

## **2023 Schedule of Meetings**

**Date:** November 16, 2022

**To:** Striking Committee

**From:** City Clerk

**Wards:** All Wards

### **SUMMARY**

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The purpose of this report is to establish the 2023 meeting schedule for City Council and its committees.

### **RECOMMENDATIONS**

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The City Clerk recommends that:

1. City Council approve the 2023 meeting schedule dates in Attachment 1 to the report (November 16, 2022) from the City Clerk and that the published schedule serve as notice for these meetings.
2. City Council amend the list of days of cultural or religious significance when Council does not schedule Council or committee meetings to include the National Day for Truth and Reconciliation, as set out in Attachment 2 to the report (November 16, 2022) from the City Clerk.
3. City Council request the City Clerk to distribute the approved schedule to the City's agencies and special purpose bodies with a request that they:
  - a. avoid scheduling meetings, whenever possible, that conflict with the approved schedule; and
  - b. avoid scheduling public meetings, forums, public consultations and large scale meetings on days of cultural or religious significance, as amended by Recommendation 2 above, and listed in Attachment 2 to the report (November 16, 2022) from the City Clerk.

### **FINANCIAL IMPACT**

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This report has no financial impact.

## **DECISION HISTORY**

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Chapter 27, Council Procedures requires the City Clerk to recommend to the Striking Committee an annual schedule for regular meetings of City Council and committees.

The Chapter requires that the schedule:

- permit City Council to meet at least 10 times for at least 20 meeting days per year;
- enable committees to meet at different times whenever possible; and
- comply with the Council policy on respecting days of cultural or religious significance.

## **COMMENTS**

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### **Scheduling assumptions and principles**

The proposed meeting schedule is guided by a number of scheduling assumptions and principles:

- Include regular meeting dates for the Board of Health.
- Allow time on the schedule for special committees, agencies and special purpose bodies to schedule their own meetings.
- Avoid meeting dates of the Federation of Canadian Municipalities' Board of Directors (4-5 days, 3 times per year) and the FCM annual conference (3 days per year).
- Allow for a March, summer and winter holiday break.
- Leave time in the schedule for Members and staff to prepare and review meeting materials.
- Avoid scheduling standing committees on Fridays to enable Members to attend other meetings of special committees and boards and look after constituency matters.
- Comply with the Council policy on respecting days of cultural or religious significance adopted by City Council on May 18, 19 and 20, 2004, including the National Day for Truth and Reconciliation. (See Attachment 2)

### **Features of the 2023 meeting schedule**

- 26 Council meeting days over 10 meetings. Meetings will continue on additional days when necessary.
- The Executive Committee meets at the end of the committee cycle.
- Standing Committees and Community Councils are scheduled one day each. Committees and Community Councils can schedule additional meetings if necessary.
- Compressed meeting cycles are avoided where possible.

- Standing Committee meetings have not been scheduled on Fridays. This will enable Members to attend other meetings of special committees and boards, including those boards that traditionally meet on a Friday. It also acknowledges that Members need time in the calendar to deal with constituency matters.
- Council meetings are scheduled for three days.
- Council meeting times are as follows:
  - 9:30 a.m. to 12:30 p.m.
  - 2:00 p.m. to 6:00 p.m.
- Committee meeting times are as follows:
  - 9:30 a.m. to 12:30 p.m.
  - 1:30 p.m. to 6:00 p.m.
  - 7:30 p.m. to 10:00 p.m.
- Meetings end before sundown where noted on the schedule, and meeting end times have been included on Fridays.

**Council sessions are scheduled until at 6:00 p.m.**

The recommended schedule includes a 6:00 p.m. end time for City Council meeting sessions. This will provide Members with additional time in the evenings to attend community meetings and deal with constituency business in their wards, if needed.

## **CONTACT**

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## **SIGNATURE**

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John D. Elvidge  
City Clerk

## **ATTACHMENTS**

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Attachment 1 - 2023 Proposed Meeting Schedule  
Attachment 2 - Days of cultural or religious significance