
HALDIMAND COUNTY

Report CLE-05-2022 Council Meeting Schedule - 2023

For Consideration by Council in Committee on August 23, 2022



OBJECTIVE:

To establish a schedule for Council in Committee, Council, and Special Council (budget) meetings for the 2023 calendar year.

RECOMMENDATIONS:

1. THAT Report CLE-05-2022 Council Meeting Schedule - 2023 be received;
2. AND THAT the Council Meeting Schedule attached to Report CLE-05-2022 be adopted for the 2023 calendar year;
3. AND THAT notwithstanding Section 6.2 of the Procedure By-law, the Inaugural Council meeting be rescheduled from Monday, November 21, 2022 to Tuesday, November 15, 2022;
4. AND THAT a Special Council meeting be scheduled for December 8, 2022 to consider the 2023 Rate Supported Water & Wastewater Capital and Operating Budget.

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 2023 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 Procedure 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 Special Council meetings to consider the three annual County budgets are also included in this report.

ANALYSIS:

Staff are recommending the adoption of a 2023 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 2023 meeting schedule, as presented in Attachment 1, is based on a three-week cycle with the first round of regular meetings starting January 17, 2023. 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, 25, 2023), and the fifth Council meeting is scheduled after the OGRA conference (Wednesday, April 19, 2023). If there is advance notice that there is no conflict with ROMA and OGRA, the Council meeting dates can be changed back to the regular Monday, January 23, 2023 and Monday, April 17, 2023, respectively.

Previously, budget meetings were scheduled as Committee of the Whole meetings, with adoption of the budget and any related motions occurring at the subsequent Council meeting. With the experience of having considered matters through Special Council meetings during the pandemic, it is being recommended that budget meetings be scheduled as Special Council meetings in order to discuss and consider draft budgets and adopt them within one meeting; therefore, providing an efficiency in moving forward with budgeted matters. In past years, there has been no follow up required between the Committee of the Whole meeting to consider a budget and Council, unlike regular Council in Committee meetings where subsequent information or consultation is often necessary prior to adoption of committee recommendations.

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:

- Rural Ontario Municipalities Association (ROMA) – January 22-24, 2023
- Ontario Good Roads Association (OGRA) – April 16-19, 2023
- Association of Municipalities of Ontario (AMO) – August 20-23, 2023

Proposed dates for the Special Council 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:

- 2023 Rate Supported Water & Wastewater Capital & Operating Budget – December 8, 2022
- 2023 Tax Supported Capital Budget – February 2-3, 2023
- 2023 Tax Supported Operating Budget – March 2-3, 2023
- 2024 Rate Supported Water & Wastewater Capital & Operating Budget – December 7, 2023

Lastly, the Procedure By-law notes that the Inaugural Meeting shall be held on the first Monday in the new Council term. As the new term begins on Tuesday, November 15, 2022, it is recommended that for the sake of expediency, the Inaugural Meeting be scheduled on the first day of the term, rather than November 21st, which is the date prescribed by the Procedure By-law.

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

REFERENCES:

1. [Procedure By-law 2195/20](#)

ATTACHMENTS:

1. Proposed 2023 Council Meeting Schedule