
HALDIMAND COUNTY

Report CLE-08-2023 Council Meeting Schedule - 2024

For Consideration by Council in Committee on August 29, 2023



OBJECTIVE:

To establish a schedule for Council in Committee, Council, and Special Council (budget) meetings for the 2024 calendar year.

RECOMMENDATIONS:

1. THAT Report CLE-08-2023 Council Meeting Schedule - 2024 be received;
2. AND THAT the Council Meeting Schedule attached to Report CLE-08-2023 be adopted for the 2024 calendar year.

Prepared by: Tracey Cassidy, Council Services Coordinator

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

Approved: Cathy Case, Interim Chief Administrative Officer

EXECUTIVE SUMMARY:

The proposed 2024 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 2024 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 2024 meeting schedule, as presented in Attachment 1, is based on a three-week cycle with the first round of regular meetings starting January 16, 2024. The first Council meeting is scheduled after the ROMA conference (Wednesday, January, 24, 2024). 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 22, 2024.

Previously, budget meetings were scheduled for two full days; however, review of the draft budgets have typically been finalized in one day. As a result, it is being recommended that budget meetings be scheduled for one full day moving forward and if additional time is required, a subsequent Special Council meeting can be arranged at that time.

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 21-23, 2024
- Ontario Good Roads Association (OGRA) – April 21-24, 2024
- Association of Municipalities of Ontario (AMO) – August 18-21, 2024

Proposed dates for the 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:

- 2024 Tax Supported Capital Budget – February 1, 2024
- 2024 Tax Supported Operating Budget – February 29, 2024
- 2025 Rate Supported Water & Wastewater Capital & Operating Budget – December 5, 2024

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.

Approval of an annual Council meeting schedule provides the public with meeting dates and times in advance, allowing for transparent government.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

REFERENCES:

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

ATTACHMENTS:

1. Proposed 2024 Council Meeting Schedule