

Municipality of Lakeshore – Report to Council

Strategic & Legal Affairs

Civic Affairs



To: Mayor & Members of Council

From: Brianna Coughlin, Division Leader – Civic Affairs

Date: November 24, 2022

Subject: 2023 Council Meeting Schedule

Recommendation

Approve the 2023 schedule of Regular Council Meetings, as described in the report presented at the September 27, 2022 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.

In 2020, Council approved the recommendation by Administration that should a meeting fall on or directly following a holiday, it be moved to an alternate week. This allows sufficient time for delegates to register as per Section 7.11(a) of the Procedural By-law, as well as allowing greater efficiency in meeting preparations. Where possible, Administration has pursued the same for the 2023 schedule.

Comments

A proposed schedule of meetings for 2023 is attached as Appendix A.

One meeting has been scheduled for the summer months of July and August as permitted by the Procedural By-law. One meeting has also been scheduled for the month of December in accordance with past practice.

The 2023 Budget deliberations have been scheduled for two days in January 2023 and these meetings have been included on the calendar. The 2024 Budget deliberations have been scheduled for November 27-29, 2023.

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.

March Break for local schools has been added to the calendar, as Council members or Administration may be away or have additional childcare needs during that time.

Due to holidays or the above-noted restrictions, the months of January, March, April, May 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 2024 Budget deliberations at the end of November.

The County of Essex meetings dates have not 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 2023 Budget.

Attachments

Appendix A – 2023 Council Meeting calendar – amended November 2022

Report Approval Details

Document Title:	2023 Council Meeting Schedule.docx
Attachments:	- 2023 Council Meeting calendar.pdf
Final Approval Date:	Sep 20, 2022

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

Prepared by Brianna Coughlin

Submitted by Kristen Newman

Approved by Justin Rousseau and Truper McBride