

Date: 2021-09-21

Subject: **2022 Council and Committee Meeting Schedule**

Contact: **Charlotte Gravlev, Deputy City Clerk**

Report Number: Legislative Services-2021-916

Recommendations:

1. That the report titled 2022 Council and Committee Meeting Schedule (File: BC.x) to the City Council Meeting of September 29, 2021, be received;
2. That based on advice provided by the Commissioner of Planning and Development Services, all meetings for 2022 of the Planning and Development Committee be scheduled to commence at 7:00 p.m., and based on advice provided by the Treasurer no 2023 budget meetings of the Budget Committee be scheduled in 2022;
3. That the 2022 Brampton Council and Committee Meeting Schedule, as outlined in Appendix 1 of the report, be approved;
4. That the City Clerk be directed to exercise discretion and constraint in the convening of scheduled Committee meetings, having regard for practicality and level of necessity, in the context of COVID-19 considerations and restrictions; and
5. That with regard for restrictions designed to curb transmission of COVID-19, meetings of City Council and Committees continue to be conducted primarily electronically, and in a hybrid format, enabling minimal in-person attendance for the remainder of 2021, and throughout the 2022 schedule, at the discretion of the City Clerk and Chief Administrative Officer, in accordance with the Procedure By-law.

Overview:

- **Procedure By-law 160-2004, as amended, outlines requirements for the annual meeting schedule for Council and its committees, subject to Council approval by the end of September of the preceding year.**

- **This draft 2022 calendar schedules meetings of City Council, Committee of Council, Planning and Development Committee, and various other Council committees or advisory committees as defined in the Procedure By-law.**
- **The proposed meeting schedule takes into consideration the key dates related to the municipal election, statutory holidays, significant religious observances and events such as annual municipal conferences.**
- **This report achieves the Term of Council Direction/Priorities of a Well-run City through the approval and publication of an annual legislative meeting schedule to facilitate Council decision-making.**

Background:

Procedure By-law 160-2004, as amended, states that the Council/Committee meeting schedule is to be established on an annual basis, and approved in September of the previous year. This report recommends a legislative meeting schedule for 2022.

Current Situation:

The Procedure By-law sets out the method for scheduling meetings for City Council and its standing committees: the Committee of Council and the Planning and Development Committee. Meetings are generally scheduled every two weeks. The proposed 2022 meeting calendar follows this same approach to provide scheduling certainty for 2022. Wherever possible, the composition of this schedule has taken into account prevailing conditions and potential scheduling conflicts. It is noted, however, minor amendments may be required depending on future outcomes of the Procedure By-law Review process currently underway.

In a municipal election year, a reduced meeting schedule is recommended in the months of October and November to accommodate key municipal election dates. The following dates are legislated under the Municipal Elections Act:

Candidate nominations/Third party advertiser registrations begin	Monday, May 2
Nomination Day (Candidate nominations end)	Friday, August 19
Last day to certify candidate nominations	Monday, August 22
Advance Voting	Early October, dates will be established in accordance with the <i>Municipal Elections Act</i>
Last day for a third party advertiser to file a registration	Friday, October 21
Voting Day	Monday, October 24
Current Term of Council ends	Monday, November 14
New Term of Council begins	Tuesday, November 15

Following the 2022 municipal election, the start of the new term of Council changes from December 1 to November 15. The inaugural Council meeting will take place on Tuesday, November 15th, 2022, followed by a Special Council Meeting on Wednesday, November 16th to appoint the additional Regional Councillors, in advance of the Region of Peel Inaugural meeting scheduled to occur on Thursday, November 17th.

The proposed 2022 meeting schedule takes into account statutory holidays, significant religious observances and events such as annual municipal conferences. The meeting schedule also includes monthly Council Workshop dates for continuous learning.

This proposed calendar continues to reserve Thursdays for Peel Regional Council meetings, and subject to Regional Council approval of its 2022 meeting calendar, such meetings will be confirmed within the 2022 Brampton meeting schedule. Of note, the proposed 2022 Regional Council schedule of meetings indicates its first meeting of Regional Council of the year would occur on Thursday, January 6, 2022, and correspondingly the first meeting of Brampton Committee of Council is proposed for to start two weeks later on Wednesday, January 19, 2022.

Having regard for Remembrance Day, the Brampton meeting schedule has adopted similar practice as the Provincial Legislature and Federal Parliament by not scheduling a meeting of Council in the week leading up to November 11th. Similarly, the proposed calendar is not scheduling meetings on the Wednesday prior to the statutory holidays of Thanksgiving Monday and Family Day Monday, as was done in 2021.

Other adjudicative bodies, such as the Brampton Appeal Tribunal, Property Standards Committee and Committee of Adjustment are scheduled to facilitate those decision-making processes.

At the advice of the Commissioner of Planning and Development, all meetings of the Planning and Development Committee in 2022 are suggested to commence at 7:00 p.m., rather than alternating start times between 1:00 p.m. and 7:00 p.m., primarily to facilitate the holding of public meetings, and consideration and disposition of matters in relation to the high volumes of development applications the City has been experiencing.

Having regard for the prevailing restrictions in relation to COVID-19, meetings will continue to be held electronically, and/or with hybrid participation options including electronic and in-person attendance as may be practical and prudent, at the discretion of the City Clerk, in consultation with the respective meeting Chair and CAO.

Corporate Implications:

Financial Implications:

Any resources and funding required for the facilitation of meetings of Council and its Committees, will be identified and considered as part of the 2022-2024 Operating Budget submission, pending Council approval.

Other Implications:

Nil

Term of Council Priorities:

This report achieves the Term of Council Direction/Priorities of a Well-run City through the approval and publication of an annual legislative meeting schedule to facilitate Council decision-making.

Conclusion:

The proposed meeting schedule reflects the current requirements of the Procedure By-law, addresses specific considerations, and seeks to maximize the efficiency of the legislative Council/committee decision-making process. Once approved, the final schedule will be circulated to Members of Council and staff, appropriate Outlook invitations will be issued and the meetings will be posted on the City website. This schedule will be updated during the year as required pending decisions made by Council with respect thereto.

Authored by:

Reviewed by:

C. Gravlev, Deputy City Clerk

P. Fay, City Clerk

Approved by:

Submitted by:

P. Morrison, Acting Commissioner
Legislative Services

David Barrick, Chief Administrative Officer

Attachments:

Appendix 1 – Proposed 2022 Brampton City Council and Committee Meeting Schedule