



**City of Hamilton**  
**GOVERNANCE REVIEW SUB-COMMITTEE**

**Meeting #:** 19-003  
**Date:** April 25, 2019  
**Time:** 11:00 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

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**1. CEREMONIAL ACTIVITIES**

**2. APPROVAL OF AGENDA**

(Added Items, if applicable, will be noted with \*)

**3. DECLARATIONS OF INTEREST**

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING**

4.1 March 25, 2019

**5. COMMUNICATIONS**

5.1 Comments and Correspondence respecting the Change in Council Meeting Time:

Recommendation: Be received and referred to the consideration of Item 11.1.

5.1.a William Custers, Cable 14

5.1.b Matt Trabucco

5.1.c Kris Button

5.1.d Kendra Cheeseman

5.1.e Rob Wagner

- 5.1.f Pamela Llewellyn
- 5.1.g Janet OSullivan
- 5.1.h Andrew Kelly
- 5.1.i Anna Carter
- 5.1.j Jason Nason
- 5.1.k Carly Mary McLeod
- 5.1.l Kelly Fremlin
- 5.1.m Louise MacDonald
- 5.1.n Jacqueline Bennett
- 5.1.o Jess Plant-Weir
- 5.1.p Graeme Weir
- 5.1.q Bren Buckley
- 5.1.r Jason Morse
- 5.1.s Loretta Ray
- 5.1.t Dr. Patrick Carter
- 5.1.u Joey Pottinger
- 5.1.v Don McLean
- 5.1.w Mark Prier
- 5.1.x Simon Carroll
- 5.1.y Rich Gelder
- 5.1.z Teresa LaFave
- 5.1.aa Kris Button
- 5.1.ab Sue Whyte

5.1.ac Jeremy Freiburger  
5.1.ad Alex Bishop  
5.1.ae Angela Di Nello  
5.1.af Frances Murray  
5.1.ag Cathy Swenson  
5.1.ah Laurie Nielsen  
5.1.ai Patti Randazzo Beckett  
5.1.aj Leanne Palmerston  
5.1.ak Chris Parkinson  
5.1.al Mark Gresch  
5.1.am Brian Martinson  
5.1.an Erin Shacklette  
5.1.ao Robin Williamson  
5.1.ap Ian Fox  
5.1.aq Bob Berberick  
5.1.ar Maggie Martineau  
5.1.as Paul Copcutt  
5.1.at AJ Bullivant  
5.1.au Gail Langdon  
5.1.av Natalie Seniuk  
5.1.aw Sandra Manners  
5.1.ax Lyla Miklos  
5.1.ay Cameron Kroetsch

5.1.az Matt Jelly

**6. DELEGATION REQUESTS**

- 6.1 Karl Andrus, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting)
- 6.2 Craig Burley, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting)
- 6.3 Deanna Allain, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting)
- 6.4 Cameron Kroetsch, respecting Item 11.1, being a Motion to change the Council meeting time (For today's meeting)

**7. CONSENT ITEMS**

**8. PUBLIC HEARINGS / DELEGATIONS**

**9. STAFF PRESENTATIONS**

**10. DISCUSSION ITEMS**

- 10.1 2020 and 2021 Council and Committee Calendars
- 10.2 Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) (Outstanding Business List Item)

**11. MOTIONS**

- 11.1 Changing the Time of Council Meetings (Referred from Council at it's meeting of February 27, 2019)

**12. NOTICES OF MOTION**

**13. GENERAL INFORMATION / OTHER BUSINESS**

13.1 Changes to the Outstanding Business List:

13.1.a Items Considered Complete and Needing to be Removed:

Item: B

That staff be directed to report back to Governance Review Sub-Committee following a thorough review to determine accurate populations in each Ward for the 2018-2022 term.

Completed: February 28, 2019 at General Issues Committee (Item 6.5 - FCS18093(b))

Item: B-2019

That staff be directed to report back on best practices in other municipalities and in consultation with senior leadership and Human Resources, with respect to Breaks and Adjournments.

Completed: April 25, 2019 (Item 10.2 - CL19001)

**14. PRIVATE AND CONFIDENTIAL**

**15. ADJOURNMENT**





Hamilton

**MINUTES 19-002**  
**GOVERNANCE REVIEW SUB-COMMITTEE**  
**Monday, March 25, 2019**  
**2:00 pm, Room 264**  
**Hamilton City Hall**

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**Present:** Councillors T. Whitehead (Chair), M. Wilson (Vice-Chair), A. VanderBeek, M. Pearson, B. Clark, and L. Ferguson  
Mayor F. Eisenberger

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**THE FOLLOWING ITEMS WERE REFERRED TO THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE FOR CONSIDERATION:**

**1. Appointment of Chair and Vice-Chair (Item 1.1)**

**(Pearson/Clark)**

(a) That Councillor Whitehead be appointed as Chair of the Governance Review Sub-Committee for the 2018 – 2022 term.

**CARRIED**

**(Clark/Eisenberger)**

(b) That Councillor Wilson be appointed as Vice-Chair of the Governance Review Sub-Committee for the 2018 – 2022 term.

**CARRIED**

**2. Board of Health Self-Evaluation Results (BOH18011(a)) (City Wide) (Referred to Governance Review Sub-Committee at September 26, 2018 Council) (Item 10.1)**

**(VanderBeek/Pearson)**

That Report BOH18011(a), respecting the Board of Health Self-Evaluation Results, be received.

**CARRIED**

**(Eisenberger/Clark)**

(a) That the Board of Health appoint a Vice-Chair for the Term of Council; and

(b) That By-law 18-270, A By-law to Govern the Proceedings of Council and Committees of Council, be amended to reflect the term of appointment for the Board of Health's Vice-Chair.

**CARRIED**

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

The Committee Clerk advised that there were no changes to the agenda.

**(Wilson/Pearson)**

That the March 25, 2019 Agenda of the Governance Review Sub-Committee be approved, as presented.

**CARRIED**

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES (Item 4)**

**(i) August 29, 2018 (Item 4.1)**

**(Pearson/Clark)**

That the Minutes of the August 29, 2018 meeting of the Governance Review Sub-Committee be approved, as presented.

**CARRIED**

**(d) DELEGATION REQUESTS (Item 6)**

**(i) Cameron Kroetsch, respecting changes to the Procedural By-law 18-270 during the upcoming term of Council (For today's meeting) (Item 6.1)**

**(Wilson/Eisenberger)**

That the delegation request from Cameron Kroetsch, respecting changes to the Procedural By-law 18-270 during the upcoming term of Council, be approved for today's meeting.

**CARRIED**

**(e) PUBLIC HEARINGS/DELEGATIONS (Item 8)**

**(i) Cameron Kroetsch, respecting changes to the Procedural By-law 18-270 during the upcoming term of Council (Added Item 8.1)**



Cameron Kroetsch addressed the Committee respecting changes to the Procedural By-law 18-270 during the upcoming term of Council, with the aid of a presentation.

**(VanderBeek/Pearson)**

That the delegation from Cameron Kroetsch respecting changes to the Procedural By-law 18-270 during the upcoming term of Council, be received.

**CARRIED**

A copy of the presentation is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

**(VanderBeek/Wilson)**

(a) That staff be directed to consider Mr. Kroetsch's suggested amendments respecting By-law 18-270 during the review of the By-law; and,

(b) That staff be directed to perform a review of the By-law to Govern the Proceedings of Council and Committees of Council on an annual basis.

**CARRIED**

**(Eisenberger/Wilson)**

That staff be directed to report back to the Governance Review Sub-Committee on best practices in other municipalities and in consultation with senior leadership and Human Resources, with respect to Breaks and Adjournments.

**CARRIED**

**(f) ADJOURNMENT (Item 15)**

**(Pearson/Wilson)**

That, there being no further business, the Governance Review Sub-Committee meeting be adjourned at 3:09 p.m.

