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**Subject:** 2018 Legislative Schedule of Regular Meetings

**Report to:** Corporate Services Committee

**Report date:** Wednesday, November 8, 2017

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### Recommendations

That one of the three options of the 2018 Legislative Schedule of Regular Meetings (attached as Appendix 1, 2 and 3) **BE APPROVED** by the Corporate Services Committee.

### Key Facts

- The Calendar of Meetings for Regional Council and its Standing committees for the forthcoming year is approved by Council each fall.
- The purpose of the report is to seek Committee approval for a 2018 Legislative Schedule that will be presented to Council for approval.
- Staff have thoroughly discussed the three legislative meeting schedule options presented in this report for Committee consideration and it was generally agreed that Option 2 will provide staff the ability to provide Council Members with improved service delivery by allowing for additional time between meetings to prepare the necessary reports and documents for Council consideration.

### Financial Considerations

Depending on the option selected, there may be a small amount of savings realized due to the reduction of the number of meetings being held.

### Analysis

**Option 1** proposes what is considered the normal Legislative Schedule that Council has followed for many years with a total of 24 days of Standing Committee meetings and 15 Regional Council meetings (including the Inaugural). Standing Committees would be held on Tuesdays and Wednesdays during regular working hours and Council Meetings on Thursdays on a three (3) week rotation. Please note that since 2018 is an election year, Standing Committee Meetings normally held in September, October, November and December have not been scheduled as past practice during election years.

**Option 2** proposes a similar schedule as Option 1; however, Committee and Council meetings would be scheduled on a monthly basis rather than a three (3) week rotation. This results in having 16 days of Standing Committee meetings and 11 Regional Council meetings (including the Inaugural). As previously stated, since 2018 being an election year, Standing Committee Meetings normally held in September, October,

November and December have not been scheduled as past practice during election years.

**Option 3** proposes a change in the traditional meeting schedule such that Standing Committees and Council meetings would be held on three (3) consecutive Thursdays. It also proposes monthly meetings rather than the traditional three (3) week rotation. As in Option 2 this results in having 16 days of Standing Committee meeting and 11 Regional Council meetings (including the Inaugural).

Both Options 2 and 3 would result in a slight reduction in costs associated with these meetings.

Staff have reviewed other upper-tier municipal legislative schedules (York, Waterloo, Durham and Halton) and have identified that while there is no preference on any one meeting schedule, what is consistent is that they meet on a monthly basis.

Staff have thoroughly discussed the three legislative meeting schedule options presented in this report for Committee consideration and it was generally agreed that Option 2 would allow staff the ability to provide Council Members with improved service delivery by having additional time between meetings to prepare the necessary reports and documents for Council consideration

### **Alternatives Reviewed**

As described above.

### **Relationship to Council Strategic Priorities**

Faster decision making and advancing business.

### **Other Pertinent Reports**

There are no other pertinent reports.

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**Prepared by:**  
Frank Fabiano,  
Acting Regional Clerk  
Administration

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**Recommended by:**  
Chris Carter  
General Manager  
Administration

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**Submitted by:**

Carmelo D'Angelo, BSc, MPA  
Chief Administrative Officer

**Appendices**

Appendix 1	2018 Draft Legislative Meeting Schedule – Option 1
Appendix 2	2018 Draft Legislative Meeting Schedule – Option 2
Appendix 3	2018 Draft Legislative Meeting Schedule – Option 3

## 2018 LEGISLATIVE SCHEDULE OF REGULAR MEETINGS - DRAFT - OPTION 1

REGIONAL COUNCIL, BUDGET REVIEW COMMITTEE OF THE WHOLE,  
COUNCIL BUSINESS PLANNING COMMITTEE OF THE WHOLE AND STANDING COMMITTEES

JANUARY						
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FEBRUARY						
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♦Committee Week held one week earlier to accommodate March Break

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Nomination Day

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Municipal Election

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| <span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Council        | <span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Council Business Planning Committee of the Whole - <i>At the call of the Chair</i> | <span style="background-color: #FF00FF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Inaugural   |
| <span style="background-color: #FF00FF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Committee Week | <span style="background-color: #FFA500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Stat Holiday   | <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> March Break |
| <span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Workshop       | ** BRCOTW prior to Council on June 14, 2018 at 4 p.m.  |   |

