




CITY OF HAMILTON
CORPORATE SERVICES
 Office of the City Clerk

TO:	Chair and Members Governance Review Sub-Committee
COMMITTEE DATE:	October 31, 2024
SUBJECT/REPORT NO:	2025 Committee and Council Schedule of Meetings (City Wide) (FCS24062)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Matthew Trennum, City Clerk
SUBMITTED BY:	Matthew Trennum, City Clerk, Corporate Services
SIGNATURE:	

RECOMMENDATION

- a) That the 2025 Committee and Council Schedule of Meetings, as presented in Appendix A to Report FCS24062, **BE APPROVED**; and
- b) That the necessary amendment to the Procedural By-law, By-law 21-021, respecting the Committee and Council Schedule of Meetings, **BE PREPARED** and **PRESENTED** for Council consideration.

KEY FACTS

- The current schedule of meetings sets nineteen (19) Committee-Council cycles each calendar year.
- The proposed 2025 schedule sets fifteen (15) cycles
- Each cycle lasts three weeks (week 1 = Standing Committees, week 2 = Council, week 3 = off) and then repeats throughout the calendar year.
- All statutory holidays are accounted for, and the Month of August does not include any new meetings.

Alternatives for Consideration – See Page 2

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: There are no financial implications associated with this Report

Staffing: There are no staffing implications associated with this Report

Legal: There are no legal implications associated with this Report

RELEVANT CONSULTATION

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input type="checkbox"/> Public communication or engagement was not required |

ANALYSIS AND RATIONALE FOR RECOMMENDATION

This recommendation is based on research from other municipalities and what has been observed in practice here at the City.

The current meeting schedule is defined in the Procedural By-law, By-law 21-021, and states how many meeting cycles occur each month and which weeks within the calendar those meetings fall on. This is overly prescriptive and does not take into account the movement of certain statutory holidays through the calendar each year.

The recommended move to a three (3) week cycle which is approved annually by City Council, allows for the schedule to be drawn up based on the upcoming calendar year, accounting for statutory holidays, and other annual events etc.

The guaranteed minimum of at least one week between each cycle of meetings allows additional time for staff to respond to Council. It also sets a standard that repeats throughout the year (with the exception of the August break) that allows staff to easily plan for reporting and clearly understand internal approval timelines.

This change will allow for greater agenda management, strategic reporting and will ease the schedule pressure for both Members of Council and Staff alike. With consideration of creating greater efficiency in reporting and agenda management, this change will be a positive update for City Council.

ALTERNATIVES FOR CONSIDERATION

Status quo, or no change to the current cycle of meetings. Staff are recommending the change to allow for greater time between each cycle to improve reporting.

RELATIONSHIP TO COUNCIL'S PRIORITIES: (Check all that apply)

SUSTAINABLE ECONOMIC & ECOLOGICAL DEVELOPMENT

- Reduce the burden on residential tax payers
- Climate Change/Decarbonization Progress
- Protection of Green Spaces & Water

WORKING OF CITY HALL & TRANSPARANCY IN MUNICIPAL GOVERNMENT

- New Budget Process Implemented
- Improved Public Engagement
- Efficient Customer Service & Communication
- Employer of Choice

SAFE & THRIVING NEIGHBOURHOODS

- Increase in Housing Units for All & Reduce Homelessness
- Improved Mobility, Accessibility & Road Safety

APPENDICES AND SCHEDULES ATTACHED

Appendix A – 2025 Committee and Council Schedule of Meetings