

Date: 2023-09-29

Subject: **2024 Council and Committee Meeting Schedule**

Contact: **Charlotte Gravlev, Deputy City Clerk, Legislative**

Report Number: Legislative Services-2023-845

Recommendations:

1. That the report titled: **2024 Council and Committee Meeting Schedule**, to the Committee of Council Meeting of October 25, 2023, be received;
2. That the 2024 Brampton Council and Committee Meeting Schedule, as outlined in Appendix 1 of the report, be approved; and,
3. That at the discretion of the City Clerk, the time and weekday upon which various committee, board and tribunal meetings are convened be adjusted, as deemed appropriate, to facilitate upmost participation of members and the public.

Overview:

- **Procedure By-law 160-2004, as amended, outlines requirements for the annual meeting schedule for Council and its committees.**
- **This draft 2024 calendar provided as Appendix 1 schedules meetings of Brampton City Council, Committee of Council, Planning and Development Committee, and various other standing and advisory committees, boards and tribunals, as defined by the procedure by-law and terms of reference documentation.**
- **The proposed meeting schedule takes into consideration statutory holidays, significant observances, local school break periods and events such as annual municipal conferences.**
- **The schedule for the coming year has also been adapted to accommodate various changes, specifically: alterations to the annual budget process having regard for ‘strong mayor’ powers; and minor**

alterations to the regularity and timing of the Committee of Adjustment and Planning and Development Committee meetings to provide process efficiencies.

- **This report supports and furthers the strategic focus area of *Government & Leadership*, by focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency.**

Background:

Procedure By-law 160-2004, as amended, states that the Council/Committee meeting schedule is to be established on an annual basis, and approved in September of the previous year. The recent cancellation of the September 27, 2023 meeting prevented the 2024 meeting schedule from being considered at that time. It is now being presented to the next available meeting. This report recommends a legislative meeting schedule for 2024.

Current Situation:

The Procedure By-law sets out the method for scheduling meetings for City Council and its standing committees, Committee of Council and the Planning and Development Committee. Meetings are generally scheduled every two weeks. The proposed 2024 meeting calendar follows this same approach, to provide scheduling certainty for the year ahead. Of note, this draft also proposes a return to alternating of Planning and Development Committee meeting commencement times between 1:00 p.m. and 7:00 p.m., to heighten both meeting access and efficiency.

The proposed 2024 meeting schedule takes into account statutory holidays, significant religious observances, school break periods, and events such as annual municipal conferences, including:

- Rural Ontario Municipal Association Annual Conference – January 21 to 23, 2024
- Ontario Good Roads Association Annual Conference – April 21 to 24, 2024
- Federation of Canadian Municipalities Annual Conference – June 6 to 9, 2024
- Association of Municipalities of Ontario Annual Conference – August 18 to 21, 2024

Having regard for Remembrance Day, the Brampton draft meeting schedule continues the practice, akin to the Provincial Legislature and Federal Parliament, of not scheduling a meeting of Council in the week leading up to November 11th. Similarly, the proposed calendar is not scheduling meetings on the Wednesday prior to the statutory holidays of Thanksgiving Monday and Family Day Monday, as has been the case for the past several years.

The meeting schedule also includes reservation of potential Council Workshop dates for continuous learning, which will be utilized as needed.

This proposed calendar continues to preserve Thursdays for Peel Regional Council meetings, and subject to Regional Council approval of its 2024 meeting calendar, such meetings will be added to the 2024 Brampton Council and Committee Meeting Schedule. Of note, the proposed 2024 Regional Council schedule indicates the first meeting of Regional Council of the year will occur on Thursday, January 11, 2024, and correspondingly the first meeting of Brampton Committee of Council is proposed for the following week on Wednesday, January 17, 2024.

Other adjudicative bodies, such as the Brampton Appeal Tribunal and Committee of Adjustment are also included within the draft schedule to facilitate those distinct decision-making processes. At this time, minor alterations are proposed to the regularity and timing of the Committee of Adjustment meetings, to one full-day meeting per month with a 9:30 a.m. commencement, in order to provide process efficiencies and potential cost savings.

It is also anticipated that 2024 Council and Committee meetings will be convened primarily using the hybrid model with in-person and remote participation options given Council's decision in May 2023 to continue with hybrid meetings, until Council decides otherwise.

Also of note, potential exists for future usage (post 2024) of meeting days previously reserved for regional business (Thursdays), and the 2024 meeting calendar may require revisions with regard to Peel Region due to provincial Transition Board review outcomes.

Corporate Implications:

Financial Implications:

Any resources and funding required for the facilitation of meetings of Council and its Committees (specifically in relation to the provision of electronic/hybrid meeting format), have been identified and will be considered as part of the 2024 Operating Budget submission, and are pending Council approval.

Strategic Focus Area:

This report supports and furthers the strategic focus area of *Government & Leadership*, by focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency.

Conclusion:

The proposed 2024 Brampton City Council and Committee meeting schedule reflects the requirements of the Procedure By-law, addresses specific considerations, and

seeks to maximize the efficiency of the legislative Council/committee decision-making process, and is hereby presented to Council for consideration and approval.

Upon approval, the final schedule will be circulated to Members of Council and staff, appropriate Outlook invitations will be issued and the meetings will be posted on the City website. This schedule will be updated throughout the year as required pending future decisions made by Council with respect thereto.

Authored by:

Reviewed by:

C. Gravlev, Deputy City Clerk

P. Fay, City Clerk

Approved by:

Approved by:

P. Morrison, Acting Commissioner
Legislative Services

M. Kallideen, Chief Administrative Officer

Attachments:

- Attachment 1 – Proposed 2024 Brampton City Council and Committee Meeting Schedule