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# HALDIMAND COUNTY

## Report CLS-05-2020 Council Meeting Schedule - 2021

For Consideration by Council in Committee on October 6, 2020

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### OBJECTIVE:

To establish a schedule for Council in Committee, Committee of the Whole (budget) and Council meetings for the 2021 calendar year.

### RECOMMENDATIONS:

1. THAT Report CLS-05-2020 Council Meeting Schedule – 2021 be received;
2. AND THAT the Council Meeting Schedule attached to Report CLS-05-2020 be adopted for the 2021 calendar year.

**Prepared by:** Evelyn Eichenbaum, Manager, Citizen & Legislative Services/Clerk

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

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

### EXECUTIVE SUMMARY:

The proposed 2021 Council 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."

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 2021 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 2021 meeting schedule, as presented in Attachment #1, is based on a three-week cycle with the first round of regular meetings starting January 12, 2021. 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.

Should any declared emergency arise again, as occurred in March 2020, the recently amended Procedure By-law allows for staff to make adjustments to the meeting schedule in such situations so as to ensure that the business of the County is conducted and any safety measures are taken into account. Electronic participation is authorized at any time, so virtual meetings can be held if necessary.

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

<u>Association</u>	<u>Conference Date</u>
Rural Ontario Municipalities Association (ROMA)	January 23 – 26, 2021
Ontario Good Roads Association (OGRA)	February 21 – 24, 2021
Association of Municipalities of Ontario (AMO)	August 15 – 18, 2021

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 14, 2021
- Tax Supported Capital Budget – March 4 and 5, 2021
- Tax Supported Operating Budget – March 31 and April 1, 2021

## FINANCIAL/LEGAL IMPLICATIONS:

It is essential that Council establish a meeting schedule to comply with the requirements of the municipality's Procedure 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 2021 Council Meeting Schedule