



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Janean Currie

Position: Deputy Clerk

Title / Subject: 2023 Meeting Schedule

Date of Report: November 15, 2022

Date of Meeting: December 5, 2022

Report No: 2022-GG-029

1.0 Issue / Origin

To set the schedule of council meetings for 2023 and present the newly elected Township of Brock Council with an orientation schedule. To consider amendments to the current Procedural by law to update the committee structure.

2.0 Background

Following Elections and taking into consideration additional meetings to accommodate for orientation for new council, 2022-2026, staff proposes an updated meeting schedule for 2023. The Building and Planning Department has been renamed as the Development Services Department.

3.0 Analysis

The 2023 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 1:00 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.

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.

Meeting Attendance

Council Chamber upgrades as outlined in Report 2021-CO-033, which was adopted by Council on July 19, 2021, has been completed. Council meetings can now be conducted in person, pending any Covid-19 pandemic restrictions. The newly upgraded technology will allow for hybrid meetings wherein Members of Council and the public may choose to participate in person or virtually.

As outlined in Section 4.7 Electronic Participation of the Procedural By-law, notice of electronic participation must be given to the Clerk in advance of the meeting.

Hybrid Meetings

Covid-19 restrictions over the past two and a half years have forced municipalities to modernize council meetings, ensuring the maintenance of routine business and government transparency. The implementation of virtual meetings on platforms such as Zoom and Teams have proven successful and have provided many benefits.

Moving forward, regardless of pandemic restrictions being lifted, the need to continue with the modernization of meeting virtually is important to continue as an additional service, in offering multiple options for participants to engage with local government.

Hybrid participation will provide options in situations where inclement weather, illness or other circumstances restrict Members of Council or the public from attending in-person. Additionally, hybrid meetings present cost savings by reducing travel time usually billed for consultants and legal representation. Hybrid meetings offer an additional level of convenience to the public, especially those who find it restrictive to attend in-person, encouraging increased engagement for those wishing to participate in local government procedure.

Staff have and will continue to test the hybrid meeting structure and will recommend roll out in 2023, when all audio/visual functionality has been fully tested and proven to be reliable.

Municipal Election Impact

The 2022 Municipal Election, held on Monday, October 24, 2022 is complete, and the new council have made their Declarations of Office.

With each new term of Township of Brock Council, staff make necessary orientation arrangements including education and training sessions that provide guidance to Council in carrying out their duties and to meet legislative requirements as per the *Municipal Act, 2001, S.O. 2001, c. 25* and other policy regulations. Orientation Sessions will cover various topics such as Strategic Planning, Public Engagement, Accountability and Transparency, and relevant policies. The schedule has been modified with the addition of Budget Deliberation meetings and Council Orientation meetings as recommended by staff to cover these essential items.

Meeting Structure

The proposed meeting schedule 2023 is attached: **Appendix 1**

Staff are proposing the following changes to the current meeting structure:

1. Budget Deliberation meetings. Led by Lisa Chen, Director of Finance and Treasurer, these meetings will propose the 2023 Business Plan and Budget.
 - Monday, January 16, 2023 – 10:00 a.m. – 4:00 p.m.
 - Thursday, February 2, 2023 – 10:00 a.m. – 4:00 p.m.
 - Thursday, February 9, 2023 – 10:00 a.m. – 4:00 p.m. (Tentative – as required)
2. Orientation meetings. Orientation sessions ensure elected officials understand their role in governance and municipal service delivery. Orientation will cover subjects such as Strategic Planning, Customer Service, Council and staff roles, and the general role of local government in the community. Orientation will include a joint Session with the Municipalities of Scugog and Uxbridge on Tuesday, February 21, 2023.
3. Four tentative **Workshop** meetings. Workshop meetings would be conducted as per section 4.5 Education/Training Sessions of the Procedural By-law. These workshops allow Council to have an open dialogue with staff without the need to come to an immediate decision. Workshop topics may focus on key strategic priorities such as arenas, Customer Service Review, Master Plans, and Provincial legislative updates such as Bill 109 and Bill 23. Senior staff will collaborate with Members of Council to determine the workshop subject matter.
4. Extra Summer meetings. Procedural By-law states there shall be no scheduled meetings during the month of July or August unless previously approved by Council. It is recommended that one council meeting in July and one Council meeting in August will be held to provide uninterrupted service in the Township of Brock.

Committee Structure

Council and Committee Structure is set in the Procedural By-law. Staff are proposing the following amendments to the current committee structure to reflect changes in department naming and to provide further clarity of purpose.

Building and Planning will be changed to Development Services to align with the new title of the Department.

Climate is proposed as a new Committee and will require contributions from all departments to set goals and advise.

The Sub-Committees shall be:

- Finance.
- Operations (Public Works).
- Parks, Recreation and Facilities.
- Economic Development & Tourism.
- Protection Services.
- **Development Services** (previously Building and Planning).
- General Government.
- **Climate** (New).

Advisory Committees

As new term of council establishes advisory committees for the term 2022-2026 staff are recommending that those committees continue to participate through virtual meetings, with the exception of limited annual in-person meetings.

4.0 Related Policies / Procedures

Township of Brock Procedural By-law Number 3017-2021 As amended by 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.

Upcoming meetings are listed in the bi-weekly newspaper advertisements and in monthly newsletters.

Agendas for each meeting are available through the Township website and news articles are posted when the agenda has been made available online.

8.0 Conclusion

Staff respectfully requests a resolution to approve the Schedule of Council and Committee Meetings for 2023. Should this report and the recommendations contained within be approved, the appropriate amendments to the procedural by-law will be forthcoming.

9.0 Recommendation

BE IT RESOLVED THAT Report 2022-GG-029 – 2023 Meeting Schedule be received for information, and

THAT the 2023 Meeting Schedule of Council as attached in Appendix 1 be adopted, and

THAT staff be delegated the authority to amend the Procedural By-law as outlined in this report.