
Subject: 2024 Legislative Schedule of Regular Meetings

Report to: Corporate Services Committee

Report date: Wednesday, September 13, 2023

Recommendations

1. That the 2024 Legislative Schedule of Regular Meetings (attached as Appendix 1 to Report CLK 8-2023) **BE APPROVED**.

Key Facts

- The purpose of this report is to seek Council's approval of the 2024 Legislative Schedule of Regular Meetings.
- 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 2023 calendar was adopted.
- A change from the previous year's schedule, the 2024 proposed schedule offers a gap week between Committee and Council meetings except in the month of December. This gap week would allow for earlier issuance of the Council agenda and would provide additional time for members of the public and Councillors to review material. It should also mitigate the number of addendum items for the Council agenda.
- In accordance with Sections 5.1, 5.2 and 22.2 of the Region's Procedural By-law, Council meetings are held on specific dates and times and the meeting schedule is set annually and approved by Council.
- The draft 2024 Legislative Schedule of Regular Meetings has been approved by the Corporate Leadership Team.

Financial Considerations

As the proposed schedule includes the same number of meetings as was held in 2023, there are no financial considerations associated with the adoption of the proposed meeting schedule.

Analysis

Staff have prepared a draft 2024 Legislative Meeting Schedule for Council's consideration (attached as Appendix 1). The schedule was prepared in accordance with the applicable provisions of the Region's Procedural By-law. 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 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 provides that "Standing Committees shall meet on days and times according to the schedule set annually and approved by Council." In 2018, Council approved moving to the established monthly cycle of Council and Standing Committee meetings.

The proposed schedule for 2024 offers a gap week between Standing Committee and Council meetings except for the month of December. This gap week would allow for earlier issuance of the Council agenda and would provide additional time for members of the public and Councillors to review material in advance of Council meetings. It should mitigate the need for addendum items aside from those that are deemed urgent and requiring a decision prior to the next Council meeting. It will also allow any items required for follow up from Standing Committee to be prepared and placed on the initial Council agenda as staff would have additional time to prepare this information. The gap week will further allow for the Council addendum agenda (if necessary) to be issued earlier than the day of the meeting as is the current process.

Should Council approve the proposed schedule, any necessary amendments to the Procedural By-law would be brought forward to ensure deadlines for delegation requests and materials align with the issuance of the Council agenda.

The proposed meeting schedule results in 24 days of Standing Committee meetings, 12 Regional Council Meetings, and four Committee of the Whole meetings. There is one Budget Review Committee of the Whole meeting currently scheduled in July, 2024 pertaining to 2025 budget planning. A schedule for the remaining Budget Review Committee of the Whole meeting dates for 2025 budget planning, will be considered at the meeting being held on July 25, 2024.

The schedule also includes the date of the 2024 Federation of Canadian Municipalities (FCM) conference, being held from June 6 to 9, in Calgary, Alberta and the 2024 Association of Municipalities of Ontario (AMO) conference, being held from August 18 to 21, in Ottawa, Ontario.

Alternatives Reviewed

Appendix 2 provides an alternative schedule without the gap week. Staff do not recommend this option as the gap week will allow for additional time for the public and Councillors to access the Council agenda and material.

Relationship to Council Strategic Priorities

The Legislative Schedule of Meetings supports Council's strategic priority of being a prosperous Region by increasing transparency and accountability and ensuring access to Council's decision-making process enhancing public trust and confidence in local government.

Other Pertinent Reports

None.

Prepared and Recommended by:

Ann-Marie Norio
Regional Clerk

Submitted by:

Ron Tripp, P. Eng.
Chief Administrative Officer

Appendices

Appendix 1	Draft 2024 Legislative Schedule of Regular Meetings
Appendix 2	Draft 2024 Legislative Schedule (Alternative Option)

DRAFT 2024 LEGISLATIVE SCHEDULE OF REGULAR MEETINGS

JANUARY						
S	M	T	W	T	F	S
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FEBRUARY						
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*BRCOTW meeting at 4:00 p.m.

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

AMO - August 18 - 21, 2024 Ottawa, ON

FCM Conference - June 6 - 9, 2024 Calgary, AB

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

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