



**Subject: 2022 Council Meeting Schedule**

**To: Council**

**From: Corporate Services Department**

Report Number: 2021-301

Meeting Date: November 22, 2021

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**Recommendation:**

That Corporate Services Department Report 2021-301 be received; and

That the 2022 Council meeting schedule set out in Appendix A of Corporate Services Report 2021-301 be approved.

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**Purpose:**

The purpose of the report is to approve the 2022 Council meeting schedule.

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**Background:**

Section 4.3 of the City of Port Colborne's Procedural By-law 6250/76/15 establishes Council meetings on the second and forth Monday of each month and permits changes with a majority vote of Council.

In order to administer effective virtual meetings and allow virtual delegations as needed, public meetings (such as those required under the Planning Act) were held separately and scheduled every other month in 2021 on a trial basis.

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**Discussion:**

Appendix A of this report contains the proposed 2022 Council meeting schedule which deviates from the Procedural By-law as it includes Council meetings on the second and fourth Tuesdays of each month. The schedule also includes a Public Meeting scheduled every other month to accommodate Statutory Public Meetings.

Staff have received multiple requests from council members to investigate moving Monday meetings to Tuesdays. Staff have moved the schedule for the 2022 year so that Council and Public Meetings take place on Tuesdays. This change will mean that Council has more time to review the Council agenda and discuss items with staff and constituents. The change will mean holidays that fall on Mondays will no longer impact the meetings. The Council agenda will continue to be published on the Thursday prior to the meeting.

Statutory Public Meetings were successfully held every other month in 2021 as they allowed for virtual delegations to be accommodated. Staff are recommending that this type of meeting continue separate from Council meetings in 2022 even when in person meetings resume. Council meetings can be lengthy, especially when including Closed Sessions, and holding these meetings on a separate day would allow for better meeting management while providing the time needed for public meetings.

In addition, the second Council meeting in September, October, and December are proposed to be cancelled. Council regularly does not hold the second Council meeting in December due to the proximity to the Holidays. It is also common in an election year for council to decrease the number of Council meetings close to Election Day. In 2022 the municipal election will be held on October 24. The second meeting in November, which is November 22, will be held as the inaugural meeting of the new term of Council. Section 4.2 of the Procedural By-law currently mandates the inaugural meeting as the first Monday in December, but staff have moved up the date following changes to the Municipal Act which deems the new term of Council begins on November 15, 2022.

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### **Financial Implications:**

There are no financial implications to changing dates of the meetings.

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### **Public Engagement:**

Once approved by Council, the calendar, included as Appendix A, will be added to the City website and all meeting dates will be added to the Council Meeting Calendar that can be found on the City website.

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### **Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar of the strategic plan:

- Governance: Communications, Engagement, and Decision-Making

### **Conclusion:**

As the schedule included as Appendix A differs from the current rules set out in the Procedural By-law, staff are requesting that Council approve the proposed 2022 Council meeting schedule.

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### **Appendices:**

- a. Proposed 2022 Council Meeting Schedule

Respectfully submitted,

Amber LaPointe  
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### **Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.