



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.

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To: Mayor and Members of Town Council

Subject: Adoption of the 2023 Calendar of Council Meetings

1. RECOMMENDATION:

It is recommended that:

1. The rules in 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 February, July, August, and December; and,
2. The 2023 Calendar of Council Meetings **BE APPROVED**, as presented.

2. BACKGROUND:

The proposed 2023 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:

A 2023 Calendar of Council Meetings is attached for review and approval. As per Procedural By-law 2014-91, Section 4.2 states;

"Prior to the first meeting in January of each year, the Clerk, or designate, shall post on the home page of the Town website, the Council approved schedule for all regular meetings for the calendar year."

This calendar addresses regular Council meetings, on the 2nd and 4th Monday of each month. For the month of February, only one Regular Council Meeting has been scheduled to allow for (5) Special Council Meetings to deliberate the 2023 Budget. For the summer months of July and August, only one Regular Council Meeting has been scheduled per month as per past practice. For the month of December, only one Regular Council Meeting has been scheduled due to Town Hall being closed for the holidays on the 4th Monday. For these months an exception to the Procedural By-law is required, as per past practice, to allow for only one meeting to be held in the month.

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 months of April, May, and 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 2023 Budget deliberations have also been included on the proposed 2023 Calendar of Council Meetings.

This schedule does not preclude the Mayor from calling a Special Council Meeting as deemed necessary and in accordance with Section 3.1.1 of the Town of Amherstburg Procedural By-law 2014-91.

As per the Council approved Local Boards/Committees-Terms of Reference, committee meetings will be quarterly unless otherwise approved by the Clerk or otherwise in Terms of Reference.

The 2023 Calendar of Council Meetings will be posted on the Town’s website prior to the first meeting in January 2023, and will be made available to members of Council, Administration and the Public.

4. RISK ANALYSIS:

Provisions in Procedural By-law 2014-91 call for approval of Regular Council Meetings prior to the upcoming year. Following 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 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.



Tammy Fowkes
Deputy Clerk

TF

Report Approval Details

Document Title:	Adoption of the 2023 Calendar of Council Meetings.docx
Attachments:	- Calendar of Council Meetings - use this version going forward.pdf
Final Approval Date:	Dec 5, 2022

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



Tracy Prince



Valerie Critchley



Kevin Fox