



Staff Report

Report Title: 2024 Proposed Council Schedule and Conference Dates

Prepared By: Jennifer White, Manager of Legislative Services/Clerk

Department: Legislative Services

Date: Nov. 6, 2023

Report Number: CLK-2023-11-62

File Number: C11 CLK 23

Attachments: 2024 Proposed Council Schedule

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive for information Report CLK-2023-11-62, prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER THAT the 2024 regular schedule of Council meetings be adopted;

AND FURTHER THAT the necessary exemption to the Procedure By-law to combine February regular meetings into a single day be authorized;

AND FURTHER THAT Staff be directed to take the administrative steps necessary to register members of Council for conferences per Council discussion, and that the costs associated be included in the 2024 budget.

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.

The Township of Huron-Kinloss is committed to investing in the necessary training and development of Members of Council to enable corporate and strategic plan objectives to be met. The Township also allows for expense, mileage reimbursement and meal allowances for Council members.

Council members are welcome to attend municipal related conferences on behalf of the Township of Huron-Kinloss throughout their term. Staff will book your registration and accommodations.

Staff are providing a listing of municipal related conferences available for Council consideration and discussion. This list is not exhaustive and should a member of Council wish to attend a conference no listed, they should contact the Clerk with their request. Bookings are subject to budgetary constraints.

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.

Proposed Changes to schedule

Based on suggestions made in 2023, Staff are suggesting that Council provide an exemption to the Procedure By-law on a trial basis for 2024 to incorporate all regular meetings into a day meeting, similar to the January meeting schedule. If Council so desires, an amendment could then be made to the procedure by-law for future years.

The schedule is attached for Committee of the Whole consideration. At Council's direction, the February meetings may be combined.

Conferences

Council passed the Professional Development and Expense Policy By-law no. 2019-166;2022-137. Schedule J address the reimbursement of employees and Council Members who attend conferences or conventions.

Each member of Council is entitled to attend two conventions in the Province in any year. Allowance for members of Council attending conventions shall be as follows:

- a) Registration - actual amount.
- b) Accommodation - actual amount.
- c) Transportation by the most economical fare.
- d) Meal allowances will be paid for all meals not covered in registration including meals purchased while travelling to or from a convention.
- e) Per diem rate shall be established in the annual remuneration by-law.
- f) When a companion attends the convention with a council member, those costs will be the councillor's responsibility.

The current meal allowance rates are Breakfast \$10.00 Lunch \$20.00 Supper \$40.00.

Frequently Attended Conferences by Members of Council

Rural Ontario Municipal Association (ROMA) Conference

January 21st -23rd 2024 | Toronto, ON

[2024 ROMA Conference | Rural Ontario Municipal Association \(ROMA\)](#)

Ontario Good Roads Association (OGRA) Conference

April 21st - 24th, 2024 | Toronto, ON

<https://goodroads.ca/conference/>

Association of Municipalities of Ontario Conference

August 18th – 21st, 2024 | Ottawa

<https://www.amo.on.ca/>

Ontario Small Urban Municipalities Conference

May 1st – 3rd |Orillia, ON

<https://www.osum.ca/>

Canadian Nuclear Association

February 28th – March 1st, 2024 | Ottawa, ON

[Canadian Nuclear Association \(cna.ca\)](https://www.cna.ca/)

Members of Council are encouraged to identify the conferences they are interested in attending for 2024 budgeting purposes.

Financial Impacts:

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

Conference requests are included within the operating budget.

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