

**The Corporation of the City of Kawartha Lakes**  
**Committee of the Whole Report**

**Report Number CLK2019-011**

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**Date:** March 19, 2019  
**Time:** 1:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Council and Committee of the Whole Revised Meeting Schedules

**Description:**

**Author and Title:** Cathie Ritchie, City Clerk

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**Recommendation:**

**That** Report CLK2019-011, **Council and Committee of the Whole Revised Meeting Schedules**, be received;

**That** Council approves reducing the scheduled Regular Council Meetings to one meeting per month with the understanding that Special Council Meetings may be called in accordance with the Procedural By-law;

**That** Council approves the revised Council and Committee of the Whole Meeting Schedules; and

**That** this recommendation be brought forward to Council for consideration at the March 26, 2019 Council Meeting.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

Council approves annually the schedules for setting Regular Council, Committee of the Whole and Planning Advisory Committee Meetings.

At the Council Meeting of September 25, 2018, Council adopted the following resolution:

**“That Report CLK2018-009, 2019 Council, Committee of the Whole and Planning Advisory Committee Meeting Schedule, be received; and**

**That the schedule for Council, Committee of the Whole and Planning Advisory Committee Meetings for 2019, as outlined in Appendix A to Report CLK2018-009, be approved.”**

The Committee of the Whole has proven to be effective in providing an accountable and transparent forum for deputations and presentations and a less formal venue supporting Council discussions. Due to its success, the length of time needed at Regular Council Meetings has been significantly reduced.

This report recommends the reduction to one Regular Council Meeting per month and revisions to the Committee of the Whole and Regular Meeting Schedule.

## **Rationale:**

Implementations of the Committee of the Whole in most cases established three meetings per month for Council Members and are separated by only one week. This has created a compressed schedule for both Council and Staff, making it challenging to prepare and meet agenda publication deadlines. Amended agendas are permitted however they should be limited to adding public deputations and correspondence or matters of an emergency in nature as defined in the Procedural By-law.

With the elimination of the additional Regular Council Meeting the schedule has been adjusted to spread the meeting occurrences generally by two weeks.

## **Financial/Operation Impacts:**

The proposed meeting schedules will realize efficiencies for both Council and Staff by maximizing agenda capacity and reducing meeting frequency.

## **Other Alternatives Considered:**

The schedules are to be a guiding documents for 2019. Council has the option to make any revisions to the schedule as they see fit or as circumstances change throughout the year.

## **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

The Schedules will allow Council and staff to deal with issues relating to the adopted strategic plan in an organized and effective manner.

## **Servicing Implications:**

Special Council meetings may be called by the Chair when needed subject to the prescribed notice requirements.

## **Attachments:**

Appendix A – 2019 Revised Council and Committee of the Whole Meeting Schedules



Amended 2019  
Meeting Dates-Appenc

**Department Head E-Mail:** [rtaylor@kawarthalakes.ca](mailto:rtaylor@kawarthalakes.ca)

**Department Head:** Ron Taylor, Chief Administrative Officer