



## Town of Niagara-on-the-Lake

1593 Four Mile Creek Road  
P.O. Box 100, Virgil, ON L0S 1T0  
905-468-3266 www.notl.com

**REPORT #:** CS-22-045 **COMMITTEE DATE:** 2022-12-13  
**REPORT TO:** Committee of the Whole - General **DUE IN COUNCIL:** 2022-12-20  
**SUBJECT:** 2023 Council Meeting Schedule

### 1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 The proposed schedule for 2023 Council meetings, as outlined in **Appendix I**, be approved.

### 2. EXECUTIVE SUMMARY

- The Town Clerk prepares a schedule of Meetings for Council annually.
- The proposed schedule of meetings (Appendix I) for 2023 indicates three meetings a month to be held on Tuesdays at 6 p.m., with a few exceptions.
- The schedule takes into consideration breaks, holidays, and conferences.

### 3. PURPOSE

The purpose of this report is to recommend to Council the proposed 2023 Council meeting schedule.

### 4. BACKGROUND

Section 3.2.1 of Procedural By-law No. 5125-19, as amended, states that the Clerk will prepare a schedule of Meetings for Council in the current year for the following year. The meeting schedule will avoid Statutory Holidays and spring break. The meetings will be held at 6:00 p.m. unless otherwise called by the Lord Mayor.

### 5. DISCUSSION / ANALYSIS

The proposed schedule typically includes three meetings per month for the 2023 year:

- Committee of the Whole – Planning (COTW-P);
- Committee of the Whole – General (COTW-G); and
- Council.

There are a few exceptions, including:

- a start time of 9 a.m. for July COTW-G and Council,
- no meetings in August, and
- a combined COTW-P and COTW-G in December 2023.

The schedule indicates Tuesdays as the regular meeting date to better meet the needs of both Council and Staff. The current procedure of sending the agenda package out on the Thursday

before the meeting date remains the same. Meeting on Tuesday allows Council members more time to review the agenda package, permits Staff additional time during business hours to review and respond to Council members' questions ahead of meetings, and avoids schedule irregularities with Monday statutory holidays.

The proposed schedule takes into consideration the dates of various conferences, including the Rural Ontario Municipalities Association (ROMA) in January, the Ontario Good Roads Association (OGRA) in April, the Canadian Association of Municipal Administrators (CAMA) in May, and the Association of Municipalities of Ontario (AMO) in August, to allow for the attendance of both Council members and Staff.

Pending Council approval, this proposed meeting schedule will be in effect until December 2023, and Staff will bring forward a 2024 schedule before year-end 2023. Staff will continue to monitor Council procedures, structures, and reporting cycles and provide suggestions as required for the 2022-2026 Council term.

## **6. STRATEGIC PLAN**

The content of this report supports the following Strategic Plan initiatives:

### **Pillar(s)**

4. Excel in a Positive Workplace

### **Objective(s)**

4.1 Strengthen staff and Council partnership

### **Tactic(s)**

Other

## **7. OPTIONS**

- 7.1 Option 1: Council adopt the 2023 Meeting Schedule (Appendix I) (***Recommended***)
- 7.2 Option 2: Council approve an alternative meeting schedule (*Not Recommended*)

## **8. FINANCIAL IMPLICATIONS**

COTW and Council meetings take place outside of regular business hours. Therefore, overtime hours may occur depending on which Staff are required to attend and the length of the meeting. Closed Session meetings are scheduled immediately before COTW and Council meetings to be fiscally responsible when scheduling legal counsel and consultants.

## **9. ENVIRONMENTAL IMPLICATIONS**

N/A

## **10. COMMUNICATIONS**

Upon Council approval, notice of the meetings will be updated and made available on the Town's website and social media channels. Calendar invitations will be circulated to all members of Council and Staff.

## **11. CONCLUSION**

Staff are proposing a meeting schedule that will permit Council to advance business in a timely manner while also accounting for statutory holidays, annual conferences, and adequate time to review agenda materials. Staff will continue to monitor meetings to determine their effectiveness and make scheduling suggestions as required.

## **12. PREVIOUS REPORTS**

N/A

## **13. APPENDICES**

- **Appendix I** – Proposed 2023 Meeting Calendar

**Prepared by:**



**Shaunna Arenburg**  
**(A) Deputy Clerk**

**Recommended by:**



**Victoria Steele**  
**(A) Town Clerk/Manager of Legislative Services**

**Submitted by:**



**Marnie Cluckie, MS.LOD, B.ARCH, B.ES**  
**Chief Administrative Officer**