**CARRIED**

Respectfully submitted,

Councillor T. Whitehead, Chair  
Governance Review Sub-Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk

**5.1(a)**

March 7, 2019

Ms. Janet Pilon  
Acting City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8P 4Y5

Dear Janet;

Thank you for the opportunity to comment on the current Motion in front of Hamilton City Council regarding the start times of Council Meetings. I monitored the recent debate and took note of some of the concerns and the variety of options discussed. I am pleased to provide Cable 14's feedback below for Council's consideration;

- This fall Cable 14 will be celebrating its 50<sup>th</sup> Broadcast Season and since the early beginnings, we have considered our LIVE broadcast coverage of Hamilton City Council Meetings a key programming pillar. I am pleased to inform both you and Council, that that our research and feedback from viewers continues to be reflective of the importance we place on this live broadcast coverage.
- Cable 14 does currently have contractual obligations with regards to other programming content that has, on occasion, required us to preempt live coverage of Council Meetings on Cable 14. In those situations, we have distributed live coverage of City Council on our online product, Cable 14 Now. With the City's recent implementation of live streaming on YouTube, it is our intention not to continue to distribute live coverage on Cable 14 Now if conflicts arise in the future. We will, however, continue to provide tape-delayed coverage on Cable 14 when possible.
- Cable 14 currently produces our CITY MATTERS newsmagazine program live from Monday to Thursday at 4:00 pm. In the past, Councilors have appeared on the program to discuss important City issues and this content dovetails nicely into our live coverage of Council Meetings on those Wednesday nights when Council meets at 5:00 pm.
- Cable 14 **would not** be supportive of the option of moving Council Meetings back to 7:00 pm. We feel that this would cause the highest number of potential conflicts with our other programming content and would result in the highest number of preemptions of live coverage of Council Meetings.
- Maintaining the current 5:00 pm start time provides Cable 14 with the opportunity to include a preview of the issues in front of City Council that evening on our City Matters program. However, when Council Meetings last longer than 2 hours, we encroach into the broadcast window of other programming obligations. In the past, we have made the decision that if we anticipate Council will run longer than 2 hours, we will not broadcast the meeting live if we have a 7:00 pm commitment as we do not want to discontinue coverage once it has started. Therefore, we are of the opinion that a 5:00 pm start time provides the second highest opportunity for scheduling conflicts with other programming commitments.

- Cable 14 would be most supportive of moving the start time to 9:30 am as contemplated by the current Motion in front of Council. With a 9:30 am start time, Cable 14 currently can commit to live coverage of Council on Wednesday's at 9:30 am supplemented with a same-day repeat at 9:00 pm. This would provide our viewers with both the live viewing opportunity and a primetime viewing opportunity on the same day. Another benefit of a daytime Council Meeting is that our City Matters program can provide timely reaction and comment at 4:00 pm bridging the gap between the live coverage of Council and the primetime replay later that same evening. It is important to note, however, that **any** programming is subject to preemption at **any** time and based on any number of factors as determined by Cable 14. It is our current opinion however that a 9:30 am meeting would provide the least number of potential conflicts in scheduling, allowing us to deliver a consistent offering to viewers.
- Given that Council currently meets during the day and only once per month in July and August, and it is anticipated that this change if implemented would not come back to Council until April, we would request that any change in the start time become effective in September of 2019 so that we can include any change in our fall programming schedule.

Cable 14 considers itself to be a strategic partner with the City of Hamilton in broadcasting City Council Meetings live to city residents. We have worked closely with you and others on the development and implementation of the new broadcast hardware. Certainly, the outcome of that project has not resulted in the high-quality of broadcast signal that we, or our viewers were expecting. However, the current system is certainly an improvement on the analog, standard-definition signal. We are always interested and available to work with the City on improving the operations of the new system, including the addition of closed-captioning for the hearing impaired. It is our opinion that closed-captioning these important broadcasts are imperative to improving accessibility for all resident of the City of Hamilton.

No matter what the outcome of the scheduling decision made by Council, Cable 14 intends to continue our half-century tradition of broadcasting live coverage of Council Meetings to our viewers. The opportunity currently being discussed to move the start time to 9:30 am provides the best chance of limiting the number of potential preemptions.

We realize that there are many considerations regarding this potential change, and we welcome the opportunity to place our comments in front of Council as part of their overall deliberations. Cable 14 strongly reinforces to you our opinion, and that of our viewers, that our live broadcasts are vitally important.

Once again, thank you for the opportunity to comment on this important issue. As always, we would welcome the opportunity and are ready to discuss any of these matters with you. If you require any additional information, please feel free to contact me directly.

Warm Regards,



Wm. J. Custers  
 Manager, Broadcast Operations  
 TV Hamilton Limited

**From:** Matt  
**To:** [McRae, Angela](#)  
**Subject:** Meeting time change  
**Date:** March 12, 2019 9:13:20 AM

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I am fine with the change of meeting time as long as it doesn't increase the costs of holding meetings. For example, if having a meeting before 5pm means that we, the taxpayer, have to pay for council's lunch (which is ridiculous), we should keep it at 5pm.

Sent from Matt Trabucco's iPhone



**From:** Kris  
**To:** [McRae, Angela](#)  
**Subject:** City hall meeting start time change  
**Date:** March 12, 2019 9:19:38 AM

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I while heartedly disagree with the start time change. As an engaged citizen I would then need to take time off of work costing me money to be able to attend a meeting if I so required. We need to have fully accessible meetings that people can attend without much disruption to their work life.

Kris  
Button





**From:** Kendra Parkinson  
**To:** [McRae, Angela](#)  
**Subject:** Council Meeting Times  
**Date:** March 12, 2019 9:59:34 AM

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Hi Angela,

As a Hamilton resident in ward one, I would like to express that in order to attend council meetings, I would like them to:

- be held when the majority of residents have time off, AFTER 5pm
- be held in Hamilton, preferably city hall where there is the most transit to this location available
- be held in a physically accessible room, in an accessible building (AODA compliance)
- have live streaming and commenting to improve accessibility

I am extremely disappointed with the efforts to try and close off meetings to the public and the movement of the meetings for interviewing potential city manager candidates to a hotel in Niagara on the Lake. Hamilton elected officials must do better - their jobs are on the line.

Kind regards,

Kendra

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Kendra Cheeseman



**From:** Robert Wagner  
**To:** [McRae, Angela](#)  
**Subject:** Council time change  
**Date:** March 12, 2019 10:24:10 AM

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No! I do not agree with these changes. I feel that all council meetings should be available to all people and most are not available during working hours. I feel if this change we're to take place then this could be a mechanism to have sneaky backdoor politics take over more than they already have. If they move to 9:30 am meetings then I suggest you air on a more widely watched platform than Cable 14. Maybe CH News? Something that is played in waiting rooms, lobby televisions, workplaces, coffee shops etc. That would be the only way I'd support it.

Rob Wagner



**From:** Pamela Llewellyn  
**To:** [McRae, Angela](#)  
**Subject:** Meetings  
**Date:** March 12, 2019 10:43:42 AM

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Hamilton city council, should be having meetings in Hamilton, not an out of town spa also as a tax payer i feel free lunches for councillors is absurd, they should pay for themselves

Pamela Llewellyn

Get [Outlook for Android](#)



**From:** Janet  
**To:** [McRae, Angela](#)  
**Subject:** NO to Change in Council Meeting Time!  
**Date:** March 12, 2019 12:51:17 PM

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The public must have access to council meetings! For most citizens of Hamilton, that means evening meetings to accommodate a standard work day.

Regards,

Janet OSullivan





**From:** Andrew Kelly  
**To:** [McRae, Angela](#)  
**Subject:** Meeting time change  
**Date:** March 12, 2019 12:56:00 PM

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This is anti-democratic which would require people take off work to participate in our democracy. Unacceptable. Although not everyone works 9-5, a good majority of people still work these hours.



**From:** Anna Carter  
**To:** [McRae, Angela](#)  
**Subject:** Re: Changing of the time of council meetings to 9:30am  
**Date:** March 12, 2019 1:46:59 PM

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Hello Angela,

I am resident of ward 14 and I writing to express my strong feelings that City Council meetings should continue to be held at 5pm as to accommodate as many members of the public as possible. Changing of this time is not in the best interest of the public and I feel is a direct attempt by some councillors to see fewer community activists attend meetings. The utmost degree of transparency and accountability to the public should always be a he main priority. It is the only way to rebuild and maintain trust with the people of this city.

Regards,

Anna

Sent from my iPhone



**From:** Jason Nason  
**To:** [McRae, Angela](#)  
**Cc:** [Nann, Nrinder](#); [Office of the Mayor](#)  
**Subject:** Re: The City of Hamilton encourages residents to comment on the time of City Council meetings  
**Date:** March 12, 2019 3:23:44 PM

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Hello:

I would like to recommend that City Council meetings remain at 5:00pm. In fact scheduling the start a bit later would be even better.

For anyone who works a 9-5 job, such as myself, they would never be able to attend a council meeting at 9am without taking time off.

Moving to morning start times would be a disservice to residents who want to attend.

