

**2024 Meeting Dates Schedule****Report Purpose**

To seek Council approval of the 2024 Meeting Dates Schedule for Council and Priorities Committee meetings.

**Recommendation**

THAT the 2024 Meeting Dates Schedule, as set out in enclosure 1 of the October 24, 2023 Legislative and Legal Services Department report, be approved.

***Clerk's note:** All Councillors must be present to approve the schedule under section 193(1) of the Municipal Government Act.*

**Our Strategic Goals**

Governance Requirement

**Report**

Administration annually prepares a proposed schedule for the upcoming year's Council and Priorities Committee meetings. The schedule must consider several factors including timing of major conventions (Alberta Municipalities, Rural Municipalities of Alberta, Federation of Canadian Municipalities), annual Council breaks, alignment with local school division holidays and breaks, and statutory holidays. When possible, the Tuesday following a holiday Monday is avoided as a meeting date to ensure enough time for meeting preparation.

The first meeting in 2024 will be a Council meeting on January 16. This date allows enough time for agenda review and publication following the 2023 holiday season.

The schedule includes a 6-week period during the summer with no Council or Priorities Committee meetings. The last meeting before the summer recess is scheduled for July 23 with continuation time on July 24, if required. This is in line with previous years where the last meeting has been held within a range from July 17 to July 23. No meeting is scheduled following the Canada Day statutory holiday, which falls on a Monday in 2024.

If Council were to direct that the summer recess begins one week earlier than proposed, Administration recommends adding a continuation meeting on July 17 to ensure adequate time to deal with items before the 6-week recess. This change would result in a total of 18 Council meetings scheduled for 2024, which is two fewer meetings than were scheduled in 2023. An additional meeting could be added on July 2, but this would be counter to the principle of avoiding meetings after statutory holidays.

The draft schedule proposes the final Council meeting of 2024 be held on December 10. Back-to-back Council meetings in December (December 3 and December 10) have been scheduled to allow adequate time to deal with Council business prior to year end and the winter recess. The last meeting of the year has typically been held between December 5 and December 13, with a trend in recent years to be done earlier in December.

Finally, the draft meeting schedule accounts for the time Council requires to travel to and attend the following events:

- RMA Spring Convention – March 18-20

- FCM Conference – June 6-9
- AUMA Conference – September 25-27
- RMA Fall Convention – November 4-7

The chart below provides a comparison of the 2023 and proposed 2024 meeting schedules.

| Meeting                             | 2023    | 2024    | Notes   |
|-------------------------------------|---------|---------|---|
| Council Meetings                    | 20      | 19      | <p>Council meetings are open to the public and scheduled on Tuesdays with a usual commencement time of 9:00 a.m. Meetings are generally held twice per month, except for the months of March (RMA Convention and spring break), September (summer recess and AM Conference) and November (RMA Convention and Council budget meetings).</p> <p>There are no Council meetings in the month of August to provide for a summer recess.</p> <p>Public Hearings provide an opportunity for members of the public to speak to Council on advertised bylaws, resolutions or other matters directed by Council. Public Hearings are scheduled on the same day as Council meetings and generally begin at 5:00 p.m. or 7:00 p.m. depending on the complexity of issues.</p> |
| Priorities Committee Meetings       | 11      | 11      | <p>Priorities Committee meetings are open to the public and scheduled on Tuesdays with a usual commencement time of 9:00 a.m. Meetings are generally held once per month, however, in 2024 there will be two Priorities Committee meetings held in June. There is no Priorities Committee meeting in the month of August to provide for a summer recess.</p> <p>Quarterly Priorities Committee meetings include Open House sessions, which are an opportunity for members of the public to make presentations in accordance with the Priorities Committee Bylaw 59-2022. Speakers are required to register in advance. The 2024 Open House dates are: January 23, April 16, July 9 and October 8.</p>   |
| Council Budget Meetings             | 7       | 7       | Council Budget Meetings are open to the public and scheduled throughout the year as required to meet the timelines established by Council for review of the next year's Business Plan and Budget.   |
| Council Strategic Planning Meetings | 1       | 1       | There is one Council Strategic Planning Meeting scheduled in 2024.  |
| Summer recess                       | 6 weeks | 6 weeks | In keeping with Council past practice.  |

**Council and Committee History**

October 25, 2023 Council approved the 2023 Meeting Dates Schedule

**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** Subsection 193(1) of the *Municipal Government Act* provides that Council may decide at a Council meeting at which all the Councillors are present to hold regularly scheduled meetings on specified dates, times and places and no further notice will be required.

**Interdepartmental:** Various departments were engaged as part of the development of the 2024 meeting schedule.

**Master Plan/Framework:** n/a

**Communication Plan**

Meetings are advertised via newspaper and the Strathcona County website.

**Enclosure**

1 2024 Meeting Dates Schedule