

# 2023 City Council and Committee Meeting Schedule

## ISSUE

This report reviews and seeks approval for the 2023 Council and Committee Meeting Schedule. The appendices include options to move meeting times and meeting days from Monday's.

## RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council:

1. That the 2023 Council and Committee meeting schedule as contained in Option 2 (a) in this report be approved; and
2. That the City Solicitor be instructed to make the appropriate amendments to Bylaw 9170, *The Procedures and Committees Bylaw, 2014*.

## BACKGROUND

Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* [the Bylaw], provides for an organizational meeting to be held each year as part of City Council's Regular Business meeting in September (November in the year of a general election).

At the organizational meeting, Council shall establish dates, times and places for regularly scheduled meetings of Council and Council Committees. City Council, at its organizational meeting held on September 25, 2022, deferred consideration of meeting dates to this meeting.

A Council and Council Committee meeting calendar is generated annually for approval by City Council. Recent schedules have provided for one scheduled regular business and public hearing meeting of Council in every month; a scheduled Governance and Priorities Committee (GPC) meeting in every month; scheduled Standing Policy Committee (SPC) meetings in every month (except July); and scheduled Special/Joint GPC meetings held quarterly.

## DISCUSSION/ANALYSIS

In accordance with the Bylaw, Council and Committee meetings are held on the dates established at the organizational meeting and except where otherwise determined by Council, they shall be held on Mondays. Currently, agendas for meetings are distributed Wednesday at 4:00 p.m. the week prior to the meeting. This provides the public and Council and Committee members with two full business days to review the material and formulate a response. Deadlines for submissions for Council are 10:00 a.m. the day of the meeting and for Council Committees is 8:00 a.m. the day of the meeting. This only provides two business days for stakeholders to review and provide comment on agenda matters. Options are being presented that propose holding meetings on another day of

the week, as well as expanding submission deadlines and potentially moving the start time City Council begins. A summary of the options including pros and cons are included below.

### **Option 1**

Meetings to switch to Tuesday/Wednesdays, with agenda publishing timelines and deadlines for submissions to Council remaining the same. Deadlines for submissions for Council and Committee Meetings would move to Monday at 5:00 p.m. the week of the meeting.

The meeting schedule would be as follows:

Tuesday of the first full week of the month – Two SPCs  
Wednesday of the first full week of the month – Two SPCs  
Wednesday of the second full week of the month – GPC  
Wednesday of the fourth full week of the month – Council

Meeting times would remain the same as today, with Committees starting at 9:30 and 2:00, GPC at 9:30, Regular Business at 1:00 and Public Hearing at 6:00. A Sample calendar is provided in Appendix 1.

### **Pros**

- Allows additional time for the public and meeting participants to review agendas.
- Will eliminate some of the Sunday/Monday morning scramble prior to meetings.
- Moving the submission deadline to Monday at 5:00 p.m. provides one additional business day. In addition, it provides more time for prepping the addendum to be provided to participants in a timelier manner.
- Provides more time for GPC reporting to Council in most cases.

### **Cons**

- Deviates from the tradition of Monday meeting day.
- Some months have an altered schedule due to holidays or the way the days fall.

### **Option 2 (a and b)**

This option would be the same as Option 1, however switching meeting start times as follows:

**2 (a)** (recommended)

Committees 9:30 and 2:00

GPC 9:30  
Council Regular Business 9:30  
Council Public Hearing 6:00

**2 (b)**

Committees 9:30 and 2:00  
GPC 9:30  
Council Regular Business 9:30  
Council Public Hearing 1:00

Pros and cons are the same as Option 1 with the additional advantage of Regular Business Council starting at 9:30 providing more opportunity to finish heavy agendas prior to public hearing. Option 2 (b), where the Public Hearing would start at 1:00 may make public participation in the meeting more difficult for those working during the day.

**Option 3 – Status Quo**

Council could keep the current schedule and deadlines.

Pros

- There is familiarity with the schedule both corporately and with the public.
- No Bylaw amendments would be required.

Cons

- If there are technical difficulties with accessing the agendas or providing a submission, there is limited resources on the weekend to resolve the issues in a timely manner.
- Doesn't provide stakeholders more time to review material and make submissions.
- For Contentious matters or numerous items on agenda that have strong public interest it can be difficult to manage additional submissions in a timely manner to get the additional items out to Council/Committee members, Administration and the public for review prior to a meeting.

Option 3 could also incorporate changes to meeting start times as contained in Option 2 a and b. Sample calendar is provided in Appendix 2.

**IMPLICATIONS/CONSIDERATIONS**

There are no financial, privacy, legal, social, or environmental implications or considerations identified.

## **NEXT STEPS**

The 2023 calendar option recommended will be considered by Council at its Regular Business meeting held on October 31, 2022. Bylaw amendments may be required depending on the option selected. Once the schedule is approved, it will be posted to the City's website and circulated accordingly.

## **APPENDICES**

1. 2023 Calendar Options 1, 2a and 2b
2. 2023 Calendar Option 3

### **Report Approval**

Written by:

Shellie Bryant, Deputy City Clerk

Reviewed and Approved by:

Adam Tittlemore, City Clerk

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