
HALDIMAND COUNTY

Report CLE-01-2021 Council Meeting Schedule - 2022

For Consideration by Council in Committee on September 14, 2021



OBJECTIVE:

To establish a schedule for Council in Committee, Committee of the Whole (budget) and Council meetings for the 2022 calendar year.

RECOMMENDATIONS:

1. THAT Report CLE-01-2021 Council Meeting Schedule - 2022 be received;
2. AND THAT the Council Meeting Schedule attached to Report CLE-01-2021 be adopted for the 2022 calendar year.

Prepared by: Tracey Cassidy, Council Services Coordinator

Reviewed by: Evelyn Eichenbaum, Manager, Clerks Division / Municipal Clerk

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

EXECUTIVE SUMMARY:

The proposed 2022 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 2022 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 2022 meeting schedule, as presented in Attachment 1, is based on a three-week cycle with the first round of regular meetings starting January 18, 2022. Since it is not known whether annual conferences will be held in person or virtually, the first Council meeting is scheduled after the ROMA conference (Wednesday, January, 26, 2022). If there is advance notice that there is no conflict with ROMA, the Council meeting date can be changed back to the regular Monday, January 24, 2022.

Due to the 2022 Municipal Election, there will only be twelve (12) meeting cycles scheduled for the year, rather than the fourteen (14) that are usually scheduled. With new legislated timelines in place, Nomination Day is now scheduled for Friday, August 19, 2022. Only two (2) meeting cycles are scheduled between the end of the summer recess and Election Day – October 24, 2022 – and these will take place to consider routine business matters, regardless of whether Council is in a “lame duck” situation or not (where certain acts may be restricted depending on the number of current councillors running for office).

It is also important to note that this next term of Council will mark the first time that the term of Council starts on November 15th rather than December 1st, and the Inaugural Council meeting is scheduled for November 21, 2022.

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 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:

Association	Conference Date
Rural Ontario Municipalities Association (ROMA)	January 23-25, 2022
Ontario Good Roads Association (OGRA)	February 27-March 2, 2022
Association of Municipalities of Ontario (AMO)	August 14-17, 2022

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 13, 2022
- Tax Supported Capital Budget – March 3 and 4, 2022
- Tax Supported Operating Budget – March 30 and 31, 2022

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 2022 Council Meeting Schedule