

## **Staff Report 2023-0238**

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Meeting Date: May 9, 2023

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

Submitted By: Laura Hall, Director, Corporate Services / Town Clerk

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### **RECOMMENDATION**

That the Caledon Council Community Golf Tournament be rescheduled to July 25, 2023, and the July Town Council Meeting be rescheduled to July 26, 2023;

That the 2023 Council and Committee Meeting Schedule be amended to add three new General Committee Meeting Workshops on Tuesday, May 30, Wednesday, May 31 and Wednesday, June 14, 2023; and

That Procedural By-law 2015-108, as amended, be further amended to permit the Town Clerk, in consultation with the Mayor, adjust the day of an existing meeting, adjust any meeting start time and add new workshop meetings to the Council and Committee Meeting Schedule upon 7 days advance notice to the public.

### **REPORT HIGHLIGHTS**

- Staff are recommending that the Caledon Council Community Golf Tournament be rescheduled to Tuesday, July 25, 2023.
- Staff are proposing that the 2023 Council and Committee Meeting Schedule be amended to reschedule the July Town Council Meeting to Wednesday, July 26, 2023, to accommodate the rescheduling of the Caledon Council Community Golf Tournament.
- Further, it is proposed that three additional workshop meetings be scheduled for Tuesday, May 30, Wednesday, May 31 and Wednesday, June 14, 2023. The purpose of the workshop meetings is to discuss Planning matters and the Town's Strategic Plan.
- It is recommended that Procedural By-law 2015-108, as amended, be further amended to permit the Clerk to adjust the day and start time of meetings and add new workshop meetings upon providing 7 days advance notice.

### **DISCUSSION**

The purpose of this report is to recommend changes to the Caledon Council Community Golf Tournament date as well as the July Town Council Meeting Date. Further, the report proposes that three additional workshop meetings be added with two in May and one in June. Finally, to provide additional flexibility in adjusting meeting days start times and scheduling new workshops, it is proposed that the Town's Procedural By-law 2015-108 be further amended.

#### **Caledon Council Community Golf Tournament**

At its meeting held on March 28, 2023, Council made the decision to move the 2023 Caledon Council Community Golf Tournament to July 25, 2023. Through further planning and logistics required to host the Tournament as part of PGA Tour Canada's Osprey Valley Open, it was determined that the preferred date is July 25.

### **July Town Council Meeting Date**

Due to the need to reschedule the Caledon Council Community Golf Tournament date, staff are proposing that the 2023 Council and Committee Meeting Schedule be amended to reschedule the July Town Council Meeting to Wednesday, July 26, 2023.

### **Additional Workshop Meetings**

The Planning Department requested that two additional workshop meetings be scheduled. The first workshop is proposed to be held at 3 pm on May 30, 2023, for Planning staff to provide an update on the Official Plan Phase 1 Draft. The second meeting is proposed for June 14 at 2:30 pm where Planning staff will discuss the Growth Management Phasing Plan. Finally, another workshop on the development of the Town's Strategic Plan is proposed for May 31.

### **Update to Procedural By-law 2015-108, as amended**

Recently, scheduling conflicts for Council and Committee meetings have occurred, as demonstrated by the above examples. Council approval is currently required for every amendment to the schedule even where minor, such as adjusting the day and start time of meetings or adding a new workshop meeting. As a Staff Report is required for each change, this significantly limits flexibility for minor updates to the meeting schedule where the reporting cycle cannot be met.

Therefore, it is recommended that the proposed amending By-law, attached as Schedule A, be enacted to further amend Procedural By-law 2015-108. The proposed amendment will include a new Section to the Procedural By-law which permits the Town Clerk, in consultation with the Mayor adjust the day of an existing meeting, any meeting start time and add new workshop meetings to the schedule when required. This would only be permitted where the Town Clerk provides a minimum of 7 days' notice to the public in advance of the meeting to be added or adjusted. A typical form of providing notice would be to publish the change on the meeting schedule calendar on the Town's website.

### **Next Steps**

Should Council approve the changes outlined in this report, staff will update the Town's website with the new information for the Golf Tournament as well as the new meeting information and communicate the details as applicable. Further, a By-law will be brought forward to the May 23, 2023, Town Council Meeting to further amend Procedural By-law 2015-108, as amended.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Workplan.

### **ATTACHMENTS**

Schedule A: Proposed Amendment to Procedural By-law 2015-108, as amended