



Staff Report

Report Title: Council Meeting Schedule 2023

Prepared By: Jennifer White, Manager of Legislative Services

Department: Legislative Services

Date: Dec. 5, 2022

Report Number: CLK-2022-12-101

File Number: C11-CLK-2022

Attachments: 2023 Proposed Council Schedule

Recommendation:

THAT Committee of the Whole recommend that Council consider the 2023 Council Schedule as presented in Report CLK-2022-12-101 at the December 12th meeting of Council.

Background:

The regular schedule of Council meetings is outlined within the Township's Procedure By-law No. 2019-155. Section 2.6 of the By-law requires the schedule to be adopted by resolution.

Discussion:

The Township's Procedure By-law addresses the Council and Committee of the Whole regular meeting schedule in Section 2.6.

Each Regular Council Meeting and Committee of the Whole Meeting shall be held in the Council Chambers at the Municipal Office, except as otherwise provided for in this By-Law which may include electronic meetings and shall be held in accordance with the Meeting Schedule of Council and the Committee of the Whole as prepared by the Clerk and adopted by resolution of Council.

Committee of the Whole shall take place on the first Monday of every month, Council Meetings shall take place on the second and third Monday of each month, unless a Meeting falls on a Statutory Holiday including the non-statutory holidays of Easter Monday, Family Day and when Canada Day is observed on a Monday, in such case it will be on Wednesday. Except of the

Statutory Holiday "Family Day" in which the Meeting will be held on the Tuesday following at 7:00 p.m. Committee of the Whole and Council meetings will be held at 7:00 p.m.

January Committee of the Whole, Council Meeting regarding Planning Applications and the Regular Council Meeting will be held consecutively on the third Monday in January commencing at 10:00 a.m.

February Committee of the Whole will begin at 10:00 a.m. and the Council Meeting regarding Planning Applications normally scheduled for the Second Monday of the month shall occur at 1:00 p.m. on the same day as the Committee of the Whole Meeting.

Township staff will be observing the Canada Day holiday (which falls on a Saturday in 2023), on the Friday preceding the Holiday. The Committee of the Whole meeting therefore remains scheduled for Monday July 2, 2023.

The proposed schedule is attached for Committee of the Whole consideration.

Financial Impacts:

Council members are eligible for the per diems for attending committee meetings set out in the council remuneration by-law.

Strategic Alignment / Link:

That the Township is open and transparent.

Respectfully Submitted By:

Jennifer White, Manager of Legislative Services/Clerk

Report Approved By:

Mary Rose Walden, Chief Administrative Officer