

Board Report

Date of Report: November 24, 2019

Date of Meeting: December 10, 2019

Report Number: 2019-PAC-021

File: 2019BOARD1210

Subject: 2020 PAC Board Meeting Schedule

Recommendation

That the FirstOntario Performing Arts Centre Board approve the 2020 Board Meeting Schedule, proposed by staff in draft as attached in Appendix 1.

Background

At its meeting of July 9, 2018, Council approved the transition of the operational control of the FirstOntario Performing Arts Centre (PAC) to a new municipal service board and directed staff to take all necessary steps required to transition the PAC business to the Board. As per the Board's Operational Bylaw, the Board is to establish a meeting schedule.

Report

This report is to establish the 2020 meeting schedule of the Board. Attached please find the proposed meeting schedule for the operating year 2019. This schedule can be revised by the board pending the board's strategic plan and future recommendations of the Executive Director.

Financial Implications

No financial implications.

Prepared and Submitted by:

Janie Grand, Administrative Assistant

Approved by:

David Oakes, Acting ED



DRAFT BOARD MEETING SCHEDULE 2020

Tuesdays 2-4PM, RBC Room

Date	Meeting Type	City timelines *subject to change
Jan. 28* <i>(consider early Feb. date due to new ED start date)</i>	Board Meeting 1 (Orientation)	<i>Council meetings every 2 weeks starting Jan 13, 2020.</i>
March 31	Board Meeting 2	Budget Standing Committee (BSC) April 27, May 20, 2020 *Finalize Capital Budget
June 23	Board Meeting 3	
Sept. 22	Board meeting 4	Budget Standing Committee (BSC) October 14, 26, 2020
Nov. 24	Board meeting 5	

*Committees & committee meetings TBD

Board Meeting Procedures:

- Board meetings are generally held the on Tuesdays of the designated month at 2:00 p.m. in the RBC room at the Performing Arts Centre
- There are 5 scheduled Board meetings per year including an AGM. Additional special meetings are at the call of the Board Chair.
- Board meetings (other than in-camera sessions) are open to the public.
- The agenda is posted on the Board website one week prior to the meetings which are open to the public.
- All staff and committee reports must be submitted to the recording secretary no later than the Monday, 2 weeks prior to the Board meeting. The board reports are posted 1 week in advance of the Board meeting.
- The ED and Board Chair meet 2 weeks prior to the Board meeting to review agenda and reports.
- Committee meetings are scheduled as needed by the committee members. Committees prepare reports for the Board.
- Budget planning and reporting is a standing item at each Board meeting. The PAC Board needs to present the upcoming years budget to the City Budget Standing Committee in October/November. City Council approves budgets in December.
- St. Catharines City Council meetings are generally held every other Monday starting on Monday January 13, 2020 beginning at 6:30 p.m