



Staff Report

Administration – Town Clerk

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: September 25, 2023
Report Number: FAF.23.057
Title: 2024 Council and Committee of the Whole Meeting Schedule
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.23.057, entitled “2024 Council and Committee of the Whole Meeting Schedule”;

AND THAT Council approve Option #1 as the 2024 Council and Committee of the Whole schedule as attached to Staff Report FAF.23.057.

B. Overview

Council are being presented with two options from which to choose for the 2024 Council and Committee of the Whole schedule.

C. Background

On an annual basis, Council is provided options for the following year Council and Committee of the Whole schedule. This schedule is in coordination with the meeting schedule as defined in the Procedural By-law.

D. Analysis

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

Both Options commence the regular meeting schedule the week of January 15, 2024 as the Special Committee of the Whole meetings for the 2024 Budget Review commence the week of January 8, 2024.

Staff offer two options, with Option #1 being the staff recommended Option. Option #1 provides a summer break that is one week longer than Option #2, while still providing the same number of Council and Committee of the Whole meetings for the calendar year as Option #2.

Attached to each Option is a listing of the meeting dates that have been adjusted because of a statutory holiday or conference.

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 environmental 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

Shawn Everitt, Chief Administrative Officer
Sarah Traynor, Manager of Human Resources
Deputy Clerk, Kyra Dunlop

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk townclerk@thebluemountains.ca.

J. Attached

1. Option #1 - 2024 Council and Committee of the Whole Schedule
2. Option #2 - 2024 Council and Committee of the Whole Schedule

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
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Report Approval Details

Document Title:	FAF.23.057 2024 Council and Committee of the Whole Meeting Schedule.docx
Attachments:	- 2024 Calendar - Option 1.docx - 2024 Calendar - Option 2.docx
Final Approval Date:	Sep 14, 2023

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

Shawn Everitt - Sep 14, 2023 - 8:15 AM