Best Regards,

Jason Nason

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**From:** Carly Mary McLeod  
**To:** [McRae, Angela](#)  
**Subject:** City Council Meeting Change  
**Date:** March 12, 2019 3:54:03 PM

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Hi Angela,

I would prefer that **council keeps the meetings at 5pm** - provides residents that work an option to come to the meetings.

Thanks in advance,  
Carly





**From:** Kelly Fremlin  
**To:** [McRae, Angela](#)  
**Subject:** Change of meeting time - Opposed  
**Date:** March 12, 2019 4:33:54 PM

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I am writing to express my displeasure with Lloyd Ferguson and the request to amend council meetings to take place at 9:30 am. Like myself, many citizens work Monday-Friday, 9-5 it is imperative to hold council meetings at a conducive time that Hamiltonians can attend and have their voices heard.

As elected officials, the job you were elected to do is represent Hamilton and be of service to your constituents. I find it disgusting that Councillor Ferguson proposed this change by linking the Red-Hill fiasco to a meeting that ran late into the evening. If you oppose the current schedule, why run?

Regards,  
Kelly Fremlin  
Ward 1



**From:** Louise MacDonald  
**To:** [McRae, Angela](#)  
**Subject:** Meeting times  
**Date:** March 12, 2019 4:52:36 PM

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To ensure access , and see what the response is to a day time start. Why not have one meeting a month at 930 and the other meeting at 5 pm over a six month period ... whichever one is deemed more popular with the electorate who attend becomes the norm....with as indicated the odd exception.

Sent from my iPad



**From:** Bennett, Jacqueline  
**To:** [McRae, Angela](#)  
**Subject:** Time change  
**Date:** March 12, 2019 6:26:49 PM

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Hi there

I absolutely do not agree with changing the time of council meetings. It makes it virtually impossible for those of us with day jobs to attend. My employer would not be amenable to me leaving work to attend.

Jacqueline Bennett



**From:** Jess p-w  
**To:** [McRae, Angela](#)  
**Subject:** Re council meeting times  
**Date:** March 12, 2019 6:47:42 PM

---

Hello

I believe evening meetings are more accessible for the public and should be maintained.

Thanks very much





## 5.1(p)

**From:** graeme weir  
**To:** [McRae, Angela](#)  
**Subject:** Council meeting time  
**Date:** March 12, 2019 8:25:11 PM

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To whom it may concern

If Mr. Ferguson doesn't like the time of the council meetings perhaps he should find something else to do. I'm sure there are plenty of other people willing to fill his seat that would be fine with the current time.

With regards

Graeme Weir.  
Sent from my iPhone



**From:** Bren Buckley  
**To:** [McRae, Angela](#)  
**Subject:** Do not change the meeting times  
**Date:** March 12, 2019 9:46:38 PM

---

Hello

I am writing to express my displeasure with the attempts by the Hamilton City Council to move their meeting times to 9:30am. The council works for the citizens of the city and should be doing all it can to make meetings as open, available and accessible to Hamiltonians as possible. Holding meetings during the work day is the exact opposite of that ideal.

Bren Buckley  
Ward 1



**From:** Jason Morse  
**To:** [McRae, Angela](#)  
**Subject:** council meeting schedule  
**Date:** March 12, 2019 9:49:49 PM

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Good evening,

I'm writing to express my opposition to changing council meeting times to 9:30 am. The current 5 pm start allows fundamental public access to proceedings. Moving the start time to when most of the public is busy would directly prevent participation in their government. We need more access, not less.

Thank you

Jason Morse



**From:** Loretta Ray  
**To:** [McRae, Angela](#)  
**Subject:** Council meeting times  
**Date:** March 12, 2019 10:23:46 PM

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I am opposed to daytime council meetings. It would prohibit too many citizens from attending meetings because of work and it would make it difficult for delegations to attend.

Thank you  
Loretta Rsy





**From:** Patrick  
**To:** [McRae, Angela](#)  
**Subject:** re proposed amendment of By-law 18-270  
**Date:** March 12, 2019 10:28:09 PM

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I ask the Governance Review sub-committee to reconsider the proposal to change the scheduled time of full Council meetings from 5 pm to 9.30 am.

It is important that Council meetings be as open and accessible as possible to the residents and ratepayers of Hamilton. In addition to web-streaming and other reporting, this includes facilitating in-person attendance. While no timing is without potential drawbacks, a later-afternoon/evening schedule will facilitate the widest possible attendance. In the event that a meeting continues beyond a reasonable hour (11 pm - midnight?), then it should be possible to adjourn and reconvene. I suspect that this would occur only rarely.

Thank you for your consideration -

Dr Patrick Carter



**From:** Joey Pottinger  
**To:** [McRae, Angela](#)  
**Subject:** Proposed time change.  
**Date:** March 12, 2019 10:30:35 PM

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I do NOT support the proposed time change from 5:00 until 9:30.

Council already had a tough enough time with attendance and making quorum and I don't think the 9:30 start time will help that. It makes it more difficult for the public to attend as well. Not to mention the Lunches provided for council Members paid for by the City.

Leave them at 5:00

Joey Pottinger

Sent from my iPhone



**From:** Don  
**To:** [McRae, Angela](#)  
**Subject:** Council meeting times  
**Date:** March 12, 2019 11:10:30 PM

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I support keeping the City Council meetings in the evening - and doing that every month of the year so residents have the best opportunity to view the meetings, and can count on a regular time for Cable 14 broadcasts, as well as the live stream video. The current practice of daytime meetings during the summer months is disruptive of the objective of engaging the public in city affairs. I also think maximum time limits on meetings should be put in place including mandatory lunch and supper breaks. Councillor Ferguson has a good point about the difficulty of a meeting that went to 3 am, but changing the start time is the wrong solution.

Don McLean Ward One



**5.1(w)**

**From:** Mark Prier  
**To:** [McRae, Angela](#)  
**Subject:** Change in council meeting time  
**Date:** March 13, 2019 7:04:11 AM

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Council,

I believe that starting city council meetings in the mornings, when a vast number of our citizenry are also at work, makes it even more difficult for the general public to attend council meetings. It is ridiculous to expect the public to book time off to view council.

I also take exception to the notion stated by one councillor (reported in the news) that council is here for service and not our, the public's, convenience—as a council, you serve, yes, but you serve the citizenry. It is not a matter of convenience, but a matter of accessibility. Citizens must have reasonable access to viewing the work of city council, and that means the council may have to be 'inconvenienced' by the times they serve the public. I believe it speaks to the aforementioned councillor's level of privilege when they equate access to city government with convenience only.

Mark Prier





**5.1(x)**

**From:** Simon Carroll  
**To:** [McRae, Angela](#)  
**Subject:** Comments on time changes for Council  
**Date:** March 13, 2019 2:48:28 PM

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Good Afternoon,

I'd like to add an emphatic "No" to the question of whether Council should move meetings from 5:00pm to 9:30am.

If the concern is how long certain meetings take I would argue that after 9 or 10 hours at a table bad decisions are going to be made no matter what time the meeting commences.

I would also suggest a cap on how late the meetings can run with a provision that they be picked up the following day if necessary.

I would also suggest that Council respect time limits for speaking and questions. Not doing so wastes time and increases meeting lengths.

I would also suggest that Council members respect the start times of meetings with the idea that late starts may mean late finishes.

I would also suggest that moving the meetings to 9:30am reduces the ability of many people to attend Council if they would like or delegate to Council should they desire.

City Council is here to serve the community not at their own convenience and this motion seems to forget that very idea.

Thank you for your consideration.

Simon Carroll

Sent from my iPhone



**From:** Rich Gelder  
**To:** [McRae, Angela](#); [VanderBeek, Arlene](#)  
**Subject:** Moving Council meetings from 5:00 to 9:30 am.  
**Date:** March 13, 2019 3:45:44 PM

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Dear Councillor VanderBeek and Angela McRae:

Thank you for the opportunity to comment on the motion to alter the time of meetings of Hamilton City Council.

With the greatest of respect, I believe that the status quo ought be preserved. Moving the meetings to 9:30 a.m. renders it very difficult for people to engage by attending council meetings. Coupled with the fact that meetings are not always available on either television or reliable streaming, at least not in an any official capacity, means that meetings are less accessible to citizens.

I would implore you to keep the meeting times when they are in the name of access to local democracy.

Rich Gelder

Value kindness.



