



City of  
**Peterborough**

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**To:** **Members of the General Committee**

**From:** **John Kennedy, City Clerk**

**Meeting Date:** **June 8, 2020**

**Subject:** **Report CLSCLK20-007**  
**Proposed Changes to Council Meeting Schedule**

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## **Purpose**

A report to propose that changes be made to the 2020 Council meeting schedule to add meetings due to the pandemic.

## **Recommendation**

That Council approve the recommendation outlined in Report CLSCLK20-007 dated June 8, 2020, of the City Clerk, as follows:

That the revisions to the 2020 Council meeting schedule, attached as Appendix A to Report CLSCLK20-007, be approved.

## **Budget and Financial Implications**

There are no direct budget or financial implications as a result of the recommendation. If the meetings need to continue to be conducted electronically or at an alternate venue to respond to pandemic protocols, the additional costs incurred for the operation of these type of meetings can be accommodated within the current Council budget.

## Background

The COVID-19 pandemic has resulted in the closure of City Hall and the cancellations of advisory committee meetings. Council meetings have been held electronically since March 30<sup>th</sup>, 2020. Some items of business requiring Council direction have been postponed during the pandemic. In anticipation of being able to convene meetings of Council in-person in the future, or if it is necessary to continue with electronic meetings, additional reports are expected to come forward over the second half of the year. Due to the increase in agenda items, staff are recommending that the Council schedule be amended to accommodate these additional reports in a timely fashion.

Due to the COVID pandemic, on April 15, 2020, the province filed Ontario Regulation 149/20 (the “**Regulation**”), which impacts various **Planning Act** notices and suspends various time periods under the **Planning Act**. While staff are receiving applications Public Meetings under the **Planning Act** have not been convened. Planning matters are part of the reason for the increased number of reports.

Staff considered the following options to add meetings to the current schedule:

- An additional evening of meetings during each week of a Council meeting (i.e. meetings on both Monday and Tuesday);
- Meetings during the month of August when meetings are normally not held;
- Adding an additional day of meetings during the third week of the Council cycle when there is usually a break;
- Or some combination of the above.

Staff, upon surveying members of Council about their individual schedules, propose that additional General Committee meetings, to be held on Tuesday evenings, be added to the current schedule, as per Appendix A. The additional meetings dates are July 7, September 15, October 6 and November 3. Staff will reach-out to the respective advisory committees meeting on the above September and October dates to discuss the potential to reschedule their meetings.

Additional proposed changes to the schedule include updating the December cycle of meetings to provide a week between the General Committee meeting and the Council meeting. This change would move the December 7<sup>th</sup> meeting to December 1<sup>st</sup>. Further, regarding the 2021 budget and the Finance Committee meetings held in November. It is proposed to move the budget presentations from out-side organizations scheduled for November 24<sup>th</sup> to November 17<sup>th</sup> and to move the meeting for input from the public from November 18<sup>th</sup> to November 16<sup>th</sup>. The changes would provide Council with information from the various groups and the public before Council debates the budget. It would also provide more flexibility with the review of the budget during budget week. These proposed changes are reflected in updated calendar, attached as Appendix A.

## Summary

Due to the COVID-19 pandemic Council business and the associated meetings of Council have been impacted. In anticipation of being able to bring postponed items of business forward to Council in the second half of the year, resulting in a need for additional meetings of Council, staff propose to add meetings to the current schedule as per the attached calendar.

Submitted by,

John Kennedy  
City Clerk

Contact Name:

John Kennedy, City Clerk  
Phone: 705-742-7777 Ext. 1799  
Toll Free: 1-855-738-3755 Ext. 1799  
Fax: 705-742-4138  
E-Mail: [jkennedy@peterborough.ca](mailto:jkennedy@peterborough.ca)

Attachment:

Appendix A – Revised Council 2020 Meeting Schedule