



OAKVILLE

REPORT

Council

Meeting Date: November 20, 2023

FROM: Clerk's Department

DATE: November 7, 2023

SUBJECT: 2024 Council and Committee Meeting Schedule

LOCATION: Town-wide

WARD: Town-wide

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RECOMMENDATION:

That the 2024 Council Meeting Schedule attached as Appendix A to the report from the Clerk's department, entitled 2024 Council and Committee Meeting Schedule, dated November 7, 2023, 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 other committees, subject to amendments by Council and the Mayor where appropriate.
- Council approves a schedule of Council and Committee meetings on an annual basis which is posted on the town's website allowing 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 within the same week.
- Any Special Committee and Council meetings will be scheduled in accordance with the Procedure By-Law.
- The 2025 Budget meetings will be brought forward to Council in 2024 following a review of the 2024 budget process and consideration of any improvements.
- Additional Planning and Development Council meetings have been added to February, March, April, May, June, September and October to meet Legislated timelines in the *Planning Act* and may be cancelled if it is

determined they are not required. Notification of cancellation will be provided on the Town's website.

- While preparing the calendar of meetings, staff considered the 2024 Diversity Calendar from Canadian Centre for Diversity and Inclusion and did not observe any significant conflicts.
- Region of Halton Council Meetings have been added to this calendar as a reference only and are not for approval.

BACKGROUND:

Council's Procedure By-law establishes the schedule of regular Council, Planning and Development Council and other 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. Where a meeting would fall on a holiday Monday, it is rescheduled to the Tuesday.

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 a minimum of 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.

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.

CONSIDERATIONS:

(A) PUBLIC

Notification of this report was provided at the time of the published agenda and 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) COUNCIL STRATEGIC PRIORITIES

This report supports the Council Strategic Priority to be an Accountable Government that provides the community:

- With timely information;
- Open and Transparent decision-making; and
- With opportunities to engage with Council.

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A – 2024 Council and Committee Meeting Schedule

Prepared and Recommended by:

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Manager, Council and Committee Services

Submitted by:

Vicki Tytaneck

Town Clerk