**From:** Teresa LaFave  
**To:** [McRae, Angela](#)  
**Subject:** City Council Meeting Time Change  
**Date:** March 13, 2019 4:11:56 PM

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The vast majority of Hamiltonians work during the day Monday to Friday. Why are you considering ignoring the constituents?

If we want to be heard, with this proposed timeframe, we would have to take time off work to attend.

I am 100% against this proposed time change.

Teresa LaFave



**From:** Kris Button  
**To:** [McRae, Angela](#)  
**Subject:** Meeting time change comments  
**Date:** March 13, 2019 5:34:50 PM

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Absolutely not. It would make it too hard for people to be engaged in community happenings and cost us money to be able to attend since most people work days. Keep meetings after 5:00pm.





## 5.1(ab)

**From:** Sue  
**To:** [McRae, Angela](#)  
**Subject:** City Council Meetings  
**Date:** March 13, 2019 9:21:03 PM

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As a long standing citizen of Hamilton I do not agree with changing the meeting time to 9:30 am. I work full time and cannot take time off work to attend.

Regards

Sue Whyte

Sent from my iPad



**From:** Jeremy Freiburger  
**To:** [McRae, Angela](#)  
**Subject:** Council times  
**Date:** March 14, 2019 8:26:10 AM

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Hi Angela

I'm writing to strongly disagree with this desired shift in meeting time.

Moving the meetings to business hours means that anyone wishing to make a presentation, delegation or to simply attend has to take time off work. This is not possible for most people.

I find this move selfish on behalf of Council and failing to acknowledge that a fundamental part of their job is to provide democratic access

Jeremy Freiburger

Sent from my iPhone



# 5.1(ad)

**From:** Alex Bishop  
**To:** [McRae, Angela](#)  
**Subject:** Meetings  
**Date:** March 14, 2019 12:17:27 PM

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Good afternoon Angela

With technology and folks working from home, engagement doesn't have to take place at city hall. And with that being said - I don't think evenings would reduce engagement. The minority of folks who Consistently show up except political people may not be able to make it, but more seniors and folks who do not feel comfortable with night time meetings will.

I would welcome daytime meetings especially if we could stick to time limits for sessions and speakers (including councillors)

Gratefully Yours,

Alex

Alex Bishop

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**From:** Angela Di Nello  
**To:** [McRae, Angela](#)  
**Subject:** City Council meeting time change  
**Date:** March 14, 2019 12:34:49 PM

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Hi Angela

I do not want City Council meetings changed to be at 9:30am as this will not allow for engagement from the majority of residents (not to mention councillors won't make it in time).

Best,  
Angela

--





**5.(af)**

**From:** Frances Murray  
**To:** [McRae, Angela](#)  
**Subject:** By-law number 18-270  
**Date:** March 14, 2019 12:44:32 PM

---

Thank you for accepting my comments in regards to the proposed change to the subject by-law.

Please be advised that I am against the proposed change of Council meeting time from 5 p.m. to 9:30 a.m. If there is a change to be made, it is my opinion that a later start time would be more acceptable to working residents, such as 6:30 or 7 p.m.

To avoid Council meetings that run late, there are many steps that can be taken:

1. A set start and end time with non-covered items carried over to a future meeting;
2. Enforcement of the five-minute speaking rule for councillors;
3. Built-in break times to allow councillors and members of the public to have a snack or tend to other issues.

City Council's primary role is to serve the public. Making it more difficult for members of the public to attend meetings is not serving that function.

Frances Murray



**From:** Cathy Swenson  
**To:** [McRae, Angela](#)  
**Subject:** Amendment to time City Council meetings  
**Date:** March 14, 2019 1:01:38 PM

---

Good Afternoon,

I wish to advise I am against the change in time from 5 p.m. to morning. I believe the evening meetings allow working people and those who are unavailable during the day to attend,

Thank you,

Cathy Swenson



Virus-free. [www.avast.com](http://www.avast.com)



**From:** Laurie Nielsen  
**To:** [McRae, Angela](#)  
**Subject:** RE: changing Council meeting times  
**Date:** March 14, 2019 1:05:03 PM

---

I just want to add my voice, to what I'm sure many others are stating, that Council meetings held at 9:30 would not be convenient for many people who may wish to see these meetings live. The issue is not child care, as has been suggested, but getting the time off work.

Thank you,

Laurie Nielsen



**From:** Patti Beckett  
**To:** [McRae, Angela](#)  
**Subject:** Council meetings  
**Date:** March 14, 2019 3:14:43 PM

---

Evening meetings best allow for citizen participation. I get it that meetings run late. However a properly chaired meeting moves along. Some councillors (and we know who) are quite verbose, repetitive and often stray off topic. They need to be reined in.

By changing the timing of the meetings, quite frankly, it sounds like council is tired of listening to citizens. So NO I don't want to see the time changed!

Sent from my iPhone  
Patti Randazzo Beckett





**From:** Leanne Palmerston  
**To:** [McRae, Angela](#)  
**Subject:** Re: City Council Meeting Time Changes  
**Date:** March 14, 2019 4:40:42 PM

---

I just wanted to send a note to let you know that I DO NOT support changing the city council public meetings from evening to daytime.

Theme meetings are meant to be a publicly available and accessible to all citizens. Since many citizens work traditional hours, day meetings would make them totally inaccessible. Changing the meeting times would serve to prevent people from watching the meetings, attending them and participating in them. This is wrong and undemocratic.

My postal code is

Leanne Palmerston



**From:**  
**To:** [McRae, Angela](#)  
**Subject:** Council Meeting Hours  
**Date:** March 14, 2019 6:08:52 PM

---

To whom it may concern,

I am opposed to council meeting always during work hours. I have had to delegate several times and this would have been impossible during normal work hours.

Regards,

Chris Parkinson



**From:** Mark Gresch  
**To:** [McRae, Angela](#)  
**Subject:** Bylaw  
**Date:** March 15, 2019 9:49:32 AM

---

My comment in regards to the recent changes in schedule, for the status quo to be maintained. People have to work, it is an impossibility the working public attend meetings if it it moved to start at 9:30.

I would also like to see the law further amended to ban council meetings outside the City of Hamilton. These ridiculous meetings in Niagara on the Lake have to stop.



**From:** Brian Martinson  
**To:** [McRae, Angela](#)  
**Subject:** Council Meetings  
**Date:** March 15, 2019 3:08:35 PM

---

I'm not in favour of switching the times for council meetings. They are hard enough to attend as is. Please keep them in the evening.

Sent from [Mail](#) for Windows 10





**From:** Erin Shacklette  
**To:** [McRae, Angela](#)  
**Subject:** City Council Meeting Time Change  
**Date:** March 15, 2019 6:42:49 PM

---

Hi Angela,

As a resident of Hamilton who could never make it to either a 930a or a 5p meeting due to my work schedule, I don't have a preference one way or other. To be honest, I always thought they were at 930a but that may have been the general issues committee.

Is the reason for the time change due to staffing costs?(having to pay overtime?) Or lack of public attendance? Or something else entirely? What time are other municipalities council meetings?( ie Niagara and Halton Regions, Brant County?, Mississauga)

Erin



**From:** Williamson Robin  
**To:** [McRae, Angela](#)  
**Subject:** City council meeting time change March 18, 2019  
**Date:** 9:00:04 AM

---

Hello

I oppose this change. Scheduling morning meetings will drastically reduce the number of people available to attend. While I understand that not everyone who wishes to attend meetings works during the day, a large percentage do, or have other commitments (volunteering, family commitments to name a couple). The meetings should stay at 5pm to ensure accessibility to the most number of people, and to reinforce transparency.

R.Williamson  
Hamilton, On.



**From:** Ian Fox  
**To:** [McRae, Angela](#)  
**Subject:** Council Times  
**Date:** March 19, 2019 1:13:29 PM

---

Hi there, I would like to express my disapproval in the desire to change council times. I feel they need to stay at 5pm because more people will be able to either watch online or attend. During the day does not work for many people.

Thank you  
Ian Fox

Sent from Macbook Air



**From:** Bob Berberick  
**To:** [McRae, Angela](#)  
**Subject:** Council meeting time.  
**Date:** March 24, 2019 12:50:03 PM

---

Good morning.

Simple answer: leave it alone. 5 pm is fine. I don't recall voters asking for this.

Bob Berberick





**From:** Maggie Martineau  
**To:** [McRae, Angela](#)  
**Subject:** Re: City Council meeting time change  
**Date:** March 25, 2019 3:19:48 PM

---

Re: Changing the time of Council Meetings

To: The Governance Review Sub-Committee

The act of changing the time of council meetings contravenes "Hamilton's Public Engagement Charter" and in particular; **Principle #4** that states an obligation to "create opportunities for active participation" and **Principle #8** that acknowledges the requirement for "capacity for engagement".

