



Municipality of Port Hope

Staff Report

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Report Title: 2023 Council and Committee of the Whole Meeting Schedule

Report to: Corporate Services Committee

Date of meeting: September 6, 2022

Report Author:

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Deputy Clerk

Department responsible:

Corporate Services

Report Number: CS-17-22

Recommendation:

That a resolution be presented to Council to approve the proposed 2023 Council / Committee of the Whole Meeting Schedule.

Highlights:

- The 2022-2026 Term of Council begins with the Inaugural Meeting of Council on Tuesday, November 15, 2022.
- Through Resolution 68/2021, presented to Council on November 16, 2021, Council has approved meeting dates after the Municipal Election to the end of 2022, including the Inaugural Meeting of Council, a Committee of the Whole meeting on December 6, 2022 and December 20, 2022, and a Council Meeting on December 20, 2022.
- The proposed 2023 Council and Committee of the Whole schedule continues the two-meeting cycle as outlined in Procedure By-law 49/2015.

Background:

In accordance with Section 7 of the Procedural By-law 49/2015, as amended, being a By-law to govern the proceedings of the Council of the Municipality of Port Hope and of its Committees, the proposed 2023 Council/Committee of the Whole Meeting Schedule has been prepared and is attached for Council's consideration (Attachment 1).

Discussion:

Section 7.2.1 of By-law 49/2015 indicates both Regular and Committee of the Whole meetings are to be held on the first and third Tuesdays of each month.

Accordingly, a meeting schedule for 2023 has been prepared and is being presented with

a two-meeting cycle. The exception to this cycle is during the month of January, where meetings will take place on second and fourth Tuesday of that month. In the past, the first meeting of January is usually cancelled due to vacation, lack of reports, and other reasons. As such, staff are recommending that the meeting schedule for the month of January be pushed back to allow for an opportunity for staff and council members to return from winter holidays. It is important to note that the incoming Council has the option to revise this meeting schedule based on the Procedural By-law and any identified needs. However, it is important to establish this schedule in order to commence staff planning on when reports will come to Council.

As has been the practice for the past several years, the attached meeting schedule proposes one meeting in the months of July and August to facilitate Council business while still accommodating a modified recess period.

Education and Training Sessions, In-Camera meetings, and other Special Council meetings are not included in the schedule, however these meetings can be called by the Mayor if required.

Following the Municipal Election, the new Council will be sworn in at the Inaugural meeting scheduled for November 15th and will begin to serve their term. Orientation meetings for the 2022-2026 Council Term will also be scheduled in December 2022 and January 2023, with tentative dates provided to all candidates who file a nomination. The content and timing for Council orientation will be finalized following the election of the incoming Mayor and Council.

Legislative Services will also review Procedural By-law 49/2015 and recommend updates to Council with respect to Council and Committee of the Whole meeting scheduling. To reiterate, the incoming Council will be able to revise the 2023 meeting schedule as necessary.

Financial Considerations:

There are no resource implications related to this staff report.

Communication and Public Engagement:

Once the 2023 Council / Committee of the Whole meeting schedule is approved by Council, it will be posted on the Municipal website and shared through social media.

Conclusion:

The attached 2023 Council / Committee of the Whole meeting schedule is requested to be received for Council's consideration and approval.

Attachments:

Attachment 1 – 2023 Council / Committee of the Whole Meeting Schedule