



**City of Kingston  
Report to Council  
Report Number 19-118**

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**To:** Mayor and Members of Council  
**From:** Gary Dyke, Commissioner, Corporate Enterprise Services  
**Resource Staff:** John Bolognone, City Clerk  
**Date of Meeting:** May 8, 2019  
**Subject:** Council Meeting Start Time

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**Executive Summary:**

The purpose of this report is to amend the Council Procedural By-law in order to commence regular meetings of Council at 6:30 p.m. as opposed to the current start time. Currently, all regular meetings of Council start at 7:30 p.m. If there is a closed session of Council, the start time for the closed session is noted on the Council agenda and established based on the anticipated time required to deal with the closed session items. There is no set time for the closed session to start. In light of the earlier start time, closed sessions would not commence prior to 5:00 p.m. Should Council in closed session be unable to complete their business, Council will either (a) recess with the remainder of the items to be considered in closed session that evening prior to consideration of the by-laws in open session or (b) defer the remaining business to a future closed session of council.

In response to changing demographics, how the community participates in local government and advancements in technology, such as in-house live streaming and archiving of recorded council meetings, staff are of the opinion that the change in start time will help to streamline the council meeting process and make more efficient use of council and staff time.

**Recommendation:**

**That** the by-law attached as Exhibit A to Report Number 19-118 be presented to Council on May 8, 2019, to amend By-Law Number 2010-1, as amended, being the "Council Procedural By-law", in order to amend Section 4.2 which reads "Regular Meetings of Council shall take place on the first and third Tuesday of every month at 7:30 p.m." to now read "Regular Meetings of Council shall take place on the first and third Tuesday of every month at 6:30 p.m."

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Gary Dyke, Commissioner,  
Corporate Enterprise Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Acting Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Acting Commissioner, Community Services	Not Required
Jim Keech, President & CEO, Utilities Kingston	Not Required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not Required
Sheila Kidd, Commissioner, Transportation & Public Works	Not Required

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**Options/Discussion:**

Community participation is critical to finding meaningful and innovative solutions. Engagement, outreach and communication are keys to success. Historically, Kingston City Council meetings have commenced at 7:30 p.m. In support of the change in start time, staff believe an earlier start would result in an earlier adjournment, thus leading to improved work-life balance for the community, council members and staff without limiting public participation. An earlier adjournment would also allow Council to avoid dealing with complex decision-making late in the evening and allow the news media to more expeditiously report results to the community.

In addition to in-house live streaming of council meetings for the community, YourTV broadcasts council meetings on a local television station. As YourTV is a city partner in bringing council business to the community, staff has consulted with them regarding the proposed change in the start time. YourTV is amenable to the earlier start time of 6:30 p.m.

Staff is recommending approval of the proposed amending by-law. To allow for ample time for communication of the change in meeting start time to the community, the proposed by-law would not come into effect until July 2, 2019.

**Existing Policy/By-Law:**

Council Procedural By-law Number 2010-1, as amended.

City of Kingston Public Notice Policy

**Notice Provisions:**

Notice was provided via the City of Kingston website on Tuesday, April 23, 2019.

**Accessibility Considerations:**

None

**Financial Considerations:**

There are no financial considerations with respect to this report.

**Contacts:**

John Bolognone, City Clerk, 613-546-4291, extension 1247

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A Draft by-law to amend the Council Procedural By-Law in order to change the start time of Regular Meetings of Council from 7:30 p.m. to 6:30 p.m.

**Draft By-Law Number 2019-XXX**

**A By-Law to Amend By-Law Number 2010-1, as amended, “Council Procedural By-Law” – Council Meeting Start Time**

**PASSED: May 21, 2019**

**Whereas** Council passed By-law Number 2010-1, the “Council Procedural By-Law”, on June 15, 2010 to provide for the rules of order and procedure for the Council of The Corporation of the City of Kingston; and

**Whereas** Council deems it advisable to amend By-law Number 2010-1 in order to change the start time of the regular meeting of council;

**Now Therefore** the Council of The Corporation of the City of Kingston enacts as follows:

1. That By-law Number 2010-1, as amended, is hereby further amended as follows:
  - 1.1 Delete section 4.2 in its entirety and replace it with the following:

“4.2 Regular meetings of Council take place on the first and third Tuesday of every month at 6:30 p.m.”
2. This By-Law shall come into force and take effect on July 2, 2019.

Given First and Second Readings May 8, 2019

Given Third Reading and Passed May 21, 2019

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Bryan Paterson,  
Mayor

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John Bolognone,  
City Clerk