By moving the council meetings to an early workday morning, the City Council is effectively disenfranchising working people who comprise a considerable segment of the population of the City of Hamilton.

Do not amend By-Law 18-270.

Regards,  
Maggie Martineau



**From:** Paul Copcutt  
**To:** [McRae, Angela](#)  
**Subject:** Changing the time of Council Meetings  
**Date:** March 26, 2019 6:41:33 AM

---

To: The Governance Review Sub-Committee

The proposal or exploration of changing the time of council meetings appears to me to be a move away from public engagement.

Please note that it contravenes "Hamilton's Public Engagement Charter" including;

- Principle #4 states an obligation to "create opportunities for active participation"
- Principle #8 acknowledges the requirement for "capacity for engagement".

Moving council meetings to an early workday morning is effectively disenfranchising working people who comprise a considerable segment of the population of the City of Hamilton.

Please do not amend By-Law 18-270

Sincerely

Paul Copcutt

Hamilton



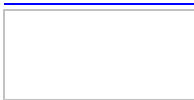
**From:** AJ Bullivant  
**To:** [McRae, Angela](#)  
**Subject:** Comment re. Schedule change  
**Date:** March 26, 2019 1:42:15 PM

---

How are hard-working Hamiltonians expected to voice concerns when councillors meet only during business hours? Not acceptable, especially when they don't show up on time as it is. I won't let them off the hook this easily.

--

**AJ Bullivant**





**From:**  
**To:** [McRae, Angela](#)  
**Subject:** Citizen Comment - City Council meeting time change  
**Date:** March 27, 2019 10:50:17 PM

---

Hello Angela...

I would be in favour of the time change, as I'm a firm believer that achieving a work/life balance is good for people.

Meetings that start at 5 p.m. would definitely disrupt attendees time with their families.

However, what is not identified is *why* the time change is being brought forward.

Is it being done to address a problem?

Is it being done to reduce cost?

So it is difficult to form an opinion on whether or not I feel it is a good idea, outside of the obvious benefit to attendees I have already stated.

The other comment I have is that if any City Council meeting has a specific agenda item that has wide sweeping public impact, such that you would allow, encourage and welcome citizen feedback, perhaps you could put it in the language that on those occasions, an evening meeting can be held to better promote wide-spread attendance.

To all Council Members and those who support them, keep up the good work  
Warmest regards from a very proud Hamiltonian,  
Gail Langdon.





**From:** Natalie Seniuk  
**To:** [McRae, Angela](#)  
**Subject:** 30 Day Commenting Period regarding City Council meeting time change  
**Date:** April 4, 2019 6:11:18 AM

---

Hello Ms McRae,

City Council Meetings, especially those that are either open to the public or solicit feedback from the public should not have a time change. This allows a large percentage of people to remain engaged residents while not sacrificing their own work lives to participate in civil issues.

Meeting should remain at 5pm.

Kind regards,  
Natalie



**From:** Sandy Manners  
**To:** [McRae, Angela](#)  
**Subject:** Change in City Council Meeting time  
**Date:** April 6, 2019 10:46:40 AM

---

I wish to go on record that I absolutely do not agree with changing the time of City Council meetings. I believe they should be held in the evening to provide the opportunity for working people to attend. I am under the impression that the purpose in holding City Council meetings is to provide the public the opportunity to participate. Changing the time would seem to fly in the face of that basic purpose. I'd be interested in knowing what is the reason for this change. Is it just that the meetings run too late for Councillors? Or is this in response to significant requests from the public?

Thank you for the opportunity to comment.

Sandra Manners

Hamilton

Sent from my iPhone



**From:** Lyla Miklos  
**To:** [McRae, Angela](#)  
**Subject:** 30-Day Commenting period regarding City Council meeting time change  
**Date:** April 9, 2019 11:38:26 PM

---

Dear Angela McRae,

I'd appreciate it if Council Meetings continued to be held in the evening.

I have a Monday to Friday from 8:30am to 4pm job.

Currently my work location is downtown, but due to the nature of my work my work location changes often.

I also take public transit to travel around the city.

I am an active and engaged citizen and prefer to be able to be a part of the democratic process at a time that doesn't always require me to take a vacation day from my workplace.

Thanks  
Lyla Miklos



To: Governance Review Sub-Committee  
Cc: Angela McRae, Legislative Coordinator

I am urging you not to move the start time of City Council meetings from the time they are currently scheduled (5:00 PM) to a much earlier time (9:30 AM) for the following reasons:

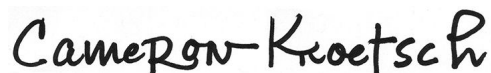
- (1) **The later time is better for the public.** Many people are much more likely to be working and unavailable to attend at 9:30 AM than they are at 5:00 PM. In fact, I think that holding meetings later in the evening (going back to holding meetings at 7:00 PM, for instance, as was the case up until late 2011) might actually be the better course of action if Council is doing this to better engage the public. Most of the community meetings I attend in Hamilton start at 7:00 PM. It is presumed to be the time that is reasonable for people to tie up their family and other commitments in order to be present for meetings.

The primary purpose of these meetings is to make the business of the City of Hamilton public. If the timing of the meetings is being changed to a time that makes it harder for the public to attend the meetings then I think it goes against the spirit and intention of the meetings themselves. The residents and citizens of Hamilton have a right to attend these meetings to witness the orderly business of the City.

- (2) **This will continue to create a culture of marathon meetings.** I think that Council must be motivated, unfortunately, to keep their meetings as short as possible. Changing to an earlier time will not achieve that goal, in my opinion. Having meetings scheduled for the entire “work day” means that councillors may feel more comfortable allowing meetings to go longer than they otherwise would. The motivation of needing to attend to personal matters outside of the City’s regular business hours can act as an incentive for councillors to be expeditious or efficient, whether they’re being mindful of their own commitments or those of staff.

I ask that you take my suggestions here seriously and that you either leave the meeting time as it currently is (5:00 PM) or consider going back to a later time.

Sincerely,



Cameron Kroetsch  
Hamilton, ON





**From:** [Matt Jelly - In the Neighborhood](#)  
**To:** [McRae, Angela](#)  
**Subject:** Council start time  
**Date:** April 12, 2019 4:10:20 PM

---

Hi there,

I'd like to register my opposition to changing the start of council meetings from 5:00pm to 9:30am.

Holding meetings in the evening makes it easier for the public to attend, holding meetings during business hours reduces public engagement.

I'd like to further suggest that meetings be held at 7pm as was the case in previous years, rather than 5pm.

Councillors knew evening meetings were part of the job description when they decided to run for council.

Thanks  
Matt



**Form: Request to Speak to Committee of Council**

Submitted on Thursday, February 28, 2019 - 8:51 am

==Committee Requested==

**Committee:** Advisory/Sub-Committee

Name of Sub-Committee: Governance Review Sub-Committee

==Requestor Information==

**Name of Individual:** Karl Andrus

**Name of Organization:**

**Contact Number:**

**Email Address:**

**Mailing Address:**

**Reason(s) for delegation request:**

I'll be requesting to speak to a meeting of Council about Motion 7.1, February 27, 2019 changing Council time.

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** No



**6.2****Form: Request to Speak to Committee of Council**

Submitted on Tuesday, February 26, 2019 - 5:59 pm

==Committee Requested==

**Committee:** Advisory/Sub-Committee**Name of Sub-Committee:** Governance Review Sub-Committee

==Requestor Information==

**Name of Individual:** Craig Burley**Name of Organization:****Contact Number:****Email Address:****Mailing Address:****Reason(s) for delegation request:** I would like to speak to the Governance Review Committee regarding Councillor Ferguson's Notice of Motion 7.1, February 27, 2019, proposing that regularly scheduled Council meeting times be moved to 9:30am.**Will you be requesting funds from the City?** No**Will you be submitting a formal presentation?** Yes



## 6.3

### Form: Request to Speak to Committee of Council

Submitted on Wednesday, February 27, 2019 - 11:18 pm

==Committee Requested==

**Committee:** Advisory/Sub-Committee

**Name of Sub-Committee:** Governance Review Sub-Committee

==Requestor Information==

**Name of Individual:** Deanna Allain

**Name of Organization:**

**Contact Number:**

**Email Address:**

**Mailing Address:**

**Reason(s) for delegation request:** Opposition to the proposed changes to Council meeting times.

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** Yes





## 6.4

### Form: Request to Speak to Committee of Council

Submitted on Monday, March 25, 2019 - 10:22 am

==Committee Requested==

**Committee:** Advisory/Sub-Committee

**Name of Sub-Committee:** Governance Review Sub-Committee

==Requestor Information==

**Name of Individual:** Cameron Kroetsch

**Name of Organization:**

**Contact Number:**

**Email Address:**

**Mailing Address:**

**Reason(s) for delegation request:** I am requesting to speak to the Governance Review Sub-Committee on April 25, 2019 with respect to the public notice regarding a change to procedural bylaw 18-270 (about changing the time of public meetings).

