
HALDIMAND COUNTY

Report CLS-09-2019 Council Meeting Schedule - 2020

For Consideration by Council in Committee on September 17, 2019



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 CLS-09-2019 Council Meeting Schedule – 2020, be received;
2. AND THAT the Council Meeting Schedule attached to Report CLS-09-2019 be adopted for the 2020 calendar year.

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Respectfully submitted: Cathy Case, General Manager of Corporate & Social Services

Approved: Craig Manley, MCIP, RPP, Chief Administrative Officer

EXECUTIVE SUMMARY:

The proposed 2020 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. Presenting a report to Council to establish the meeting schedule allows for transparency and informs the public of meeting dates for the upcoming year.

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 2020 meeting schedule in order for preliminary report planning to commence, particularly with regards to Planning & Development Division matters that have statutory deadlines. All County divisions use the meeting schedule as a point of reference in developing their work plans for the coming year.

The proposed 2020 regular meeting schedule, as presented in Attachment #1, is based on a three-week cycle with the first round of meetings starting January 14, 2020. 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 18 – 21, 2020
Ontario Good Roads Association (OGRA)	February 23 – 26, 2020
Association of Municipalities of Ontario (AMO)	August 16 – 19, 2020

The first Council meeting for 2020 is proposed to take place on Wednesday, January 22nd instead of the usually scheduled Monday evening, as it would conflict with the ROMA conference, and likely result in a lack of quorum.

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 28, 2020
- Tax Supported Capital Budget – March 5 and 6, 2020
- Tax Supported Operating Budget – April 22 and 23, 2020

While it is staff's intention to schedule budget meetings earlier in the calendar year for additional efficiencies, the implementation of new financial and budgeting software over the course of this past year has not allowed for acceleration of timelines for 2020.

It should be noted that in 2020 Council meetings will take place in the new County Administration Building. Prior to the transition to a new Council Chambers, training will be required for staff and members of Council related to the new audio/visual system. As a result, pending the move-in dates for the new facility, there may be a need to look at alternative meeting dates or locations (i.e. continue to hold meetings in the current building) until the training has been completed. Staff will keep Council updated on the facility progress and timing of the move in a report later in the fall of 2019.

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 2020 Council Meeting Schedule