



Staff Report for Committee of the Whole Meeting

Date of Meeting: November 15, 2023

Report Number: SRCFS.23.057

Department: Corporate and Financial Services

Division: Office of the Clerk

Subject: **SRCFS.23.057 - 2024 Council and Committee Meeting Schedule**

Purpose:

The purpose of this report is to present the 2024 Council and Committee meeting schedule for Council's review and approval.

Recommendation(s):

a) That the proposed 2024 Council and Committee meeting schedule as set out in Appendix 'A' to staff report SRCFS.23.057 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.

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Background:

As outlined in the current 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.

At the Special Council meeting held on October 3, 2023, the City Clerk provided Council with an overview of and recommended changes to Procedure By-law 74-12. At the conclusion of the Special Council meeting, Council adopted a resolution that included the following clause:

“e) That the City Clerk prepare and present the 2024 meeting calendar with all changes endorsed at the October 3, 2023 Special Council meeting.”

This staff report proposes the 2024 Council and Committee meeting schedule and takes into consideration Council’s endorsement of the changes that were recommended by the City Clerk at the October 3, 2023 Special Council meeting. Once adopted, the Clerk amends, corrects and updates the schedule as necessary.

Council, Council Public and Committee of the Whole Meetings

In the proposed schedule, Committee of the Whole (COW) meetings will be held on the first and third Wednesday of each month and Council meetings will be held on the second and fourth Wednesday of each month with a revised start time of 9:30 am (the start time in 2023 was 10 am). Council Public Meetings will move to the evenings prior to a regular Council meeting and will be held on the second and fourth Tuesday of each month starting earlier at 7:00 pm; as well an additional Council Public Meeting has been added to the month of July.

Where a statutory or civic holiday, or another event in which Member(s) regularly participate, falls on these dates, 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 Holds

The meeting schedule will now include up to three “Meeting Hold” per month on Tuesday’s between the hours of 1:30 p.m. and 3:30 p.m. This meeting hold was implemented as a practice 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. As endorsed by Council at its October 3, 2023 Special Meeting, meeting holds will no longer just be a practice, but a rule in the new Procedure By-law.

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Religious Holidays and Other Events

The proposed 2024 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.

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 2024 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.

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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 2024 Council and Committee Meeting Schedule

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Report Approval Details

Document Title:	SRCFS.23.057 - 2024 Council and Committee Meeting Schedule - Final.docx
Attachments:	- 2024 Council and Committee Meeting Schedule - Final.pdf
Final Approval Date:	Nov 1, 2023

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

Stephen Huycke - Oct 31, 2023 - 10:51 AM

Sherry Adams - Nov 1, 2023 - 9:16 AM

Darlene Joslin - Nov 1, 2023 - 9:47 AM