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** No



January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 NEW YEAR'S DAY	2 <b>NO MEETINGS – PLEASE DO NOT USE</b>	3	4
5	6	7	8	9	10	11
<b>NO MEETINGS – PLEASE DO NOT USE</b>						
12	13 PW – 9:30 a.m. BoH – 1:30 p.m.	14 Planning – 9:30 a.m.	15 GIC – 9:30 a.m.	16 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	17	18
19	20	21	22 5:00 p.m. COUNCIL	23	24	25
26	27	28	29	30	31	

- GIC = General Issues Committee      AF&A = Audit, Finance & Administration
- PW = Public Works Committee      E&CS = Emergency & Community Services
- Planning = Planning Committee      BOH = Board of Health

All meetings will be in the Council Chambers, Hamilton City Hall, 2<sup>nd</sup> Floor

## February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 PW – 9:30 a.m.	4 Planning – 9:30 a.m.	5 GIC – 9:30 a.m.	6 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	7	8
9	10	11	12 5:00 p.m. COUNCIL	13	14	15
16	17 FAMILY DAY	18 Planning – 9:30 a.m.	19 GIC – 9:30 a.m.	20 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	21 PW – 9:30 a.m.  BoH – 1:30 p.m.	22
23	24	25	26 5:00 p.m. COUNCIL	27	28	29 Leap Year!

GIC = General Issues Committee

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Planning = Planning Committee

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March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
8	<b>NO MEETINGS – PLEASE DO NOT USE</b>					13	14
15	<b>MARCH BREAK</b>		<b>MARCH BREAK</b>		<b>MARCH BREAK</b>		
22	23 PW – 9:30 a.m. BoH – 1:30 p.m.	24 Planning – 9:30 a.m.	25 GIC – 9:30 a.m.	26 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	27	28	
29	30	31					

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## April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 5:00 p.m. COUNCIL	2	3	4
5	6 PW – 9:30 a.m.	7 Planning – 9:30 a.m.	8 GIC – 9:30 a.m.	9 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	10 GOOD FRIDAY	11
12	13 EASTER MONDAY	14	15 5:00 p.m. COUNCIL	16	17	18
19	20 PW – 9:30 a.m. BoH – 1:30 p.m.	21 Planning – 9:30 a.m.	22 GIC – 9:30 a.m.	23 AF&A – 9:30 a.m. If required E&CS – 1:30 p.m. If required	24	25
26	27	28	29 5:00 p.m. COUNCIL	30		

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Planning = Planning Committee

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## May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 PW – 9:30 a.m.	5 Planning – 9:30 a.m.	6 GIC – 9:30 a.m.	7 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	8	9
10	11	12	13 5:00 p.m. COUNCIL	14	15	16
18	18 VICTORIA DAY	19 Planning – 9:30 a.m.	20 GIC – 9:30 a.m.	21 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	22 PW – 9:30 a.m.  BoH – 1:30 p.m.	23
24	25	26	27 5:00 p.m. COUNCIL	28	29	30
31						

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Planning = Planning Committee

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## June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PW – 9:30 a.m.	2 Planning – 9:30 a.m.	3 GIC – 9:30 a.m.	4 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	5	6
7	8	9	10 5:00 p.m. COUNCIL	11	12	13
14	15 PW – 9:30 a.m.  BoH – 1:30 p.m.	16 Planning – 9:30 a.m.	17 GIC – 9:30 a.m.	18 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	19	20
21	22	23	24 5:00 p.m. COUNCIL	25	26	27
28	29	30				

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## July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 CANADA DAY	2	3	4
5	6 GIC – 9:30 a.m.	7 Planning – 9:30 a.m.	8 PW – 9:30 a.m. BoH – 1:30 p.m.	9 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	10 9:30 a.m. COUNCIL	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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## August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 CIVIC HOLIDAY	4	5	6	7	8
9	10 GIC – 9:30 a.m.	11 Planning – 9:30 a.m.	12 PW – 9:30 a.m.  BoH – 1:30 p.m.	13 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	14 9:30 a.m. COUNCIL	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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## September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 LABOUR DAY	8 Planning – 9:30 a.m.	9 GIC – 9:30 a.m.	10 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	11 PW – 9:30 a.m.	12
13	14	15	16 5:00 p.m. COUNCIL	17	18	19
20	21 PW – 9:30 a.m.  BoH – 1:30 p.m.	22 Planning – 9:30 a.m.	23 GIC – 9:30 a.m.	24 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If Required	25	26
27	28	29	30 5:00 p.m. COUNCIL			

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Planning = Planning Committee

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October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 PW – 9:30 a.m.	6 Planning – 9:30 a.m.	7 GIC – 9:30 a.m.	8 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	9	10
11	12 THANKSGIVING	13	14 5:00 p.m. COUNCIL	15	16	17
18	19 PW – 9:30 a.m.  BoH – 1:30 p.m.	20 Planning – 9:30 a.m.	21 GIC – 9:30 a.m.	22 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If Required	23	28
25	26	27	28 5:00 p.m. COUNCIL	29	30	31

GIC = General Issues Committee      AF&A = Audit, Finance & Administration  
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## November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 PW – 9:30 a.m.	3 Planning – 9:30 a.m.	4 GIC – 9:30 a.m.	5 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	6	7
8	9	10	11 5:00 p.m. COUNCIL	12	13	14
15	16 PW – 9:30 a.m.  BoH – 1:30 p.m.	17 Planning – 9:30 a.m.	18 GIC – 9:30 a.m.	19 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If Required	20	21
22	23	24	25 5:00 p.m. COUNCIL	26	27	28
29	30					

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Planning = Planning Committee      BOH = Board of Health

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## December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 PW – 9:30 a.m. BoH – 1:30 p.m.	8 Planning – 9:30 a.m.	9 GIC – 9:30 a.m.	10 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	11	12
13	14	15	16 9:30 a.m. COUNCIL	17	18	19
20	21	22	23	24	25 CHRISTMAS DAY	26
27	28 CLOSED IN LEIU OF BOXING DAY	29 SHUTDOWN	30 SHUTDOWN	31 SHUTDOWN	1 NEW YEARS DAY	

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## January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 NEW YEAR'S DAY	2
3	4	5	6	7	8	9
<b>NO MEETINGS – PLEASE DO NOT USE</b>						
10	11 PW – 9:30 a.m. BoH – 1:30 p.m.	12 Planning – 9:30 a.m.	13 GIC – 9:30 a.m.	14 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	15	16
17	18	19	20 5:00 p.m. COUNCIL	21	22	23
24	25	26	27	28	29	30
31						

GIC = General Issues Committee

AF&amp;A = Audit, Finance &amp; Administration

PW = Public Works Committee

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BOH = Board of Health

**All meetings will be in the Council Chambers, Hamilton City Hall, 2<sup>nd</sup> Floor**

## February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PW – 9:30 a.m.	2 Planning – 9:30 a.m.	3 GIC – 9:30 a.m.	4 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	5	6
7	8	9	10 5:00 p.m. COUNCIL	11	12	13
14	15 FAMILY DAY	16 Planning – 9:30 a.m.	17 GIC – 9:30 a.m.	18 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	19 PW – 9:30 a.m.  BoH – 1:30 p.m.	20
21	22	23	24 5:00 p.m. COUNCIL	25	26	27
28						

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March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
	<b>NO MEETINGS – PLEASE DO NOT USE</b>					
14	15	16	17	18	19	20
	<b>MARCH BREAK</b>		<b>MARCH BREAK</b>		<b>MARCH BREAK</b>	
21	22 PW – 9:30 a.m. BoH – 1:30 p.m.	23 Planning – 9:30 a.m.	24 GIC – 9:30 a.m.	25 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	26	27
28	29	30	31 5:00 p.m. COUNCIL			

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## April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 GOOD FRIDAY	3
4	5 EASTER MONDAY	6 Planning – 9:30 a.m.	7 GIC – 9:30 a.m.	8 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	9 PW – 9:30 a.m.	10
11	12	13	14 5:00 p.m. COUNCIL	15	16	17
18	19 PW – 9:30 a.m.  BoH – 1:30 p.m.	20 Planning – 9:30 a.m.	21 GIC – 9:30 a.m.	22 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	23	24
25	26	27	28 5:00 p.m. COUNCIL	29	30	

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## May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 PW – 9:30 a.m.	4 Planning – 9:30 a.m.	5 GIC – 9:30 a.m.	6 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	7	8
9	10	11	12 5:00 p.m. COUNCIL	13	14	15
16	17 PW – 9:30 a.m.  BoH – 1:30 p.m.	18 Planning – 9:30 a.m.	19 GIC – 9:30 a.m.	20 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If required	21	22
23	24 VICTORIA DAY	25	26 5:00 p.m. COUNCIL	27	28	29
30	31 PW – 9:30 a.m.					

