



Subject: 2023 Council Meeting Schedule

To: Council

From: Development and Legislative Services Department

Report Number: 2022-217

Meeting Date: November 8, 2022

Recommendation:

That Development and Legislative Services – Clerk’s Division Report 2022-217 be received; and

That the 2023 Council meeting schedule set out in Appendix A of Corporate Services Report 2022-217 be approved.

Purpose:

The purpose of the report is to seek Council approval for the 2023 Council meeting schedule.

Background:

Section 10.2 of the City of Port Colborne’s Procedural By-law 6979/17/22 establishes Council meetings on the second and fourth Tuesday of each month and permits changes with a majority vote of Council.

Discussion:

Appendix A of this report contains the proposed 2023 Council meeting schedule which deviates from the Procedural By-law as it includes a tentative Statutory Public Planning Meeting scheduled on the 1st Tuesday of each month due to the passing of Bill 109 and its potential impact on planning approvals. Previously, the Statutory Public Planning meetings were scheduled on the 3rd Tuesday of the month, this has been moved to the 1st Tuesday due to a conflict with the Port Colborne Historical & Marine Museum Board

meeting schedule. Staff are recommending that the Statutory Public Planning meetings continue separate from Council meetings in 2023. Council meetings can be lengthy, especially when including Closed Sessions, and holding these meetings on a separate day allows for better meeting management while providing the time needed for public meetings. In the event the Statutory Planning meeting is not required, Staff have indicated a Special meeting may be held on these dates for additional Council orientation, Strategic Planning sessions or to present Council with new City initiatives.

In addition, Committee of the Whole – Budget Meetings to deliberate the following year budgets are being proposed to take place in September, October, and November of 2023 and are referenced in the attached 2023 Council meeting schedule.

Lastly, staff propose that only one Council Meeting take place in January, July, August, and December instead of the customary two meetings. Traditionally, Council does not hold two Council meetings in December due to the proximity to the City facility holiday closure and, on some occasions in the past, meetings in the summer and January have been cancelled due to Council and Staff availability, a lack of agenda items, or proximity to the Canal Days Marine Heritage Festival.

Financial Implications:

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

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.

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 2023 Council meeting schedule.

Appendices:

- a. Proposed 2023 Council Meeting Schedule

Respectfully submitted,

Saima Tufail
Interim Deputy Clerk
905-835-2900 ext. 115

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.