<b>AMO - August 19-22, Ottawa, ON</b>	<b>FCM Conference - May 31 - June 3, Halifax, NS</b>	<b>ROMA Conference - Jan 29-31, Toronto, ON</b> <b>OGRA Conference Feb 26-Mar 1, Toronto,</b>
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### Meeting Times

**Council**  
**Committee of the Whole** (includes Budget Review and Council Business Planning)  
**Public Works Committee**  
**Public Health and Social Services Committee**  
**Corporate Services Committee**  
**Planning & Development Committee**

Thursdays at 6:30pm  
 Thursdays at 6:30pm  
 Tuesdays at 9:30am  
 Tuesdays at 1:00pm  
 Wednesdays at 9:30am  
 Wednesdays at 1:00pm

## 2018 LEGISLATIVE SCHEDULE OF REGULAR MEETINGS - DRAFT - OPTION 2

REGIONAL COUNCIL, BUDGET REVIEW COMMITTEE OF THE WHOLE,  
COUNCIL BUSINESS PLANNING COMMITTEE OF THE WHOLE AND STANDING COMMITTEES

JANUARY						
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MARCH						
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Municipal Election

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| <span style="background-color: #FF00FF; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Committee Week | <span style="background-color: #FF00FF; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Budget Review Committee of the Whole   | <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> March Break |
| <span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Workshop       | <span style="background-color: #FFA500; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Stat Holiday   |   |

\*\* BRCOTW prior to Council on June 14, 2018 at 4 p.m.

AMO - August 19-22, Ottawa, ON	FCM Conference - May 31 - June 3, Halifax, NS	ROMA Conference - Jan 29-31, Toronto, ON OGRA Conference Feb 26-Mar 1, Toronto,
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### Meeting Times

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- Public Works Committee**
- Public Health and Social Services Committee**
- Corporate Services Committee**
- Planning & Development Committee**

- Thursdays at 6:30pm
- Thursdays at 6:30pm
- Tuesdays at 9:30am
- Tuesdays at 1:00pm
- Wednesdays at 9:30am
- Wednesdays at 1:00pm

## 2018 LEGISLATIVE SCHEDULE OF REGULAR MEETINGS - DRAFT - OPTION 3

REGIONAL COUNCIL, BUDGET REVIEW COMMITTEE OF THE WHOLE,  
COUNCIL BUSINESS PLANNING COMMITTEE OF THE WHOLE AND STANDING COMMITTEES

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MARCH						
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  Nomination Day

  Municipal Election

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| <span style="background-color: #ffff00; border: 1px solid black; padding: 2px;"> </span> Council        | <span style="background-color: #d9ead3; border: 1px solid black; padding: 2px;"> </span> Council Business Planning Committee of the Whole - <i>At the call of the Chair</i> | <span style="background-color: #ff00ff; border: 1px solid black; padding: 2px;"> </span> Inaugural   |
| <span style="background-color: #ff00ff; border: 1px solid black; padding: 2px;"> </span> Committee Week | <span style="background-color: #ff00ff; border: 1px solid black; padding: 2px;"> </span> Budget Review Committee of the Whole   | <span style="background-color: #92d050; border: 1px solid black; padding: 2px;"> </span> March Break |
| <span style="background-color: #d9ead3; border: 1px solid black; padding: 2px;"> </span> Workshop       | <span style="background-color: #ffcc00; border: 1px solid black; padding: 2px;"> </span> Stat Holiday   |  |

\*\* BRCOTW prior to Council on June 21, 2018 at 4 p.m.

AMO - August 19-22, Ottawa, ON	FCM Conference - May 31 - June 3, Halifax, NS	ROMA Conference - Jan 29-31, Toronto, ON OGRA Conference Feb 26-Mar 1, Toronto,
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- Thursdays at 6:30pm
- Thursdays at 9:30am
- Thursdays at 1:00pm
- Thursdays at 9:30am
- Thursdays at 1:00pm