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## June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Planning – 9:30 a.m.	2 GIC – 9:30 a.m.	3 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	4	5
6	7	8	9 5:00 p.m. COUNCIL	10	11	12
13	14 PW – 9:30 a.m. BoH – 1:30 p.m.	15 Planning – 9:30 a.m.	16 GIC – 9:30 a.m.	17 AF&A – 9:30 a.m. If required E&CS – 1:30 p.m. If required	18	19
20	21	22	23 5:00 p.m. COUNCIL	24	25	26
27	28	29				

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Planning = Planning Committee

BOH = Board of Health

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## July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 CANADA DAY 8	2	3
4	5 GIC – 9:30 a.m.	6 Planning – 9:30 a.m.	7 PW – 9:30 a.m. BoH – 1:30 p.m.	9 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	9 9:30 a.m. COUNCIL	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

GIC = General Issues Committee

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## August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CIVIC HOLIDAY	3	4	5	6	7
8	9 GIC – 9:30 a.m.	10 Planning – 9:30 a.m.	11 PW – 9:30 a.m.  BoH – 1:30 p.m.	12 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	13 9:30 a.m. COUNCIL	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Planning = Planning Committee

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## September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 LABOUR DAY	7 Planning – 9:30 a.m.	8 GIC – 9:30 a.m.	9 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	10 PW – 9:30 a.m.	11
12	13	14	15 5:00 p.m. COUNCIL	16	17	18
19	20 PW – 9:30 a.m.  BoH – 1:30 p.m.	21 Planning – 9:30 a.m.	22 GIC – 9:30 a.m.	23 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If Required	24	25
26	27	28	29 5:00 p.m. COUNCIL	30		

GIC = General Issues Committee

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## October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 PW – 9:30 a.m.	5 Planning – 9:30 a.m.	6 GIC – 9:30 a.m.	7 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	8	9
10	11 THANKSGIVING	12	13 5:00 p.m. COUNCIL	14	15	16
17	18 PW – 9:30 a.m.  BoH – 1:30 p.m.	19 Planning – 9:30 a.m.	20 GIC – 9:30 a.m.	21 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If Required	22	23
24	25	26	27 5:00 p.m. COUNCIL	28	29	30
31						

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## November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PW – 9:30 a.m.	2 Planning – 9:30 a.m.	3 GIC – 9:30 a.m.	4 AF&A – 9:30 a.m.  E&CS – 1:30 p.m.	5	6
7	8	9	10  5:00 p.m. COUNCIL	11	12	13
14	15 PW – 9:30 a.m.  BoH – 1:30 p.m.	16 Planning – 9:30 a.m.	17 GIC – 9:30 a.m.	18 AF&A – 9:30 a.m. If required  E&CS – 1:30 p.m. If Required	19	20
21	22	23	24  5:00 p.m. COUNCIL	25	26	27
28	29	30				

GIC = General Issues Committee      AF&A = Audit, Finance & Administration  
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Planning = Planning Committee      BOH = Board of Health

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## December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 PW – 9:30 a.m. BoH – 1:30 p.m.	7 Planning – 9:30 a.m.	8 GIC – 9:30 a.m.	9 AF&A – 9:30 a.m. E&CS – 1:30 p.m.	10	11
12	13	14	15 9:30 a.m. COUNCIL	16	17	18
19	20	21	22	23	24 CHRISTMAS EVE	25 CHRISTMAS DAY
26	27 CLOSED IN LEIU OF CHRISTMAS DAY	28 CLOSED IN LEIU OF BOXING DAY	29 SHUTDOWN	30 SHUTDOWN	30 SHUTDOWN	1 New Year's Day

GIC = General Issues Committee

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# INFORMATION REPORT

<b>TO:</b>	Chair and Members of the Governance Review Sub-Committee
<b>COMMITTEE DATE:</b>	April 25, 2019
<b>SUBJECT/REPORT NO:</b>	Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Janet Pilon (905) 546-2424 Ext. 4304
<b>SUBMITTED BY:</b>	Janet Pilon Acting City Clerk Office of the City Clerk
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

In consideration of Changing the Time of Council Meetings, Council requested that staff research the times of Council Meetings in other municipalities.

Staff were also directed at the March 25<sup>th</sup> Governance Review Sub-Committee meeting to report back on best practices in other municipalities with respect to Breaks and Adjournments and to consult with Senior Leadership and Human Resources, with respect to Breaks and Adjournments.

## INFORMATION

As these requests with respect to the best practices in other municipalities overlap, the information has been contained in one Information Report for the Committee's consideration.

The following provides the Committee with the best practices in other municipalities with respect to whether their Council meetings are livestreamed, if they permit delegations at their Council meeting; the time of their Council meetings; procedures in place for an adjournment hour (curfew); unfinished business; going beyond the curfew; length of meetings and health breaks:

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**SUBJECT: Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) - Page 2 of 7**

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## **City of Burlington**

Meetings are livestreamed and they have delegations at their Council meetings.

### **20. Regular Meetings**

20.1 Regular meetings of Council will be held in the Council Chambers of Burlington City Hall at 426 Brant Street, **commencing at 6:30 p.m. on Mondays** according to the calendar set annually and approved by Council. If the said Monday is a holiday, the meeting will be held on the following business day.

### **25. Meeting Recess**

25.1 Council may, after ninety minutes of consecutive deliberation, recess for a period deemed appropriate by the Chair.

### **26. Adjournment Hour**

- 26.1 All meetings will adjourned when Council, or Committee have completed all business listed on the agenda, or at 10 p.m., which ever is earlier.
- 26.2 Where the business before Council or Committee has not been completed by the adjournment hour, a motion may be passed by two-thirds vote of the members present to proceed beyond the hour of 10 p.m. to continue any unfinished business.
- 26.3 Notwithstanding section 26.2 above, no meeting will proceed beyond the hour of 10:30 p.m.
- 26.4 Unless decided otherwise prior to the adjournment of the meeting, any unfinished business will be discussed at the next scheduled Council meeting.

## **City of Windsor**

Meetings are livestreamed and they have delegations at their Council meetings.

### **Date and Time of Regular Meetings, Standing Committee Meetings and Committees of Council**

- d) All regular meetings of Council shall **commence at 6:00 o'clock p.m.**

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**SUBJECT: Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) - Page 3 of 7**

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### 3.5 Adjournment Hour/All Meetings

- a) All regular Council meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or upon the arrival of the hour of 11:00 p.m.
- b) In the event the business before Council has not been completed at the hour of 11:00 p.m., then Council by unanimous vote of all the members present may approve an extension of the meeting to the hour of 12:00 midnight. At 12:00 midnight the unfinished business shall be deferred to the next regular meeting of Council, unless a resolution of Council to re-convene the Council Meeting to another day and time prior to the next regular meeting of Council is adopted by majority vote.

### City of Mississauga

Meetings are livestreamed and they have delegations at their Council meetings.

#### REGULAR MEETINGS

5. Regular meetings of the Council **shall be held at 9:00 a.m.** on two week intervals, or such other time and/or interval as determined by the Clerk. (300-16)
8. A Motion passed by a majority of the Members present is required to continue a meeting of Council or of a Committee past 11:00 p.m. local time.

#### UNFINISHED BUSINESS, COMMITTEES

83. Unless otherwise directed by the Committee, an item of business not disposed of by a Committee, shall be placed on the Agenda of the next regular meeting of Council, under the heading “Unfinished Business”.

