

Subject: Proposed 2021 Council Meeting Schedule**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0135, Proposed 2021 Council Meeting Schedule;

AND THAT the 2021 Council Meeting Schedule as provided in Appendix A to this Report be approved;

AND THAT Staff be directed to publish the schedule to the Town of Pelham Website calendar.

Background:

Council's Procedural By-law, 4107(2019) provides for Regular Meetings of Council and the Policy & Priorities Committee on the first Monday of every month, and for Regular Council and Committee of the Whole meetings on the third Monday of every month. Public Meetings under the *Planning Act* are to be scheduled on the second Monday of the month. The Procedural By-law provides for a summer schedule by reducing the meetings to one Council meeting per month, with no Committee meetings scheduled during July or August. There are provisions for the calling of special meetings and topic-specific public meetings.

Further, through the adoption of an amendment to the Procedural By-law, Council is currently meeting via virtual attendance during the ongoing novel coronavirus COVID-19 pandemic, and is meeting in a Council-In-Committee format, whereas Committee of the Whole and Policy and Priorities Committee meetings have been temporarily suspended with all reports going directly to Council. It is uncertain as to how long these special meeting provisions will continue, given the changing pandemic environment. In its present format, the municipal Council Chamber is not structured to facilitate physical distancing measures for Members of Council and the Senior Leadership Team attendees.

Council has approved that meetings continue in this manner at least until the end of 2020. As such, the proposed 2021 Council Meeting schedule aligns specifically with the Procedure By-law, it being recognized that Council may resolve to continue in a Council-In-Committee setting for an extended period of time due to the pandemic.

The Federation of Canadian Municipalities Annual Conference is scheduled for either June 3-6 or June 10-13, to be confirmed, and the Association of Municipalities of Ontario Annual General Meeting is scheduled for August 15-18, 2021. March Break is scheduled to occur March 15-19 in Ontario. The Council meeting schedule generally takes these events into consideration given the attendance by Members of Council and/or senior leaders.

Council has further directed that during the pandemic period, agendas be limited to 300 pages and that they be released to Council on the Tuesday during the week preceding the scheduled meeting.

Analysis:

Continued business continuity is paramount in developing a Council meeting schedule and remains a priority in terms of how staff reports are presented on the Council agenda during this pandemic period. Consideration is also given to Statutory Holidays and various conferences and events that include attendance by Members of Council and senior leadership.

Financial Considerations:

Adopting the 2021 Council Meeting Schedule does not have a direct financial implication.

Alternatives Reviewed:

The draft 2021 Council Meeting Schedule has been prepared in accordance with the Procedural By-law, while also taking into consideration current practice as it relates to the COVID-19 pandemic. Council may revise the schedule at this time, or as the pandemic continues to evolve with would warrant continued flexibility.

Strategic Plan Relationship: Strong Organization

Developing a meeting schedule in advance of the calendar year allows publication of the expected meeting dates on the Town's website, increasing initiatives in transparency, communication and community engagement.

Consultation:

None

Other Pertinent Reports/Attachments:

Proposed 2021 Council Meeting Schedule

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