



TO: GENERAL COMMITTEE

SUBJECT: SCHEDULE OF CITY COUNCIL AND GENERAL COMMITTEE MEETINGS FOR 2023 TO 2026

PREPARED BY AND KEY CONTACT: W. COOKE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES, EXT. 4560

SUBMITTED BY: W. COOKE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES

GENERAL MANAGER APPROVAL: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the schedule of City Council and General Committee meetings for 2023 to 2026 attached as Appendix "A" to Staff Report LCS003-23, be approved.
2. That the City Clerk in consultation with the Mayor be authorized to alter the schedule of City Council and General Committee meetings as required.

PURPOSE & BACKGROUND

3. The purpose of this Staff Report is to recommend a schedule of meetings for the years 2023 to 2026.
4. City Council at its meeting on June 6, 2022, adopted the following as part of motion 22-G-117 as follows:

COUNCIL MEETING SCHEDULE

1. That Standing Committee and Council meetings be moved to Wednesday evenings at 7:00 p.m., effective for the 2022-2026 Council term, with the Procedural By-law being amended accordingly.
5. The Legislative and Court Services Branch maintains a schedule of meetings for both City Council and General Committee. Currently, Articles 4.1 and 12.3 of Procedural By-law 2019-100 as amended governing the procedures of City Council specify that regular meetings of City Council and Standings Committee shall be held on Wednesdays, except during the summer recess and the weeks when Monday is a holiday and when otherwise determined by City Council.

ANALYSIS

6. The proposed schedule of meetings attached as Appendix "A" alternates City Council and Standing Committee (General Committee) meetings. Meetings have been included on the schedule for each Wednesday evening, with the following exceptions based on traditional exemptions:
 - a) Weeks where Monday is a holiday (i.e., Family Day, Easter Monday, Victoria Day, Labour Day, Thanksgiving);
 - b) March Break;
 - c) Accommodations for the 2026 Municipal Election; and
 - d) One double meeting the second week in August.
7. While the proposed changes will maintain a similar number of meetings to the previous Term of Council, there are provisions contained within the Procedural By-law which would permit the scheduling of additional meetings, with appropriate notice, if required. These provisions have been utilized in the past on a relatively regular basis throughout the year to schedule early meetings or additional meetings, as they may be required given the nature of decision-making requirements for the Corporation and any associated timing constraints.
8. It is proposed that the City Clerk in consultation with the Mayor have the authority to alter the schedule of meetings as required. This delegated authority would resolve the need to obtain Council approval if meetings identified in Appendix "A" to Staff Report LCS003-22 need to be cancelled or added.

ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS

9. There are no environmental and/or climate change impact matters related to the recommendation.

ALTERNATIVES

10. The following alternatives are available for consideration by General Committee:

Alternative #1: General Committee could decide to add and/or delete meetings as deemed necessary. Staff have proposed the traditional schedule of meetings with the alternating of General Committee and City Council, for the four year term.

There are provisions contained within the Procedural By-law which would permit the scheduling of additional meetings, with appropriate notice. At any point in the term of City Council, the deletion of specific meetings could be considered.

Alternative #2: General Committee could add in 2 additional meetings immediately following the 2026 Municipal Election and before the Inaugural Meeting of the 2026 to 2030 City Council. November 14, 2026 is the last day of the 2018-2022 Council term.

In 2022 only one meeting cycle was scheduled after Labour Day and one meeting prior to the start of the new Term of Council in November. Depending on the composition of the new City Council for 2022-2026, City Council's actions may be restricted as a result of the "lame duck" provisions.

Alternative #3: General Committee could delete all of the meetings scheduled for the period after September 23, 2026 and commence meetings again at the beginning of the new term of Council.

Most recently, limited matters have been presented during this period due in part to the restrictions on decision-making contained within the *Municipal Act*. Should General Committee and City Council decide to proceed with this alternative and delete these meetings now, there are provisions contained in the Procedural By-law which would permit the scheduling of additional meetings, with appropriate notice, if required in 2026.

FINANCIAL

11. There are no direct financial implications associated with the recommendations in this Report.

LINKAGE TO 2022-2026 COUNCIL STRATEGIC PLAN

12. The recommendations included in this Staff Report are indirectly related to the following goal identified in the 2022-2026 Strategic Plan:
- ✓ Responsible Governance
13. A schedule of General Committee and Council meetings supports accountability and transparency in decision-making by City Council.