### City of London

Meetings are livestreamed and they don't have delegations at their Council meetings.

#### 3.2 Annual Schedule of Meetings - qualifications

When setting the annual schedule of meetings:

- (b) Unless otherwise decided by Council, regular meetings of Council shall be held:

**SUBJECT: Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) - Page 4 of 7**

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- (i) Twice monthly wherever possible, on Tuesdays, **commencing at 4:00 PM;** and,

**11.10 Adjournment - extension - maximum - permissible**

The Council shall always adjourn at 11:00 PM if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present at the meeting. *(also applies to their Standing Committees Section 33.8)*

**11.11 Motion to proceed beyond 11:00 PM - qualifications**

A motion to proceed beyond the hour of 11:00 PM shall:

- (a) not be amended;  
 (b) not be debated; and  
 (c) always be in order, except when a member is speaking or the members are voting.

**15.10 Adjournment – 11:00 PM - extension - requirements**

No in closed session of Council shall extend beyond 11:00 PM unless otherwise decided before that hour by a two-thirds vote of the members present at the meeting. *(also applies to their Standing Committees Section 38.9)*

**21.0 UNFINISHED BUSINESS**

- 21.1 Repeated - until disposed of Items in the Agenda which have not been disposed of by the Council shall be repeated in each subsequent Agenda until disposed of by the Council.

**City of Vaughan**

Meetings are livestreamed and they don't have delegations at their Council meetings.

**6.0 COUNCIL - CONDUCT OF BUSINESS 6.1 COUNCIL MEETING TIME**

Unless otherwise provided by a Resolution of Council, a meeting of Council **shall be held at 1:00 p.m.** on the dates established and adopted by Council.

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**SUBJECT: Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) - Page 5 of 7**

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## **4.2 LENGTH OF MEETINGS**

- (1) Meetings scheduled to commence at either 11:00 am or 1:00 pm and which are in session at 6:01 pm will be adjourned unless otherwise determined by a vote of two thirds of the Members.
- (2) Meetings which are scheduled to commence at 7:00 p.m. and which are in session at 12:01 a.m. the following day will be adjourned unless otherwise determined by a vote of two thirds of the Members present.

## **City of Ottawa**

Meetings are livestreamed and they don't have delegations at their Council meetings.

### **1. REGULAR MEETINGS**

- (1)
  - (a) Subject to this section, the regular meetings of the Council **shall be held at 10:00 a.m.** on the second and fourth Wednesday in each month in each year unless otherwise changed by Council;
  - (b) A meeting shall adjourn at 7:00 p.m. If the City Council meeting is not finished by 7:00 p.m., it will automatically reconvene the following Friday morning, in the same week, at 10:00 a.m.
  - (c) Despite clause (b), Council can extend the meeting time beyond 7:00 p.m. by simple majority vote.
  - (d) Despite Subsection 8(1)(a), the time and date of individual regular meetings may be varied by the Mayor;

### **19. UNFINISHED BUSINESS - QUORUM LOST**

- (1) If during the course of a meeting a quorum is lost, then the meeting shall stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as the Mayor shall then announce;
- (2) If, in the Mayor's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that the unfinished business of the Council will be taken up at its next regularly scheduled meeting;
- (3) If during the course of a Special Meeting of the Council a quorum is lost, or a quorum is not present when required to enable the Special Meeting to start,

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**SUBJECT: Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) - Page 6 of 7**

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or resume, then the meeting shall stand adjourned, not ended, to convene or reconvene at such time and place as the Mayor shall then announce;

- (4) The Clerk shall give notice of any meeting so adjourned and to be reconvened by telephone, electronic mail or as is otherwise practical within the time available;
- (5) Prior to adjourning a meeting under this section, the Mayor may recess the meeting to determine if a quorum can be found.

## **Town of Aurora**

Meetings are livestreamed and they have delegations at their Council meetings.

### **e) Schedule of Meetings**

- ii) All Council Meetings will generally be held on the second and fourth Tuesday of each month **at 7 p.m.** and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.
- iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least twenty (20) minutes prior to the scheduled time of the meeting.

### **9. Duties of the Chair**

- xiv) Ensuring that Members take a health break by announcing a minimum ten (10) minute recess after two (2) hours have passed since the last break;

### **39. Adjournment**

- a) No item of business shall be considered at a Meeting of Council or General Committee after 10:30 p.m. unless a majority of the Members present enact a resolution to extend the hour. The Resolution must include a proposed time for adjournment of the Meeting.

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**SUBJECT: Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) - Page 7 of 7**

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## **City of Kingston**

Meetings are livestreamed and they have delegations at their Council meetings.

### **Regular meetings of Council**

4.2 Regular meetings of Council take place on the first and third Tuesday of every month **at 7:30 p.m.**

### **Section 13 – Motions Relating to Conduct During Deliberations cont'd**

#### **Motion to recess**

13.12 The Chair may suggest a recess of the meeting or an adjournment to another day, for example, to obtain information needed by the meeting. To have effect, this suggestion must be moved and seconded, and passed by a majority of members present.

13.13 A member may move a motion to recess at any time during a meeting, but not so as to interrupt a speaker or during a vote.

13.14 A motion to recess is debatable.

13.15 The chair may recess or adjourn a disorderly meeting that cannot be brought to order, without the need for a vote.

#### **Motion to continue past 11 p.m.**

10.11 A motion carried by a two-third vote of the members present and voting will extend the meeting.

10.12 At 10:45 p.m. the Mayor will ask if Council wishes to proceed beyond 11:00 p.m. A motion put forward must stipulate that the purpose of the extension is to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time. This motion is not debatable.

10.13 After a Motion has been passed to extend the council meeting, if a member of Council wishes to defer debate on an item to the next meeting of Council, a Motion put forward and duly seconded for such a deferral must immediately be forthcoming. No debate will be allowed and the majority of Council will decide.

10.14 If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 10:55 p.m. Council will move directly to by-laws.

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# CITY OF HAMILTON

## MOTION

Governance Review Sub-Committee: April 25, 2019

**MOVED BY COUNCILLOR L. FERGUSON.....**

**SECONDED BY COUNCILLOR.....**

### Changing the Time of Council Meetings

WHEREAS, Council does feel at present that the Council meetings held at 5:00 p.m., should be moved to an earlier time;

WHEREAS, an amendment to the time of Council meetings would constitute an amendment to the By-law to Govern the Proceedings of Council and Committees of Council;

WHEREAS, an amendment to the By-law to Govern the Proceedings of Council and Committees of Council requires that public notice be placed in the newspaper a minimum of 14 days prior to the Committee meeting; and

WHEREAS, Council has mandated the Governance Review Sub-Committee the task of making recommendations on matters pertaining to governance structure and the governing proceedings of Council and its' committees.

THEREFORE, BE IT RESOLVED:

That the following motion be referred to the Governance Review Sub-Committee for consideration:

- (a) That Section 3.2 of the By-law to Govern the Proceedings of Council and Committees of Council **be amended** to reflect a **9:30 a.m.** start time as follows:

### **3.2 Regular Council Meeting Times**

- (1) Unless otherwise decided by Council, Regular Council meetings shall be held:

- (a) in January:

on the fourth Wednesday of the month, commencing at **9:30 a.m.** unless such day is a public or civic holiday, in which case Council shall set an alternate day and time;

(b) in February, April, May, June, September, October and November:

every second and fourth Wednesday of each month, commencing at **9:30 a.m.**, unless such day is a public or civic holiday, in which case Council shall set an alternate day and time;

(c) in March:

on the fourth Wednesday of the month, commencing at **9:30 a.m.** unless such day is a public or civic holiday, in which case Council shall set an alternate day and time;

(d) in July and August:

on a Friday of each month (one meeting per month), commencing at 9:30 a.m., unless such a day is a public or civic holiday, in which case Council shall set an alternate day and time;

(e) in December:

on the second Wednesday of the month, commencing a 9:30 a.m., unless such a day is a public or civic holiday, in which case Council shall set an alternative day and time; or

(f) in accordance with the schedule approved by Council.

(b) That the regular meetings of the City Council for the remainder of 2019, be held at 9:30 a.m.;

(c) That, from time to time, there may be a need for Special Council Meeting at 5:00 p.m. to accommodate a Ceremonial Activity where the individuals being recognized are unable to attend a meeting during the day; and

(d) That the required notice be placed in the newspaper a minimum of 14 days prior to the Audit, Finance & Administration Committee meeting when the amendment is to be considered.