
HALDIMAND COUNTY

Report CS-CL-11-2018 Council Meeting Schedule - 2019

For Consideration by Council in Committee on September 18, 2018



OBJECTIVE:

To establish a schedule for Council in Committee, Committee of the Whole (budget) and Council meetings for the 2019 calendar year.

RECOMMENDATIONS:

1. THAT Report CS-CL-11-2018 Council Meeting Schedule – 2019, be received;
2. AND THAT the Council Meeting Schedule attached to Report CS-CL-11-2018 be adopted for the 2019 calendar year.

Prepared by: Evelyn Eichenbaum, Clerk

Respectfully submitted: Karen General, CPA, CGA, General Manager of Corporate Services

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

The proposed 2019 meeting schedule will provide the necessary opportunities for Council to:

- Consider matters for the effective and efficient operation of the municipality;
- Provide appropriate directions to staff; and
- Enable decisions to be made by those elected for the purpose of administering the Corporation of Haldimand County.

Early establishment of the proposed dates for Council's review and approval of the County's three annual budgets will also assist in staff's planning for these significant undertakings.

BACKGROUND:

Section 6.3.1 of the Haldimand County Procedural By-law provides that:

"Council and Council in Committee shall meet in accordance with a yearly schedule as established by Council resolution from time to time."

In addition to a proposed schedule for Council in Committee and Council meetings, proposed dates for Committee of the Whole meetings to consider the three annual County budgets are also included in this report.

ANALYSIS:

Staff are recommending the adoption of a 2019 meeting schedule in order for preliminary report planning to commence, particularly with regards to Planning Division matters that have statutory deadlines. County Divisions use the meeting schedule as a point of reference in developing their work plans for the coming year.

The proposed 2019 regular meeting schedule, as presented in Attachment #1, is based on a three-week cycle with the first round of meetings starting January 15, 2019. As always, where a matter of urgency requires a decision of Council at any time during the year, including summer recess, an Emergency or Special Council meeting may be arranged.

The following Council related conferences have been taken into consideration when developing the proposed meeting schedule:

Association	Conference Date
Rural Ontario Municipalities Association (ROMA)	January 26 – 29, 2019
Ontario Good Roads Association (OGRA)	February 24 – 27, 2019
Ontario Small Urban Municipalities Caucus (OSUM)	May 1 – 3, 2019
Association of Municipalities of Ontario (AMO)	August 18 – 21, 2019

Proposed dates for the Committee of the Whole review of the annual tax and rate supported budgets are also presented in this report for approval. The proposed budget review dates are as follows:

- Rate Supported Water & Wastewater Capital & Operating Budget – January 24, 2019
- Tax Supported Capital Budget – February 28 and March 1, 2019
- Tax Supported Operating Budget – April 2, 3 and 4, 2019.

Staff recognize that, with a potential turnover in the members of Council after the October 22, 2018 municipal election, the new Council may wish to modify the 2019 meeting calendar. In that case, a resolution of the new Council is all that is necessary to make those adjustments. Staff also recognize that the new Council may provide direction to staff to undertake a more comprehensive review of the Procedural By-law to reflect more significant changes to Council's established meeting process. Neither of these potential adjustments to the 2019 meeting schedule preclude the current Council from adopting a timetable now in order to allow staff to plan the upcoming year's work.

FINANCIAL/LEGAL IMPLICATIONS:

It is essential that Council establish a meeting schedule to comply with the requirements of the municipality's Procedural By-law and provincial legislation. Setting dates for the timely review and approval of the County's three annual budgets is a key component of a sound fiscal accountability framework.

STAKEHOLDER IMPACTS:

All County Departments plan their work cycles in order to meet the budget review and report timelines dictated by the approved Council Meeting schedule.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

ATTACHMENTS:

1. Proposed 2019 Council Meeting Schedule