

# Town of Whitby Staff Report

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## Report Title: 2024 Council, Committee, and Public Meetings Schedule

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** CLK 05-23

**Department(s) Responsible:**

Office of the Town Clerk

**Submitted by:**

C. Harris, Director, Legislative  
Services/Town Clerk

<b>Acknowledged by M. Gaskell, Chief Administrative Officer</b>
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**For additional information, contact:**

K. Narraway, Sr. Manager, Legislative  
Services/Deputy Clerk

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### 1. Recommendation:

**That Council approve the 2024 Council, Committee, and Public Meetings Schedule appended as Attachment 1 to this Report.**

### 2. Highlights:

- The proposed 2024 Council, Committee, and Public Meetings Schedule introduces a four-week meeting cycle of two Committee of the Whole Meetings, generally followed by a Public Meeting or Statutory Holiday (no meetings scheduled), followed by a Council Meeting.
- Previous annual meeting schedules operated on a three-week cycle of two Committee of the Whole Meetings, immediately followed by a Council Meeting, with Public Meetings being scheduled ad hoc.

### 3. Background:

Section 3.10.1 of Procedure By-law # 7462-18 requires Council to adopt a schedule for its meetings to be held the following year. The Town Clerk is responsible for publishing the schedule on the Town's website.

### 4. Discussion:

The 2024 Council, Committee, and Public Meetings schedule introduces a four-week cycle for Committee of the Whole, Public Meetings, and Council Meetings. For the four-week cycle, Committee of the Whole Meetings are scheduled on week one and week two. For week three of the cycle, either a Public Meeting is scheduled or there is no meeting scheduled due to a Statutory Holiday or for Council attendance at a conference. Week four of the cycle is the Council meeting to consider the recommendations stemming from the week one and two Committee of the Whole meetings.

Previous annual meeting schedules operated on a three-week cycle with Committee of the Whole meetings scheduled on week one and week two, immediately followed by the Council meeting in week three.

Moving to a four-week schedule provides the following benefits:

- Council is provided with a minimum two-week period to consider discussion, debate, and recommendations from Committee of the Whole Meetings prior to making decisions at Council Meetings.
- Staff are provided with additional time to respond to requests for information at Committee of the Whole Meetings, including preparing memorandums for Council's consideration.
- The public is provided with additional time to submit correspondence regarding matters being considered at Council.

Similar to previous schedules, no meetings are scheduled during the weeks of Family Day, March Break, Easter, the Ontario Good Roads Association annual conference, Victoria Day, July and August, Thanksgiving, and during the December holiday break.

The proposed 2024 Schedule results in one fewer meeting cycle per year than in 2023 (reduction from nine meeting cycles to eight meeting cycles). As is current practice, in instances where time-sensitive reports require urgent consideration, reports may be presented directly at Council Meetings or the Mayor may call Special Council Meetings, including meetings during July and August.

## **5. Financial Considerations:**

Not applicable.

## **6. Communication and Public Engagement:**

The 2024 Council, Committee, and Public Meetings Schedule will be published on the Town's website. Upcoming meetings are shared with the public through the website calendar and through the Town's social media channels.

## **7. Input from Departments/Sources:**

The Senior Leadership Team was consulted when developing the 2024 Schedule. Additionally, the Commissioner of Financial Services/Treasurer has reviewed the proposed budget dates and the Commissioner of Planning and Development has reviewed the proposed Public Meetings dates.

**8. Strategic Priorities:**

Publishing the 2024 Council, Committee, and Public Meetings Schedule in advance allows Staff to inform and engage the community about upcoming meetings. This supports Strategic Pillar 4 in the Community Strategic Plan: Whitby's Government – Accountable & Responsive.

**9. Attachments:**

Attachment 1 – Proposed 2024 Council, Committee, and Public Meetings Schedule