

2024 City Council and Committee Meeting Schedule

ISSUE

This report reviews and seeks approval for the 2024 Council and Committee Meeting Schedule. There is an option to move the Public Hearing meeting from 6:00 p.m. to 1:00 p.m. or 9:30 a.m.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council that the 2024 Council and Committee meeting schedule as contained in Option 1 in this report be approved.

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.

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.

Effective 2023, the Bylaw was updated to reflect the following changes:

- Regularly scheduled Council meetings shall be held on Wednesdays, except where otherwise determined by Council at an organization meeting
- Every Regular Business Meeting shall commence at 9:30 a.m. and shall adjourn by 5:00 p.m. (with a possible 5:30 p.m. time extension)
- Every Regular Public Hearing Meeting shall commence at 6:00 p.m. and shall adjourn by 9:00 p.m. (reconvene at 1:00 p.m. on the following day)
- Regularly scheduled Council Committee meetings shall be held on Tuesdays and Wednesdays, except where otherwise determined by Council at an organization meeting.

DISCUSSION/ANALYSIS

2023 was the first year that meetings moved from Monday to Tuesday/Wednesday. The feedback has been positive in nature. It is recommended we remain with this schedule.

Options are being presented that propose holding the Regular Public Hearing meeting earlier in the day. A summary of the options is included below.

A sample calendar is provided in Appendix 1.

Option 1 – Status Quo

Meetings on Tuesday/Wednesdays, with agenda publishing timelines and deadlines for submissions to Council remaining the same.

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 a.m. and 2:00 p.m., GPC at 9:30 a.m., Regular Business at 9:30 a.m. and Public Hearing at 6:00 p.m.

The publishing of agendas and deadlines will also remain the same.

Option 2

This option would be the same as Option 1, however switching the Regular Business and Public Hearing meeting start times as follows.

2 (a)

Council Regular Business 9:30 a.m.

Council Public Hearing 1:00 p.m.

Regular Business to resume following Public Hearing meeting if required.

2 (b)

Council Public Hearing 9:30 a.m.

Council Regular Business – following the completion of the Public Hearing meeting.

The advantage of Regular Public Hearing Council starting earlier in the day provides more opportunity to finish heavy agendas on the meeting day in either option. Both

options have the Public Hearing meeting at a time certain with a potential fluctuation in the Regular Business meeting times. It has become easier for the public to attend meetings with virtual options provided.

The publishing of agendas and deadlines to remain the same.

IMPLICATIONS/CONSIDERATIONS

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

NEXT STEPS

The 2024 calendar option recommended will be considered by City Council at its Regular Business meeting held on September 27, 2023. 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. 2024 Calendar Option

Report Approval

Written by:

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Reviewed and Approved by:

Adam Tittlemore, City Clerk