

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Legislative Services



To: Mayor & Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: September 27, 2023
Subject: 2024 Council Meeting Schedule

Recommendation

Approve the 2024 schedule of Regular Council Meetings, as described in the report presented at the October 10, 2023 Council meeting.

Background

Section 3.2(b) of the Procedural By-law requires the Clerk to present a list of dates for all Regular Council Meetings in the subsequent year for Council's approval. This section also states that meetings shall be held the second and fourth Tuesday of every month throughout the year, with the exception of July and August.

Section 3.2(c) states that in the event that the day designated for holding a Regular Council meeting falls on a public or civic holiday, or on a day when the Town Hall is closed for business, Council shall meet at the designated hour on the first day following which is not a public or civic holiday or another Council meeting is scheduled.

On June 27, 2023, Council passed resolution #188-06-2023:

Direct Administration to prepare a draft Procedure By-law for consideration which includes the recommended changes described in the report presented at the June 27, 2023 Council meeting.

The recommended changes noted above included confirmation of meetings times and the addition of three Council meetings to accommodate *Planning Act* matters.

A draft Procedure By-law (By-law 70-2023) was presented at the September 26, 2023 meeting and consideration was deferred pending a training sessions with Council. However, this report has been prepared in accordance with the draft by-law, including the recommendations approved by Council on June 27, 2023.

Section 17(b) of the draft Procedure By-law requires the Clerk to prepare a Regular Meeting Schedule for the approval of Council, based on the following considerations:

- ii. Following the months in which Council Orientation occur, a 30 to 45 minute monthly Education and Training Meeting should be scheduled once per month from September through to and including June of each year;
- iii. An additional Meeting shall be scheduled during the following periods to accommodate additional *Planning Act* matters:
 - 1. September through to and including November,
 - 2. January through to and including March, and
 - 3. April through to and including June;
- iv. Meetings shall not be scheduled on a Holiday and Meetings may be scheduled the following week to avoid a Regular Meeting falling the day after a Holiday;
- v. Meetings shall be scheduled to accommodate Member attendance at municipal conferences commonly attended by municipal council members in Ontario; and
- vi. Meetings may be scheduled to accommodate local school board closures.

Comments

A proposed schedule of meetings for 2024 is attached as Appendix A in calendar form, and Appendix B in list form.

One meeting has been scheduled for the summer months of July and August, as well as December, as permitted by the Procedure By-law. Extra *Planning Act* meetings have been scheduled for February 6, May 7 and October 1, 2024.

The 2024 Budget deliberations (deferred from the 2023 calendar) have been scheduled for February 15-16, 2024, and the 2025 Budget deliberations have been scheduled for November 25-27, 2024.

Administration has included five conferences on the calendar as per past practice and scheduled around those conferences accordingly. However, it should be noted that the location or dates of these conferences are subject to change due to the COVID-19 pandemic.

Due to holidays or the above-noted restrictions, the months of January, March, April and November contain meetings that are not on the second and fourth Tuesdays of the month. The meetings have been spaced to ensure there are not consecutive weekly

meetings, with the exception of a regular Council meeting and the Budget deliberations in January and November, or the extra *Planning Act* meetings.

The County of Essex meetings dates have been included for reference and do not interfere with any dates identified on the proposed scheduled for Lakeshore meetings.

Financial Impacts

Estimated expenses for the proposed Council meetings have been included in the 2024 Budget.

Attachments

Appendix A – 2024 Council Meeting calendar

Appendix B – 2024 Council Meeting list

Report Approval Details

Document Title:	2024 Council Meeting Schedule.docx
Attachments:	- 2024 Council Meeting Dates (calendar).pdf - 2024 Council Meeting Dates (List).pdf
Final Approval Date:	Oct 4, 2023

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

Prepared by Brianna Coughlin

Approved by Justin Rousseau and Truper McBride