



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Sarah Sabihuddin</b>	<b>Report Date: October 3, 2023</b>
<b>Author's Phone: 519 736-0012 ext. 2216</b>	<b>Date to Council: October 23, 2023</b>
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**To: Mayor and Members of Town Council**

**Subject: Adoption of the 2024 Calendar of Council Meetings**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. Section 3.8 of the Procedural By-law requiring that Regular Council Meetings be held the 2nd and 4th Monday of each month **BE WAIVED** for the months of November and December; and,
2. The 2024 Calendar of Council Meetings **BE APPROVED**, as presented.

#### 2. **BACKGROUND:**

The proposed 2024 Calendar of Council Meetings allows the municipality to conduct its business in an open and transparent manner while ensuring that there is an appropriate level of public notice for the regular cycle of meetings.

#### 3. **DISCUSSION:**

The 2024 Calendar of Council Meetings is attached for review and approval. As per Procedural By-law 2023-085 Section 7.2 states;

“Prior to the first meeting in January of each year, the Clerk, or designate, shall post on the Town website, the Council approved schedule for all regular meetings for the calendar year. Upon approval of the Committee meeting schedule, the Clerk or designate shall post to the Town Website the approved meeting schedule.”

This calendar addresses regular Council meetings, on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month with exceptions for the following:

- For the month of March, only one Regular Council Meeting has been scheduled to allow for March Break and in accordance with Section 3.8 of the Procedural By-law 2023-085.
- For the summer months of July and August, only one Regular Council Meeting has been scheduled per month during the summer period.
- For the months of November and December, only one Regular Council Meeting has been scheduled for each month with the alternate scheduled date being a Special Council meeting for budget deliberations, as outlined below. For these months, there will need to be an exemption to the Procedural By-law to allow for only one meeting to be held, namely, the 4<sup>th</sup> Monday of November and one Regular Council meeting to be held the 3<sup>rd</sup> Monday in December.

Where a Monday meeting date falls on a statutory holiday or on a day where Town Hall is closed, the meeting is scheduled on the Tuesday, in accordance with the Procedural By-law, and as noted for the month of October.

Two special Council meetings have been “tentatively” scheduled; one in July and one in August to address urgent Planning matters that may require Council’s consideration prior to the next regular Council meeting. In the event there are no Planning matters requiring Council’s approval, the meeting will be cancelled.

The 2024 Budget deliberations have also been included on the proposed 2024 Calendar of Council Meetings. These dates include: Budget tabled November 12, 2024, public consultations November 16, 2024 and budget deliberations December 9, 10, 11, 2024.

This schedule does not preclude the Mayor from calling a Special Council Meeting as deemed necessary and in accordance with Section 4 of the Town of Amherstburg Procedural By-law 2023-85.

The 2024 Calendar of Council Meetings will be posted on the Town’s website prior to the first meeting in January 2024, and will be made available to members of Council, Administration and the Public.

#### **4. RISK ANALYSIS:**

Provisions in Procedural By-law 2023-85 call for approval of Regular Council Meetings prior to the upcoming year. Following the procedure allows for proper notice to constituents and promotes an open and transparent government.

#### **5. FINANCIAL MATTERS:**

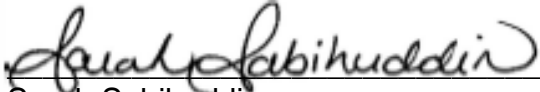
There are no financial matters associated with this report.

#### **6. CONSULTATIONS:**

The CAO, Director of Corporate Services/CFO, and Clerk were consulted and concur with the recommendations of the report.

7. **CONCLUSION:**

The Council calendar is approved each year to ensure accountability and transparency to the public with a set schedule of Council meetings and assists Council and Administration in setting timelines for the day to day operations of the Corporation.

A handwritten signature in black ink, appearing to read "Sarah Sabihuddin", written over a horizontal line.

Sarah Sabihuddin  
Deputy Clerk

## Report Approval Details

Document Title:	Adoption of the 2024 Calendar of Council Meetings.docx
Attachments:	- 2024 Calendar of Council Meetings Public Timelines.pdf
Final Approval Date:	Oct 6, 2023

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



Tracy Prince



Valerie Critchley



Kevin Fox