



Staff Report

Administration – Town Clerk

Report To: Council Meeting
Meeting Date: October 11, 2022
Report Number: FAF.22.161
Title: 2023 Council and Committee of the Whole Meeting Schedule
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.22.161, entitled “2023 Council and Committee of the Whole Meeting Schedule”;

AND THAT Council approve Option #1, Schedule A, as the 2023 Council and Committee of the Whole schedule as attached to Staff Report FAF.22.161.

B. Overview

Council are being presented with three options from which to choose the 2023 Council and Committee of the Whole schedule. The new Procedural By-law will be considered for enactment commencing January 2023.

C. Background

This staff report is in response to Council’s consideration and direction at the September 27, 2022 Committee of the Whole Meeting regarding [Staff Report FAF.22.128 Followup to Public Meeting Re Proposed Changes to Meeting Schedules](#). This staff report seeks direction on the preferred schedule for the 2023 Council and Committee of the Whole meetings.

D. Analysis

In the development of the attached proposed meeting schedules, staff considered a number of key dates pertaining to municipal conferences and statutory holidays to reduce the number of conflicts and therefore minimize the need to reschedule meetings.

Staff are requesting Council direction on the preferred 2023 Council and Committee of the Whole Meeting Schedule, and offer three Options, as attached to this staff report. Staff recommend proceeding with Option #1, being Schedule A as attached

to this report. Option #1 has the fewest number of conflicts with only 3 conflicting meeting dates with statutory holidays that would require a rescheduling of the meeting and would subsequently result in a more predictable Council and Committee of the Whole schedule to the benefit of the public, Councillors, and staff. In addition the Council summer break in Option #1 is consistent with previous summer breaks. Option #1 has conflicts as follows:

- February 20, 2023 Committee of the Whole falls on Family Day and would be rescheduled to February 27, 2023
- September 4, 2023 Committee of the Whole falls on Labour Day and would be rescheduled to September 11, 2023
- October 9, 2023 Council falls on Thanksgiving and would be rescheduled to October 10, 2023

Option #1 summer break runs from July 12, 2022 to August 11, 2022.

Option #2, Schedule B as attached to this report, has 4 conflicts with statutory holidays requiring a rescheduling of meetings as follows:

- February 20, 2023 Council falls on Family Day and would be rescheduled to February 21, 2023
- April 10, 2023 COW falls on Easter and would be rescheduled to April 17, 2023
- May 22, 2023 COW falls on Victoria Day and would be rescheduled to May 29, 2023
- October 9, 2023 COW falls on Thanksgiving and would be rescheduled to October 10, 2023

Option #2 summer break runs from July 19, 2022 to August 25, 2022.

Option #3, Schedule C as attached to this report, has 5 conflicts with statutory holidays requiring a rescheduling of meetings as follows:

- February 20, 2023 Council falls on Family Day and would be rescheduled to February 21, 2023
- April 10, 2023 COW falls on Easter Monday and would be rescheduled to April 17, 2023
- May 22, 2023 COW falls on Victoria Day and would be rescheduled to May 29, 2023
- September 4, 2023 COW falls on Labour Day and would be rescheduled to September 11, 2023
- October 9, 2023 Council falls on Thanksgiving and would be rescheduled to October 10, 2023

Option #3 summer break runs from July 19, 2022 to August 11, 2022.

Further to the direction received at the September 27, 2022 Committee of the Whole Meeting staff are proposing the following adjustments to the Procedural By-law under Section 3(2) and Section 3(3) Locations, Meeting Times and Notice:

- Week 1
 - Monday, Committee of the Whole commencing at 9:30 a.m.
 - Finance, Administration, Legal Services
 - Community Services
 - Tuesday, Committee of the Whole commencing at 9:30 a.m.
 - Planning and Development Services
 - Operations
- Week 2
 - No Meetings
- Week 3
 - Monday, Council Meeting commencing at 9:30 a.m.
 - Tuesday, Council, Public Meeting commencing at 9:30 a.m.
 - NOTE: When a Committee of the Whole or Council Meeting falls on a Statutory Holiday, the meeting will be scheduled on an alternate date, if required, as approved by Council through approval of the annual meeting calendar.
- Council Public meetings will be scheduled monthly, on a Tuesday, commencing at 9:30 a.m., for the sole purposes of scheduling Public Meetings.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

No financial impacts are expected as a result of this report.

G. Financial Impacts

No financial impacts are expected as a result of this report.

H. In Consultation With

This report was prepared in consultation with Council and the Clerks Division.

I. Public Engagement

The topic of this Staff Report has been the subject of a Public Meeting and/or Public Information Centre which took place on August 8, 2022. Those who provided comments at the Public Meeting and/or Public Information Centre, including anyone who has asked to receive notice regarding this matter, has been provided notice of this Staff Report. Any comments regarding this report should be submitted to Corrina Giles, Town Clerk, townclerk@thebluemountains.ca.

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J. Attached

1. Schedule A
2. Schedule B
3. Schedule C

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
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Report Approval Details

Document Title:	FAF.22.161 2023 Council and Committee of the Whole Meeting Schedule.docx
Attachments:	- Att 1 Schedule A.pdf - Att 2 Schedule B.pdf - Att 3 Schedule C.pdf
Final Approval Date:	Oct 6, 2022

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Corrina Giles was completed by assistant Krista Royal

Corrina Giles - Oct 6, 2022 - 9:53 AM

Shawn Everitt - Oct 6, 2022 - 3:21 PM