



## REPORT TO COUNTY COUNCIL

**FROM:** Jenna Fentie, Manager of Administrative Services/Deputy Clerk

**DATE:** November 28, 2023

**SUBJECT:** 2024 County Council Meeting Schedule

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### RECOMMENDATIONS:

THAT the report titled “2024 County Council Meeting Schedule” dated November 28, 2023 from the Manager of Administrative Services/Deputy Clerk be received and filed; and

THAT the 2024 County Council Meeting schedule be approved as presented; and

THAT notice of the 2024 schedule of County Council Meetings and any special meetings outside of the adopted schedule of regular meetings of Council be made available from the Municipal Office and posted on the County’s website in accordance with Elgin County Council’s Procedural By-Law.

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### INTRODUCTION:

The purpose of this report is to review and approve a schedule of regular meetings for County Council for 2024. County Council must approve a schedule of regular meetings of Council for each calendar year. Once approved, the schedule may be amended with notice as provided for in the Municipal Act, 2001<sup>1</sup> and pursuant to Elgin County Council’s Procedural By-Law No. 19-41 as amended<sup>2</sup>. Special Meetings of Council may be scheduled at any time, as provided for in the Municipal Act, 2001<sup>3</sup>. A draft schedule for 2024 is attached to the report for Council’s review and approval.

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### BACKGROUND AND DISCUSSION:

Pursuant to County Council’s Procedural By-Law No. 19-41 as amended, Council endeavours to meet in the Council Chambers of the Elgin County Administration Building, 450 Sunset Drive, St. Thomas ON, or other designated location, at a time

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<sup>1</sup> Section 238 (2) (2.1) *Municipal Act, 2001*

<sup>2</sup> Section 11, Elgin County Council Procedural By-Law No. 19-41, as amended by By-Law 20-47 and 21-42

<sup>3</sup> Section 240, *Municipal Act, 2001*

designated by the Warden (typically 9:00 a.m.) on the second and fourth Tuesday of each month, or as amended and when notice is given. Furthermore, the annual Warden's Election shall be held on the second Tuesday of December of each year at 7:00 p.m. Following the election of the Warden, the meeting will recess and resume on the second Thursday of December at 9:00 a.m.

As much as possible, the attached schedule facilitates a meeting schedule of holding Council meetings on the second and fourth Tuesday of each month. The draft schedule suggests holding a meeting on Tuesday, January 30, 2024, as the fourth Tuesday in January 2024 conflicts with the Rural Ontario Municipal Association (ROMA) Conference (January 21 – 23, 2024). Additionally, the fourth Tuesday in April conflicts with the Good Roads Conference (April 21-24, 2024), so a meeting has been suggested for the fifth Tuesday of April (April 30, 2024).

#### **FINANCIAL IMPLICATIONS:**

None.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

<b>Serving Elgin</b>	<b>Growing Elgin</b>	<b>Investing in Elgin</b>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need.</li> <li><input checked="" type="checkbox"/> Exploring different ways of addressing community need.</li> <li><input checked="" type="checkbox"/> Engaging with our community and other stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.</li> <li><input checked="" type="checkbox"/> Fostering a healthy environment.</li> <li><input checked="" type="checkbox"/> Enhancing quality of place.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future.</li> <li><input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.</li> </ul>

**Additional Comments:** None.

#### **LOCAL MUNICIPAL PARTNER IMPACT:**

A copy of the approved 2024 meeting schedule of County Council will be circulated as information to the County's Local Municipal Partners.



## **COMMUNICATION REQUIREMENTS:**

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The 2024 meeting schedule of County Council will be available at the County's Municipal Office and will be posted on the County's website. Any changes to the meeting schedule will be communicated through the County's website and social media platforms.

## **CONCLUSION:**

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Each year, County Council approves a meeting schedule for the calendar year. The draft schedule for 2024 is attached to the report for Council's review and approval.

All of which is Respectfully Submitted

Approved for Submission

Jenna Fentie  
Manager of Administrative Services/  
Deputy Clerk

Don Shropshire  
Chief Administrative Officer/Clerk

