

Date: 2020-09-22

Subject: **2021 Council and Committee Meeting Schedule**

Contact: Charlotte Gravlev, Deputy City Clerk

Report Number: Legislative Services-2020-183

Recommendations:

1. That the report titled 2021 Council and Committee Meeting Schedule (File: BC.x) to the City Council Meeting of September 30, 2020, be received; and
2. That the 2021 Brampton Council and Committee Meeting Schedule, as outlined in Appendix 1 of the report, be approved; and
3. That the Mayor, in consultation with the respective Committee Chairs, the Chief Administrative Officer and City Clerk, be authorized 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
4. That as directed by Council in September 2019, in regard to the report on the 2020 Council Schedule, the following provisions also be made to the 2021 meeting calendar:
 - a. in respect for Remembrance Day events and activities leading up to November 11th, and in accordance with similar practices of federal and provincial legislatures in observance of Remembrance Day Week, no meeting be held on the Wednesday preceding Remembrance Day;
 - b. in respect to the Thanksgiving statutory holiday, no meeting be held on the Wednesday preceding the Thanksgiving Monday holiday; and
5. That the commencement of meetings of Council and Committees in January 2021 be delayed until the third week of the month, to the week following the first meeting of Regional Council (Thursday, January 14, 2021), in order to maintain the traditional sequencing of Regional and City meeting events.

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 2021 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 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 2021.

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 2021 meeting calendar follows this same approach to provide scheduling certainty for 2021.

The proposed 2021 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 also continues to reserve Thursdays for Peel Regional Council meetings, and subject to Regional Council approval of its 2021 meeting calendar, such meetings will be added to the 2021 Brampton Meeting Schedule. Of note, the proposed 2021 Regional Council schedule of meetings indicates its first meeting of Regional Council of the year would occur on Thursday, January 14, 2021, and correspondingly the first meeting of Brampton Committee of Council is proposed for the following week on Wednesday, January 20, 2021.

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.

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

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 Chair, CAO and City Clerk.

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 2020-2022 Operating Budget submission, pending Council approval.

Other Implications:

Strategic Leadership Team has reviewed the proposed meeting calendar to assess impact on business operations, and no issues were identified.

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 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:

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Reviewed by:

Peter Fay, City Clerk

Approved and Submitted by:

David Barrick, Chief Administrative Officer

Attachments:

Appendix 1 – Proposed 2021 Brampton City Council and Committee Meeting Schedule