

# **The Corporation of the City of Kawartha Lakes**

## **COUNCIL REPORT**

**Report Number CLK 2015-019**

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**Date:** September 22, 2015

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:**

**Subject:** January to December 2016 Council and Planning Committee  
Calendar

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**Author/Title:** Judy Currins, City Clerk

**Signature:**

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### **Recommendation(s):**

**RESOLVED THAT** Report CLK2015-019, **January to December 2016 Council and Planning Committee Calendar**, be received;

**THAT** the schedule for Planning Committee, Council Meetings and Special Council Information Meetings for 2016 as outlined in Schedule "A" – January to December 2016 calendars, and appended to this report be approved;

**THAT** the start time for Regular Council Meetings Open Session remain at 2:00 p.m. on the approved scheduled days with Closed Session scheduled prior to this; and

**THAT** the start time for Special Council Information Meetings remain at 1:00 p.m. on the approved scheduled days; and

**THAT** the start time for Regular Planning Committee Meetings remain at 1:00 p.m. on the approved scheduled days.

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**Department Head:**

**Corporate Services Director / Other:**

**Chief Administrative Officer:**

## **Background:**

A Council and Planning Committee meeting calendar for the entire year is developed and approved by Council which allows all parties to plan for reports and initiatives coming forward, as well as to assist in vacation and other meeting scheduling. This initiative has been looked upon favourably by Council, Staff and the Public. This report addresses January to December for 2016.

At the August 12, 2015 Special Council Meeting, the following resolution was adopted:

**RESOLVED THAT** the memorandum from Mayor Letham regarding Council and Planning Committee Meetings, be received; and  
**THAT** the matter of the 2016 Council and Planning Committee Meeting Schedule be referred to staff for an analysis of the options available for day versus night meetings.

**CARRIED CR2015-921**

This report also addresses that direction.

## **Rationale:**

The purpose of this report is to put forward a calendar for 2016 for the benefit of Council, Staff, the public and media, to achieve the following goals:

- a) To provide Council, Staff, the Public and Media with an outline of the Planning Committee and Council Meeting dates to occur in the calendar year – 2016;
- b) To provide Council with reduced meeting commitments during the summer break period and a break during the Christmas season;
- c) To assist with scheduling of holidays for Council and staff;
- d) To accommodate Councillors and staff attendance at municipal conferences without having a conflict with a council meeting;
- e) To schedule Special Council Information Meetings quarterly to allow for planned presentations and deputations from the public for new items to Council;
- f) To schedule Special Council Information Meetings monthly to allow for planned presentations for Core Service Review Items.

- g) To provide one week breaks throughout the year to allocate time for Special Council Meetings, Workshops, Training Opportunities and Strategic Sessions with Council without overburdening Members of Council during regular cycles. This will allow Council the preparation time to participate in these sessions;
- h) To provide the schedule in advance to allow the purchasing staff to plan for reports to Council as required. This has eliminated or reduced the need for any delegation of authority.

Council will note that two Council meeting days, back-to-back, have been set aside in July and August. This is to allow for anticipated report volume prior to and during the summer break.

In addition to the meeting dates being established for the entire year, Council also requested that a review of the meeting times be included in this Report.

There were four Council meeting start time options identified to be considered:

- Status Quo (1:00 p.m.), Morning Start (9:00 or 9:30 a.m.), Late Afternoon Start (4:00 or 5:00 p.m.) or Evening Start (6:00 or 7:00 p.m.)

There were two Planning Committee meeting schedule options identified to be considered:

- Status Quo (1:00 p.m.) and Evening Start (6:00 or 7:00 p.m.)

Four areas that will be impacted by the start time options were reviewed as part of this analysis:

- Council Employment and Personal Time, Public Participation, Security, Staff Resources

The points raised within this section apply to both Council and Planning Committee Meetings.

Council Employment and Personal Time was considered with the impact on the member for outside of the municipal work commitments. Several members of Council have work commitments that the time of meetings impact on their obligations. It was noted that no matter when meetings are held, there is likely to be conflicts with members' employment or other family, volunteer or personal commitments.