APPENDIX "A"

2023 TO 2026 PROPOSED MEETING SCHEDULE

2023	
Wednesday, January 11, 2023	General Committee
Wednesday, January 18, 2023	Council
Wednesday, January 25, 2023	General Committee
Wednesday, February 1, 2023	Council
Wednesday, February 8, 2023	General Committee
Wednesday, February 15, 2023	Council
Wednesday, March 1, 2023	General Committee
Wednesday, March 8, 2023	Council
Wednesday, March 22, 2023	General Committee
Wednesday, March 29, 2023	Council
Wednesday, April 5, 2023	General Committee
Wednesday, April 19, 2023	Council
Wednesday, April 26, 2023	General Committee
Wednesday, May 3, 2023	Council
Wednesday, May 10, 2023	General Committee
Wednesday, May 17, 2023	Council
Wednesday, May 31, 2023	General Committee
Wednesday, June 7, 2023	Council
Wednesday, June 14, 2023	General Committee
Wednesday, June 21, 2023	Council
Wednesday, June 28, 2023	General Committee/Council
Wednesday, August 9, 2023	General Committee/Council
Wednesday, September 13, 2023	General Committee
Wednesday, September 20, 2023	Council
Wednesday, September 27, 2023	General Committee
Wednesday, October 4, 2023	Council
Wednesday, October 18, 2023	General Committee
Wednesday, October 25, 2023	Council
Wednesday, November 1, 2023	General Committee
Wednesday, November 8, 2023	Council
Wednesday, November 15, 2023	General Committee
Wednesday, November 22, 2023	Council
Wednesday, November 29, 2023	General Committee
Wednesday, December 6, 2023	Council
Wednesday, December 13, 2023	General Committee/Council



2024	
Wednesday, January 10, 2024	General Committee
Wednesday, January 17, 2024	Council
Wednesday, January 24, 2024	General Committee
Wednesday, January 31, 2024	Council
Wednesday, February 7, 2024	General Committee
Wednesday, February 14, 2024	Council
Wednesday, February 28, 2024	General Committee
Wednesday, March 6, 2024	Council
Wednesday, March 20, 2024	General Committee
Wednesday, March 27, 2024	Council
Wednesday, April 10, 2024	General Committee
Wednesday, April 17, 2024	Council
Wednesday, April 24, 2024	General Committee
Wednesday, May 1, 2024	Council
Wednesday, May 8, 2024	General Committee
Wednesday, May 15, 2024	Council
Wednesday, May 29, 2024	General Committee
Wednesday, June 5, 2024	Council
Wednesday, June 12, 2024	General Committee
Wednesday, June 19, 2024	Council
Wednesday, June 26, 2024	General Committee/Council
Wednesday, August 7, 2024	General Committee/Council
Wednesday, September 11, 2024	General Committee
Wednesday, September 18, 2024	Council
Wednesday, September 25, 2024	General Committee
Wednesday, October 9, 2024	Council
Wednesday, October 23, 2024	General Committee
Wednesday, October 30, 2024	Council
Wednesday, November 6, 2024	General Committee
Wednesday, November 13, 2024	Council
Wednesday, November 20, 2024	General Committee
Wednesday, November 27, 2024	Council
Wednesday, December 4, 2024	General Committee
Wednesday, December 11, 2024	Council
Wednesday, December 18, 2024	General Committee/Council



2025	
Wednesday, January 8, 2025	General Committee
Wednesday, January 15, 2025	Council
Wednesday, January 22, 2025	General Committee
Wednesday, January 29, 2025	Council
Wednesday, February 5, 2025	General Committee
Wednesday, February 12, 2025	Council
Wednesday, February 26, 2025	General Committee
Wednesday, March 5, 2025	Council
Wednesday, March 19, 2025	General Committee
Wednesday, March 26, 2025	Council
Wednesday, April 2, 2025	General Committee
Wednesday, April 9, 2025	Council
Wednesday, April 16, 2025	General Committee
Wednesday, April 30, 2025	Council
Wednesday, May 7, 2025	General Committee
Wednesday, May 14, 2025	Council
Wednesday, May 28, 2025	General Committee
Wednesday, June 4, 2025	Council
Wednesday, June 11, 2025	General Committee
Wednesday, June 18, 2025	Council
Wednesday, June 25, 2025	General Committee/Council
Wednesday, August 6, 2025	General Committee/Council
Wednesday, September 10, 2025	General Committee
Wednesday, September 17, 2025	Council
Wednesday, September 24, 2025	General Committee
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Wednesday, November 26, 2025	General Committee
Wednesday, December 3, 2025	Council
Wednesday, December 10, 2025	General Committee
Wednesday, December 17, 2025	Council



2026	
Wednesday, January 7, 2026	General Committee
Wednesday, January 14, 2026	Council
Wednesday, January 21, 2026	General Committee
Wednesday, January 28, 2026	Council
Wednesday, February 4, 2026	General Committee
Wednesday, February 11, 2026	Council
Wednesday, February 25, 2026	General Committee
Wednesday, February 4, 2026	Council
Wednesday, February 11, 2026	General Committee
Wednesday, February 25, 2026	Council
Wednesday, March 4, 2026	General Committee
Wednesday, March 11, 2026	Council
Wednesday, March 25, 2026	General Committee
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Wednesday, June 24, 2026	General Committee/Council
Wednesday, August 12, 2026	General Committee/Council
Wednesday, September 16, 2026	Council
Wednesday, September 23, 2026	General Committee
Wednesday, November 4, 2026	General Committee/Council