



Date: November 14, 2023
To: Mayor and Council
Author: Paula Parker, Manager of Municipal Governance/ Town Clerk
RE: 2024 Council and Committee of the Whole Meeting Schedule

RECOMMENDED ACTION

1. That the 2024 Council and Committee of the Whole Meeting Schedule **BE APPROVED** as presented; and,
2. The Clerk **BE AUTHORIZED** to move any impacted holiday Mondays in the same manner going forward into future years.

BACKGROUND

Council passed By-law 77-2021, being a by-law to Govern the Calling, Place and Proceedings of Council and Committees ("Procedure By-law") on September 27, 2021. The Procedure By-law sets the 2nd and 4th Monday of each month, excluding July, August and December, as Regular Council Meetings. It also sets the 3rd Monday of each month, excluding March, July, August and December as Committee of the Whole Meetings. The Procedure By-law also states that where a Monday is a holiday, the meeting will be held the next following day, unless otherwise decided by Council.

DISCUSSION

In preparing the 2024 Meeting Schedule, it has come to Administration's attention that February, May, October and November have holidays on a Monday. February and May effect COTW meetings and October and November effect Regular Meetings.

Administration recommends that where a Monday is a holiday, that the meeting is held on another vacant Monday, rather than on the following Tuesday.

This would impact the following meeting dates:

- February 12th Regular Meeting (to be moved to February 5th)
- February 20th COTW Meeting (to be moved to February 12th)
- May 13th Regular Meeting (to be moved to May 6th)
- May 21st COTW Meeting (to be moved to May 13th)
- October 15th Regular Meeting (to be moved to October 7th)

- November 12th Regular Meeting (to be moved to November 4th)

Additionally, Administration recommends that 2025 Budget deliberations begin on December 4th and 11th, 2024 as Special Council Meetings.

FINANCIAL CONSIDERATIONS

There are no financial impacts regarding the recommended action.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts regarding the recommended action.

CONSULTATIONS

The CAO was consulted on this report.

PREPARED BY:



Paula Parker
Manager of Municipal Governance/Town Clerk

REVIEWED BY:



John Norton
Chief Administrative Officer