions and the agendas will continue to be delivered on Thursday evenings and posted on the Town's website and to the members' portal on Friday morning.

Should Council wish to proceed under this option, the following recommendation should be adopted:

That the 2015 meeting calendar attached as Appendix A to the September 2014 report from the Clerk's department be approved.

Option #2 – Current Four Week Schedule with Administrative Services Committee and Community Services Committee Held on Alternate Nights

One of the reoccurring issues that arises with the current schedule of the ASC and CSC meetings is the desire for both members of Council and staff to be in both meetings at the same time to deal with specific agenda items. Members attending a standing committee to which they are not a member, are free to take part in the meeting in the same manner as an appointed member, except they cannot vote. The Mayor or Acting Mayor is an ex-officio Member of every standing committee, with all the rights and privileges of a full member.

While maintaining the current four week cycle of meetings, there is an opportunity for Council to revise the standing committee schedule to allow members of Council to attend both meetings. In this option it is proposed that ASC be held on the Monday night and CSC be held on the Tuesday night of the same week. On the week of a holiday Monday, ASC would move to Tuesday and CSC would move to the Wednesday night. The membership would remain the same on both standing committees.

This option would allow members of Council, staff and the public to attend both meetings if desired. In addition, it is proposed that both ASC and CSC be held in the Council Chamber to allow all meetings to be recorded on TownTV and subsequently posted to the Town's website which would increase accountability and transparency.

Should Council wish to proceed under this second option, the following recommendation should be adopted:

From: Clerk's Department
Date: September 2, 2014
Subject: **2015 Council and Standing Committee Schedule**

1. That the Administrative Services Committee meetings continue to be held Monday evenings within a four week cycle and the Community Services Committee meetings be held Tuesday evenings of the same week within a four week cycle.
2. That the 2015 meeting calendar attached as Appendix B to the September 2014 report from the Clerk's department be approved.
3. That the necessary amendments to the Procedure By-law, as amended be brought forward for adoption with the appropriate notice given.

Summary

Site Plan dates will be added once the scheduling format has been determined. There is no overlap with the Regional Council schedule as Oakville Town Council and standing committee meetings are held in the evening, while the Region's regular Council and committee meetings are scheduled to take place during the day.

Should Council wish to change the Standing Committee schedule, amendments would have to be made to the Procedure By-law, as amended and appropriate notice given. Electronic calendar invitations will be issued to Council and senior staff members once all of the changes are made.

Where meetings are not required due to insufficient agenda items, such meetings will be cancelled in consultation with the Mayor and notice of such cancellations will be posted on the town's website. Special meetings if required may be scheduled in accordance with Section 2.7 of the Procedure By-law and will be posted accordingly.

CONSIDERATIONS:

(A) PUBLIC

Upon approval, the relevant calendar will be posted on the town website. The schedule of Site Plan meetings will be included once confirmed by the Site Plan Committee.

Should Option 2 be approved requiring an amendment to the Procedure By-law, notice of such amendments will be required to be issued 14 days prior to passage of the amending by-law to be placed on a future Council agenda. The approved 2015 Council & Standing Committee schedule will be posted to the Town of Oakville website. Any authorized amendments or cancellations to the schedule will be posted on the site upon confirmation.

(B) FINANCIAL

Efficiencies in adopting Option 2 will be realized in enabling staff resources to be present at appropriate meetings.

From: Clerk's Department
Date: September 2, 2014
Subject: **2015 Council and Standing Committee Schedule**

Meeting times under a four week cycle may be extended and there is the potential for increased special meetings to deal with time sensitive issues which may affect potential efficiencies.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

All departments rely on Council's annual schedule of meetings to facilitate the business of the Corporation. Upon approval, calendar invitations will be issued to Members of Council and senior staff.

(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- continuously improve our programs and services

(E) COMMUNITY SUSTAINABILITY

The 2015 meeting calendar ensures public notice of meetings is provided.

APPENDICES:

Appendix A – Option 1 - Status Quo - 4 week schedule

Appendix B – Option 2 - CSC and ASC on different nights, 4 week schedule

Prepared by:

Kathy Patrick
Supervisor, Council and Committee Services

Submitted by:

Vicki Tytaneck
Town Clerk