



## **Staff Report for Council Meeting**

**Date of Meeting:** November 23, 2022

**Report Number:** SRCFS.22.028

**Department:** Corporate and Financial Services

**Division:** Office of the Clerk

**Subject:** **SRCFS.22.028 - 2023 Council and Committee Meeting Schedule**

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### **Purpose:**

The purpose of this report is to present the 2023 Council and Committee meeting schedule for Council's review and approval.

### **Recommendation(s):**

a) That the proposed 2023 Council and Committee meeting schedule as set out in Appendix 'A' to staff report SRCFS.22.028 be approved.

### **Contact Person:**

Ryan Ban, Deputy City Clerk, ext. 5547

Stephen M.A. Huycke, Director, Legislative Services/City Clerk, ext. 2529

### **Report Approval:**

**Submitted by:** Sherry Adams, Commissioner of Corporate and Financial Services

**Approved by:** Darlene Joslin, Interim City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

## **Page 2**

### **Background:**

#### **Procedure By-law**

As outlined in the Procedure By-law 74-12, as amended, Council meetings are normally held on the second and fourth Wednesday of each month at 9:30 a.m., and Council Public meetings are normally held on the first and third Wednesday of each month at 7:30 p.m. Where a statutory or civic holiday, or another event in which Member(s) regularly participate, falls on these dates then the meeting is scheduled on an alternate day and/or time as determined by the City Clerk and approved by Council. The proposed schedule allows for two meeting cycles to be held in most months and is reflective of Council's current practice.

#### **Meeting Hold**

The meeting schedule includes a "Meeting Hold" twice a month on Tuesday's between the hours of 1:30 p.m. and 3:30 p.m. This meeting hold was implemented in 2012 and has been used for Steering Committee, Task Force and/or Special Council meetings as required. This meeting hold has been very effective in the scheduling and planning of meetings that arise throughout the year.

Meeting holds in the month of January have been reserved as Special Council meetings for Council Orientation purposes and will be confirmed closer to the dates.

#### **Religious Holidays and Other Events**

The proposed 2023 Council and Committee meeting schedule lists and takes into consideration major religious festivals/holidays for various religions and cultural groups (none of which conflict with the scheduled meetings); statutory and civic holidays; March Break as determined by the York Region School Boards; summer recess; and other scheduled events such as the Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) annual conferences.

Challenges may come up as a result of holidays and other scheduled events that take place throughout the year and accommodation to hold some of the meetings on alternative days is made throughout the schedule. The proposed schedule allows for staff to plan their workload based, for the most part, on two meeting cycles each month with the goal of being able to manage the number of items placed on each agenda.

#### **Committees of Council and External Boards**

The meeting schedule will be updated once dates for other Committees of Council (Budget Committee of the Whole, Audit, etc.) and external boards (Richmond Hill Public Library Board) have been confirmed.

#### **Financial/Staffing/Other Implications:**

There are no financial, staffing or other implications to the recommendations contained in this staff report.

## **Page 3**

### **Relationship to Council's Strategic Priorities 2020-2022:**

The approval of a Council and Committee meeting schedule helps Council fulfill Council's Strategic Priority of a Strong Sense of Belonging by providing information to residents who may wish to become involved with matters being considered by their City Council and by keeping lines of communication open with our community, and was drafted taking into consideration the City of Richmond Hill's Diversity, Equity and Inclusion Initiative.

### **Climate Change Considerations:**

Climate change considerations are not applicable to this staff report.

### **Conclusion:**

That the proposed 2023 Council and Committee meeting schedule be approved as it provides notice of meetings to Members of Council, staff and residents, and assists with the scheduling of agenda items.

### **Attachments:**

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix A - Proposed 2023 Council and Committee Meeting Schedule

## Page 4

### Report Approval Details

Document Title:	SRCFS.22.028 - 2023 Council and Committee Meeting Schedule.docx
Attachments:	- 2023 Council and Committee Meeting Schedule - DRAFT.docx
Final Approval Date:	Nov 14, 2022

This report and all of its attachments were approved and signed as outlined below:

**Stephen Huycke - Nov 14, 2022 - 11:26 AM**

**Sherry Adams - Nov 14, 2022 - 4:16 PM**

**Task assigned to Darlene Joslin was completed by delegate Sherry Adams**

**Sherry Adams on behalf of Darlene Joslin - Nov 14, 2022 - 4:42 PM**