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**Subject:** 2023 Legislative Schedule of Regular Meetings

**Report to:** Corporate Services Committee

**Report date:** Wednesday, August 10, 2022

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## Recommendations

1. That the 2023 Legislative Schedule of Regular Meetings (attached as Appendix 1 to Report CLK 5-2022) **BE APPROVED.**

## Key Facts

- The legislative schedule for the following calendar year is typically adopted in the later months of the previous year.
- The proposed schedule continues the cycle of monthly meetings for both Council and Standing Committees that was the preference of Council and staff when the 2022 calendar was adopted.
- Section 5.1 of the Region's Procedural By-law provides that "All meetings of Council and Committee of the Whole shall be held...according to the schedule to be set annually and approved by Council or at such other time or place as may be designated by Council from time to time."
- Section 5.2 of the Region's Procedural By-law provides that "Regular meetings of Council shall be held on a Thursday, commencing at 6:30 p.m. in Open Session or at such other time as may be designated by the Regional Chair from time to time."
- Section 22.2 of the Region's Procedural By-law provides that "Standing Committees shall meet on days and times according to the schedule set annually and approved by Council."
- The draft 2023 Legislative Schedule of Regular Meetings has been approved by the Corporate Leadership Team.

## Financial Considerations

There are no financial considerations associated with the adoption of the recommendation contained in this report.

## **Analysis**

Staff has prepared a draft 2023 Legislative Meeting Schedule for Council's consideration (attached as Appendix 1). The schedule was prepared in accordance with the Region's Procedural By-law. In 2018, Council approved moving to the established monthly cycle of Council and Standing Committee meetings.

The proposed meeting schedule results in 24 days of Standing Committee meetings, 12 Regional Council Meetings, and four Committee of the Whole meetings. There are five Budget Review Committee of the Whole meetings currently scheduled in January and February, 2023, for 2023 budget planning and one scheduled in June, 2023 pertaining to 2024 budget planning. A schedule for the remaining Budget Review Committee of the Whole meeting dates for 2024 budget planning, will be considered at the meeting being held on June 15, 2023.

The schedule includes the date of the 2023 Federation of Canadian Municipalities (FCM) conference, being held from May 25 to 28, 2023, in Toronto, Ontario and the 2023 Association of Municipalities of Ontario (AMO) conference, being held from August 20 to 23, in London, Ontario.

## **Alternatives Reviewed**

Standing Committee and Council meetings have been scheduled on a monthly cycle during this term of Regional Council. Council could consider other options with respect to times, dates or frequency of meetings. Staff recommend continuing with the monthly cycle as it provides the required time between meetings to prepare the necessary documents and reports for Council's consideration.

## **Relationship to Council Strategic Priorities**

The Legislative Schedule of Meetings supports Council's strategic priority of commitment to high quality, efficient, fiscally sustainable and coordinated core services by providing a meeting schedule that supports and fosters the efficiency of the decision-making process.

## **Other Pertinent Reports**

None.

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**Prepared by:**  
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Regional Clerk  
Administration

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**Submitted by:**  
Ron Tripp, P.Eng.  
Chief Administrative Officer

## **Appendices**

Appendix 1            2023 Draft Legislative Schedule of Regular Meetings

**2023 DRAFT LEGISLATIVE SCHEDULE OF REGULAR MEETINGS**

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19*	20	21
22	23	24	25	26	27	28
29	30	31				

\* BRCOTW meeting at 4:00 p.m.

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15*	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

\*BRCOTW meeting at 4:00 p.m.

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					









AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Council	 Stat Holiday	 Budget Review Committee of the Whole
 Committee Week	 March Break	 Workshop - Budget
 Committee of the Whole	 Regional Chair's Golf Tournament	

<i>AMO - August 20 - 23, 2023 London, ON</i>	<i>FCM Conference - May 25 - 28, 2023 Toronto, ON</i>
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**Meeting Times**

- Council**
- Committee of the Whole, Budget Review Committee of the Whole**
- Public Works Committee**
- Public Health and Social Services Committee**
- Corporate Services Committee**
- Planning & Economic Development Committee**

- Thursdays at 6:30 p.m.
- Thursdays at 6:30 p.m.
- Tuesdays at 9:30 a.m.
- Tuesdays at 1:00 p.m.
- Wednesdays at 9:30 a.m.
- Wednesdays at 1:00 p.m.

*Approved by Regional Council on*