



Town of Niagara-on-the-Lake

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REPORT #: CAO-24-048 **COMMITTEE DATE:** 2024-11-19
REPORT TO: COTW-General **DUE IN COUNCIL:** 2024-11-26
SUBJECT: 2025-2026 Committee of the Whole Chair Appointments and 2025 Council and Committee of the Whole Schedule

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council receive Report CAO-24-048, 2025-2026 Committee of the Whole Chair Appointments and 2025 Council and Committee of the Whole Meeting Schedule; and
- 1.2 Council approve the 2025 Council and Committee of the Whole Meeting Schedule (**Appendix I**) as presented; and
- 1.3 Council approve the 2025-2026 Committee of the Whole Chair Appointments (**Appendix II**) as presented.

2. EXECUTIVE SUMMARY

- The Procedure By-law requires the Clerk to prepare a schedule of Council and Committee meetings (**Appendix I**) for each upcoming year.
- A list of Chairs is provided for 2025-2026 (**Appendix II**), to be approved by Council, for each Councillor to rotate acting as the Presiding Officer at Meetings of Committee of the Whole (COTW).
- There are no known conflicts between the Region of Niagara's meetings schedule and either proposed option for the Town of Niagara-on-the-Lake's (NOTL) Council and Committee of the Whole schedules.

3. PURPOSE

The purpose of this report is to provide Council with their 2025 Council and Committee of the Whole meeting schedule as well as appoint the 2025-2026 Committee of the Whole Chairs.

4. BACKGROUND

Pursuant to the Town's Procedural By-law, the Clerk shall provide public notice of all Council and Committee of the Whole meetings which includes the posting of an annual schedule. Additionally, in order to support the legislative process for Council, and to provide for accountability and transparency to the public, it is recommended that Council approve a regular meeting schedule annually.

5. DISCUSSION / ANALYSIS

The Town's Procedure By-law provides general guidance regarding the structuring of meetings for Committee of the Whole and Council meetings. The calendar avoids conflicts with statutory

holidays, annual conferences (i.e. AMO, FCM, CAMA, and ROMA), and ensures Council meetings are always scheduled on a Tuesday. Staff created this schedule based on the 2024 Calendar approved under Report CAO-23-084.

The schedule provides Tuesdays as the regular meeting date to better meet the needs of both Council and Staff. Meeting on Tuesday allows Council members time over the weekend 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 statutory holidays, which typically fall on a Monday or Friday.

The Committee of the Whole Planning and General meetings are combined in December to one meeting and there are no meetings scheduled for the month of August.

Scheduling may be amended from time to time by the Clerk, in consultation with the Lord Mayor and with appropriate notice to the members. Council or Committee of the Whole meetings may be impacted by annual conferences and are dependent upon achieving quorum. Pending Council approval, the proposed meeting schedule will be in effect until December 2025, and Staff will bring forward a 2026 schedule before year-end 2025.

6. STRATEGIC PLAN

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

Pillar

2. Good Governance

Priority

2.1 Financially Sustainable Future

Action

2.1 c) Efficiencies & Cost Reductions/Avoidances

Pillar

4. Optimize Organizational Excellence

Priority

4.1 Streamline & Modernize

Action

4.1 b) Modernization Initiatives

7. OPTIONS

7.1 Option 1: That Council approves **Appendix I** as the 2025 Council and COTW Schedule, and **Appendix II** to appoint the COTW Chairs for 2025-2026.
(Recommended)

7.2 Option 2: That Council direct Staff to prepare an alternative meeting schedule and /or Chair appointments list *(Not Recommended)*

8. FINANCIAL IMPLICATIONS

There are no new financial implications because of this report.

9. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications because of this report.

10. COMMUNICATIONS

Upon Council approval, the 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 have prepared the 2025 Council and Committee of the Whole Schedule, and 2025-2026 Committee of the Whole Chair Appointments attached to this report as Appendix I and Appendix II respectively, to be received and approved by Council. This schedule is subject to administrative amendments by the Office of the Clerk.

12. PREVIOUS REPORTS

- CAO-23-084 - 2024 Council and Committee of the Whole Schedule

13. APPENDICES

- Appendix I – 2025 Council and Committee of the Whole Calendar
- Appendix II – 2025-2026 Committee of the Whole Chair Appointments

Respectfully submitted:

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Recommended by:

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Submitted by:

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