Public Participation includes:

- Real Time Broadcast - Cogeco advised that broadcasting meetings in real time would be able to be accommodated if the start time was morning or early afternoon. Evenings or late afternoon start times caused them concern as the meeting would conflict with existing programs. The

- difficulty for them with scheduling Council Meetings in the late afternoon or evening arises with variable end times of the meeting. If the meeting time did not allow them real time broadcasting, it would be taped and rebroadcast at a later time. There are other alternatives for broadcast, such as web casting, however, it would be an increase to the budget.
- public attendance at meetings - The time of a meeting start may influence attendance by members of the public. Historically, most people only attend meetings if they have a direct issue and there is little attendance simply for interest no matter what time meetings are held. The location of the Council Chambers was not included in this analysis nor the influence it has on public participation.
  - impact on the business community – timing of meetings may impact on the business community. This would include impact on professional staff attending night meetings and the cost to applicants. Day meeting times might impact participation as business owners may not be able to attend as they must keep the business open during the day.
  - impact on the individual – shift work may result in a person being unable to attend any of the times chosen for a meeting. It may result in the individual having to address Council in a written form and not actually attending the meeting. The Clerk's Office has not received any complaints about the timing of Council or Planning Committee Meetings, but have heard comment that it was inconvenient for the individual. Inviting representatives or staff of other agencies or organizations may be more difficult, in particular those travelling a long distance or the cost to the organization for overtime, etc. Meeting starts late in the afternoon may not make the meeting more accessible to individuals unless they come directly from work.
  - season impacts and travel – consideration was given to the seasonal impacts of the area and travel distances as they relate to meeting times. Evening meetings result in more travel in darkness in the September to March time frame. Some members of Council, attending staff and the public may have long distances to travel to and from meetings. Seasonal impacts of the winter season for morning or night meetings due to road clearing was also another consideration.

Security - involves both personal and building securities. Due to the fact that meetings are open to the public, the building must be open. Many buildings are not designed to restrict the public only to the meeting area. This makes security of the personal safety of members of Council, the public attending and staff an issue. For example, someone could enter City Hall during an evening meeting without anyone in the Council Chambers seeing the entry. They could access many parts of the building undetected. Also, security is an issue exiting buildings after the meeting, particularly at night and alone. Day meetings allow all City Hall staff to assist guests within the building and provide direction to the meeting location.

Staff Resources - consideration of both union and non-union staff that may attend meetings. Currently, union staff would have to be scheduled a month in advance to change their normal work hours to enable them to attend evening meetings. This could be accommodated, however, with the consent agenda, the report may not be extracted and staff has been scheduled to attend. Finalizing the list of extracted items by noon the day of the meeting would assist to notify staff, however, it does not remedy the scheduling commitment required. Staff would be able to continue working if located at City Hall but if their normal work location is not City Hall, security issues arise. The unionized employees, if scheduling was not completed in accordance with the contract, would be paid overtime resulting in additional costs. Non-union staff are given lieu time up to 37.5 hours per year, after this, any additional hours is personal time used at no expense to the corporation. Senior staff would attend meetings to answer questions, however, they do not always have all of the answers to questions that arise. This could cause delays in the decision making process.

Lieu time can be accommodated, however, there is an impact on operations during normal working hours. For example, if there are three purchasing reports from three different buyers, those three union staff would have to attend the meeting. The time spent sitting at meetings is not productive work time except for their item and the corporation loses the normal working time as lieu time. The public and Council expect staff to be in attendance during normal working hours.

Change in the procedure and timing of the preparation and circulation of the amended agenda would be required if a morning start time was approved.

Information Technology staff would not be available for meeting times in the evening unless paid overtime. Staff resources are required for day operations so there is little rescheduling opportunities. This would be an additional expense.

### **Other Alternatives Considered:**

The calendar is to be a guiding document for 2016. Council has the option to make any revisions to the calendar as they see fit or as circumstances change throughout the year. The calendar includes Council Information Meetings so the public are aware of meeting dates to bring new items or make presentations to Council. Council may choose to test evening meetings over a few months or alternate between day and night meetings for Council and/or Planning. This may cause confusion with the public, however, it might be a viable pilot.

Further, Special Council meetings may be called by the Chair subject to the usual notice and are not included on the calendars.

Should Council wish to change the start time of meetings, the following resolution would be substituted, with the new time inserted, for the recommended status quo resolution.

**THAT** the start time for Regular Council Meetings and Special Council Information Meetings be changed to XX:00 (a.m. or p.m.) on the approved scheduled days; and

**THAT** the start time for Regular Planning Committee Meetings be changed to XX:00 (a.m. or p.m.) on the approved scheduled days.

### **Financial Considerations:**

N/A

### **Relationship of Recommendation(s) To Strategic Priorities:**

The Schedule Guideline will allow Council and staff to deal with issues relating to the adopted strategic priorities in a planned manner.

### **Review of Accessibility Implications of Any Development or Policy:**

N/A

### **Servicing Comments: Consultations:**

Mayor Letham  
Senior Management Team  
Cogeco

### **Attachments:**

Appendix A – January to December 2016 Calendars



2016 Calendar  
Meeting Schedule.doc

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