



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Paige Simmons

Position: Clerk's Assistant/Customer Service Representative

Title / Subject: 2024 Meeting Schedule

Date of Report: October 23, 2023

Date of Meeting: November 13, 2023

Report No: 2023-GG-029

1.0 Issue / Origin

To set the schedule of meetings for 2024 and to improve meeting efficiencies.

2.0 Background

Prior to the commencement of a new calendar year, Council establishes the meeting dates for all Council and Committee of the Whole Council, for the upcoming year in order to provide the public notice as well as establishing timelines for staff.

3.0 Analysis

The 2024 Meeting schedule as attached in Appendix "1", has been prepared with consideration from consultation sessions with Senior Management. The proposed schedule also takes into consideration annual conferences and statutory holidays. This schedule proposes that meetings of Committee of the Whole (COW) continue to be held on the 2nd Monday of the Month at 10:00 a.m. and that a second Committee of the whole meeting be held on the 4th Monday of the month at 3:00 p.m. followed by a meeting of Council at 6:00 p.m. Special Council meetings may be called as required, subject to notice provisions as set out in the Procedural By-law.

The 2024 Budget process will commence on Monday, January 29 with a Budget Kickoff Presentation – approximately an hour presentation that highlights key focus areas of the proposed 2024 budget including a proposed tax % increase. Followed by budget deliberation days on Monday, February 5, 2024 and Thursday, February 8, 2024 – 10:00 a.m. to 4:00 p.m. where department heads will present each of their own operating, capital, new initiatives, and new staffing requests. **NEW** for 2024 will be a budget Open House held on Monday, February 12, 2024 @ 6:00 p.m. (note: this will not be an official Council meeting). Finally, 2024 Budget approval is anticipated for Monday, February 26, 2024 @ 6:00 p.m.

Having two meetings during the day and one meeting in the evening, in addition to the continued option for virtual public participation, provides additional opportunities for public participation and engagement.

Staff will endeavour to manage agenda content to ensure equal distribution of reports, presentations, delegations, and other agenda material between the two meeting types. Staff reports will primarily be included on Committee of the Whole agendas unless there is urgency for Council's review and direction.

4.0 Related Policies / Procedures

Township of Brock Procedural Bylaw 3096-2022

Accessible Customer Service Policy

Accountability and Transparency Policy

5.0 Financial / Budget Assessment

There are no financial implications related to the recommendations of this report.

6.0 Climate Change Impacts

With respect to the technological advancements in Council Chambers, specifically, with the opportunity in conducting hybrid meetings, there is an indirect climate change impact whereby participants are not driving to the municipal administration building and thus reducing vehicle emissions.

7.0 Communications

The annual Council and Committee meeting schedule is posted on the Township website.

Agendas for each meeting are available through the Township website and following each monthly Council meeting, "Council Highlights" are prepared and posted on the Township website.

8.0 Conclusion

Staff respectfully requests a resolution to approve the schedule of Council and Committee Meetings for 2024.

9.0 Recommendation

BE IT RESOLVED THAT Report 2023-GG-029, "2024 Meeting Schedule" be received for information, and

THAT the 2024 Meeting Schedule of Council as attached in Appendix "1" be adopted, and

THAT Council delegate to the Clerk the authority to amend the schedule as required in consultation with Chair and CAO.