



## REPORT

---

**TO:** Mayor Lawlor and Members of Council

**FROM:** Valerie Petryniak, Town Clerk & Director of Legislative Services

**DATE:** November 23, 2022

**REPORT NO.:** ADMIN-2022-0045

**SUBJECT:** 2023 Council Calendar and Procedure By-law Amendments

---

### RECOMMENDATION:

THAT Report No. ADMIN-2022-0045 dated November 23, 2022 regarding the 2023 Council Calendar be received;

AND FURTHER THAT the 2023 Council Calendar be approved as attached to this report "Appendix A";

AND FURTHER THAT Procedure By-law 2021-0020 be amended to reflect the changes as outlined in this report.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Staff are presenting a three week meeting cycle, similar to how Council has been meeting over the last couple of years.
- This cycle allows staff to be prepared for the impacts of Bill 109. *More Homes for Everyone Act*, to help meet the identified statutory timeframes.
- Primarily aligns with Halton Region's 2023 meeting schedule

### BACKGROUND AND DISCUSSION:

Prior to March 2020, Council meetings were held in rotation with Standing Committees of Council. Reports from the Planning & Development and Transportation and Public Works departments were heard at the Planning, Public Works Committee (PPT), while

reports from Office of the CAO, Corporate Services, Recreation and Parks departments, Fire and Library were heard at the Community and Corporate Affairs Committee (CCA). Sitting on each of the two Standing Committees were six members of Council, however any Council member could be present at any of the scheduled committee meetings in order to hear discussions on the reports presented by staff that they would not normally hear at their respective committees. Recommendations from the reports presented at the Standing Committees would be formally adopted by Council at the next scheduled Council meeting through a motion to adopt the minutes from both of the committees.

Members of the public who wished to delegate at these committee meetings, had the opportunity to delegate again at the next Council meeting should they choose to do so, prior to the minutes and recommendations being adopted by Council. Based on the meeting cycle at that time it was primarily a 2 week cycle, from the day the report was first heard at committee to the day it was formally adopted by Council.

In March 2020 with the onset of the Covid 19 Pandemic, the *Emergency Management and Civil Protection Act* allowed municipalities during a state of emergency to host meetings electronically where members of Council would be counted towards quorum. During this time period, Standing Committees were no longer meeting and all matters were brought directly to Council. At first while staff worked through the new various changes in legislation due to the pandemic, to allow for the continuity of Town business, Council met approximately once a month with a more formalized three week meeting cycle taking place in 2021.

The three week Council cycle was further streamlined to provide early publishing of the agenda allowing Council and members of the public access to reports 11 days before a scheduled meeting. This cycle had many benefits with it. The Planning department had more available dates to host statutory public meetings; staff received Council approval in a more timely manner allowing them to proceed with various projects; and staff were able to bring reports on time sensitive issues to Council quicker than they would have with the previous committee/council cycle.

All reports presented at a Council meeting have been approved the same night. Staff understand the need for a longer time between recommendation and approval and have modified the Council cycle once again to improve the time for consultation on reports.

Attached to this report as Appendix "A" is the proposed 2023 Council Calendar. Staff are recommending the following:

- Three week Council meeting schedule
- The PPT and CCA Standing Committees will be sunset at this time
- All reports will be heard in General Committee at each Council meeting. All reports will be adopted by Council at the next scheduled Council meeting. From the day the report is first heard at Council to the day it is formally adopted will now become a three week cycle.
- Consent items and emergency items will be approved by Council at the meeting they are presented at.

Removing the Standing Committees to present all reports at the General Committee portion of a Council meeting allows all members of Council to be present when discussions on reports take place. It improves meeting efficiencies allowing staff to respond to questions Council members may have with all members of Council being present to take place in the discussions. The elimination of Standing Committees is also common practice with other municipalities, most notably Oakville, Milton and Burlington in Halton Region.

With the recommendations contained in this report, staff will need to amend the Procedure By-law 2021-0022 to accommodate these changes and to also perform some housekeeping amendments. Staff will prepare a full recommendation report in January 2023 outlining the amendments to this by-law.

The 2023 Calendar primarily aligns with Halton Region's 2023 Calendar allowing staff to receive approval on reports that may be needed prior to a scheduled Halton Region meeting. To note, as the Region has specified the July 1<sup>st</sup> holiday be celebrated on Monday July 3<sup>rd</sup>, the Town will take a similar action and have noted the holiday will be celebrated on the same day.

#### **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

#### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

#### **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

#### **INTERNAL CONSULTATION:**

Staff consulted with the Chief Administrative Officer and Mayor on the recommendations in this report.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer