

Meeting Date: February 21, 2023

Subject: Proposed Changes to the 2023 Council and Committee Meeting Schedule

Submitted By: Jordyn Lavecchia-Smith, Deputy Clerk, Council and Committee Services, Corporate Services

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## **RECOMMENDATION**

That the 2023 Council and Committee Meeting Schedule be amended to reflect the following changes:

- cancel the March 8, 2023 Golf Tournament Committee Meeting and incorporate the agenda materials into the March 7 General Committee Meeting at 2:30 p.m.; and
- Reschedule the May 30, 2023 Audit Committee Meeting to June 27, 2023 at 2:30 p.m.

## **REPORT HIGHLIGHTS**

- In an effort to increase efficiency and meeting management, staff are proposing to incorporate the March 8 Golf Tournament Committee Meeting into the March 7 General Committee Meeting.
- In order to prepare for the 2022-year end and post 2023 budget, staff require additional time to meet these deliverables, resulting in requesting to reschedule the Audit Committee Meeting to June 27, 2023 at 2:30 p.m.

## **DISCUSSION**

The purpose of this report is to recommend changes to the 2023 Council and Committee Meeting schedule.

### **Background**

The 2023 Council and Committee Meeting schedule was approved on December 13, 2022. The schedule included meetings set for the Golf Tournament Committee and the Audit Committee.

### **Golf Tournament Committee Meeting**

When reviewing and preparing for the upcoming Council and Committee meetings in March, staff realized the value of merging the Golf Tournament Committee with the General Committee meeting on March 7. This would eliminate the need to host a separate meeting which is a more effective use of Council and staffs time. The Golf Tournament Committee includes all members of Council.

**Audit Committee**

The Audit Committee reviews financial statements from council. The Committee works to maintain accountability and financial responsibility by keeping Caledon's finances open and transparent. The Committee is comprised of five (5) appointed members of Council. Councillors Kiernan, de Boer, Rosa, Napoli and Sheen sit on the Audit Committee. Staff are proposing to move the May 30 meeting to June 27 to accommodate the completion of the audit process.

If Council approves these changes, staff will update the Town's website with the new meeting information and communicate the details as applicable.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

**COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Work Plan.

**ATTACHMENTS**

None.