



REPORT

Council

Meeting Date: November 21, 2022

FROM: Clerk's Department

DATE: November 8, 2022

SUBJECT: 2023 Council Meeting Schedule

LOCATION:

WARD:

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RECOMMENDATION:

That the 2023 Council Meeting Schedule attached as Appendix A to the report dated November 8, 2022, from the Clerk's department, be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Procedure By-law establishes standard meeting dates and times for regular Council, Planning and Development Council and standing committees, subject to alterations by Council where appropriate.
- Council approves a schedule of council and standing committee meetings on an annual basis which is posted on the town's website for public notice of the meeting dates, and enables the dates to be scheduled in members' and staff calendars.
- To accommodate a condensed summer schedule, Council and Planning and Development Council meetings are scheduled on separate days in both July and August.
- Should business matters arise that Council must address, a special meeting of Council may be called at any time.
- The 2023 Budget Committee meetings will be held in the first quarter of 2023 due to the 2022 municipal election and 2024 Budget Committee meetings will be in the fourth quarter of 2023.
- Additional Planning and Development Council meetings have been added to February, March, April, May, June, September, and October to deal with planning matters expeditiously.

BACKGROUND:

Council's Procedure By-law establishes the schedule of regular Council, Planning and Development Council and standing committee meetings. Each year Council adopts a modified schedule of meetings recognizing the March break of the Boards of Education, the Federation of Canadian Municipalities (FCM), the Association of the Municipalities of Ontario (AMO) conferences and a reduced meeting schedule during the summer months.

In accordance with the current procedure by-law, regular Council and Planning and Development Council meetings are scheduled on Monday evenings within a four-week cycle, leaving the 2nd and 4th Monday free for special meetings, if required. Where a meeting would fall on a holiday Monday, it is rescheduled to the Tuesday. To date, an additional four (4) special meetings of Council were held in 2022 to deal with matters related to transit labour relations, affordable housing, the part lot control by-law and the parks and open space strategy. Two (2) Special Planning and Development Council meetings were held to deal with various planning matters and the parks plan and dedication by-laws.

The agendas for Council, Planning and Development Council and Special Council meetings, are distributed to Council electronically through the eScribe application and Council members are notified by email when the agendas are available. The agenda is then posted to Oakville.ca for the public to view as follows:

- Agenda goes out 11 calendar days prior to the meeting for council members and the public.
- Addendums go out three calendar days prior to the meeting for council members and the public.

Although the public review period is beneficial, there are notable administrative issues in preparing reports so far in advance of the meeting, resulting in additional or new information being introduced in an addendum or at the meeting, ensuring that Council and the public receive the most current information. Planning and Development Council meetings have certain statutory requirements and strict timelines afforded by the legislation are often difficult to achieve within the four-week cycle. The additional planning meetings will hopefully relieve these tight timeframes.

COMMENT/OPTIONS:

A condensed summer meeting schedule has Council and Planning and Development Council meeting on separate days in both July and August. Should business matters arise that Council must address, a special meeting of Council or Planning and Development Council may be called.

Additional Planning and Development Council meetings have been added to February, March, April, May, June, September, and October to better facilitate dealing with planning applications in a timely manner and to hopefully reduce the requirement of waiving procedure to proceed past the hour of 10:30 p.m.

Where meetings are not required due to insufficient agenda items, such meetings will be cancelled in consultation with the Mayor and notice of cancellations will be posted on the town's website. Special meetings, if required, may be scheduled in accordance with Section 5.5 of the Procedure By-law and will be posted on the town's website accordingly.

CONSIDERATIONS:

(A) PUBLIC

Upon approval, the calendar will be posted on the town website.

(B) FINANCIAL

Additional and special meetings being added to the schedule will affect overtime budgeting within the Clerk's department.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

All departments rely on Council's annual schedule of meetings to facilitate the business of the Corporation. Upon approval, calendar invitations will be issued to Members of Council and staff.

(D) CORPORATE STRATEGIC GOALS

This report addresses the corporate strategic goal(s) to:

- continuously improve our programs and services
- provide outstanding service to our residents and businesses
- be accountable in everything we do

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A – 2023 Council Calendar

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Submitted by:

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