



Working together with our community

Information Memo

To: Council Meeting
Date: June 21, 2022
Division: Office of the Chief Administrative Officer
Department: Clerks and By-law
Subject: Information Memo –Proposed Council Meeting Dates and Times for remainder of 2022

Recommendation(s):

THAT the Information Memo regarding the proposed Council meeting dates and times be received as information;

AND THAT the proposed dates and times of Council meetings for the 2022 fall to 2023 summer schedule be approved.

Background

On an annual basis, Clerks and By-law staff provides to Council a proposed calendar of meetings for the calendar year. The recommended dates and times for Council, Committee-in-Council, Budget Committee, Public Hearings Committee, and Board of Health meetings for the end of 2022 is included at the end of this memo.

If the Mayor or Members of Council desire to make changes to the draft calendar of meetings attached to this memo, Clerks and By-law Department staff can be directed to alter the calendar of meetings during the July 12, 2022 Council-in-Committee meeting. At the start of the new term of Council in November 2022, Council will need to approve an appointment schedule of Council-in-Committee Chairs and Vice-Chairs.

The Norfolk County Procedural By-Law 2017-83, as amended, outlines which Member of Council serves as the presiding officer during meetings:

MEETING	PRESIDING OFFICER	PROCEDURAL BY-LAW SETION
Council	Mayor	10.1.b.
Council-in-Committee	Rotates every six-months	22.2
Budget Committee	Appointed annually following Council's adoption of the budget	4.8.c.
Public Hearings Committee	Mayor	4.7.b.
Board of Health	Mayor	

If Council approves the meeting schedule as presented, this memo can be received for information.

Discussion:

The Board of Health and Public hearings committee conventionally meet on the 1st Tuesday of the month at 2:00 p.m. and 3:00 p.m. respectively.

Council-in-Committee conventionally meets on the 2nd Tuesday of the month at 1:00 p.m.

Council conventionally meets on the 3rd Tuesday of the month at 1:00 p.m.

As 2022 is an election year, the meeting dates are built around the election to provide flexibility and continuation of business and include ceremonies around the inauguration of the new Council.

Attachment(s):

None.

Conclusion:

The proposed dates and times of meetings of the 2022-2023 Council are below:

2022:

Meeting	Date	Time
Council (tentative date)	Tuesday, August 16 th , 2022	1:00 p.m.
Board of Health	Tuesday, September 6, 2022	2:00 p.m.
Public Hearings Committee	Tuesday, September 6, 2022	3:00 p.m.
Council-in-Committee	Tuesday, September 13, 2022	1:00 p.m.
Budget Committee (Capital	Tuesday, September 20, 2022	9:00 a.m.
Council	Tuesday, September 20, 2022	1:00 p.m.
Board of Health	Tuesday, October 3, 2022	2:00 p.m.
Public Hearings Committee	Tuesday, October 3, 2022	3:00 p.m.
Council	Tuesday, October 3, 2022	1:00 p.m.
Board of Health	Tuesday, November 1, 2022	2:00 p.m.
Public Hearings Committee	Tuesday, November 1, 2022	3:00 p.m.
Council Meeting	Tuesday, November 1, 2022	1:00 p.m.
Inauguration	Tuesday, November 15, 2022	7:00 p.m.
Council-in-Committee	Wednesday, November 16, 2022	1:00 p.m.
Budget: Rate & User Fee	Thursday, November 17, 2022	1:00 p.m.
Council	Tuesday, November 22, 2022	1:00 p.m.

Board of Health	Tuesday, December 6, 2022	2:00 p.m.
Public Hearings Committee	Tuesday, December 6, 2022	3:00 p.m.
Council-in-Committee	Tuesday, December 13, 2022	1:00 p.m.
Council	Tuesday, December 20 th , 2022	1:00 p.m.

2023:

Meeting	Date	Time
*January Meetings moved a week to to accommodate the Chirstmas/new years holiday closures Board of Health	Tuesday, January 10 th , 2023	2:00 p.m.
Public Hearings Committee	Tuesday, January 10 th , 2023	3:00 p.m.
Council-in-Committee	Tuesday, January 17 th , 2023	1:00 p.m.
Budget Committee (Levy)	Wednesday, January 18 th , 2023	9:00 a.m.
Budget Committee (Levy)	Thursday, January 19 th , 2023	9:00 a.m.
Council	Tuesday, January 24 th , 2023	1:00 p.m.
Board of Health	Tuesday, February 7 th , 2023	2:00 p.m.
Public Hearings Committee	Tuesday, February 7 th , 2023	3:00 p.m.
Council-in-Committee	Tuesday, February 14 th , 2023	1:00 p.m.
Council *Meeting has been moved to accommodate the Family Day statutory holiday	Wednesday, February 22 nd , 2023	1:00 p.m.
Board of Health	Tuesday, March 7 th , 2023	2:00 p.m.
Public Hearings Committee	Tuesday, March 7 th , 2023	3:00 p.m.
March Break – March 13 th – March 17 th		
Council-in-Committee	Tuesday, March 21 st , 2023	1:00 p.m.
Council	Tuesday, March 28 th , 2023	1:00 p.m.
Board of Health	Tuesday, April 4 th , 2023	2:00 p.m.
Public Hearings Committee	Tuesday, April 4 th , 2023	3:00 p.m.
Council-in-Committee *Meeting has been moved to accommodate the Easter statutory holiday	Wednesday, April 12 th , 2023	1:00 p.m.
Council	Tuesday, April 18 th , 2023	1:00 p.m.
Board of Health	Tuesday, May 2 nd , 2023	2:00 p.m.
Public Hearings Committee	Tuesday, May 2 nd , 2023	3:00 p.m.
Council-in-Committee	Tuesday, May 9 th , 2023	1:00 p.m.
Council	Tuesday, May 16 th , 2023	1:00 p.m.
Board of Health	Tuesday, June 6 th , 2023	2:00 p.m.
Public Hearings Committee	Tuesday, June 6 th , 2023	3:00 p.m.
Council-in-Committee	Tuesday, June 13 th , 2023	1:00 p.m.
Council	Tuesday, June 20 th , 2023	1:00 p.m.
Board of Health	Tuesday, July 4 th , 2023	2:00 p.m.
Public Hearings Committee	Tuesday, July 4 th , 2023	3:00 p.m.

Council-in-Committee	Tuesday, July 11 th , 2023	1:00 p.m.
Council	Tuesday, July 18 th , 2023	1:00 p.m.

Approval:

Approved By:
 Al Meneses
 Chief Administrative Officer

Reviewed By:
 Teresa Olsen
 County Clerk

Prepared By:
 Julie Ellis
 Committee Coordinator