



Meeting Date: November 1, 2023

Submitted by: Megan Kamermans, Municipal Deputy Clerk

Report No: CLK-10-2023

Subject: CLK-10-2023 2024 Council Meeting Schedule.docx

Recommendation:

THAT Report CLK-015-2023 re: 2024 Council Meeting Schedule be received;

AND THAT the 2024 Middlesex Centre Council meeting schedule attached as Appendix 'A' be approved.

Purpose:

The purpose of this report is to provide an overview of the proposed Council meeting dates which have been identified for the upcoming 2024 calendar year and to seek approval of these meeting dates.

Background:

In accordance with the provisions of the Middlesex Centre Procedural By-law #2023-107, Council traditionally reviews and approves an annual schedule of Council meetings for the forthcoming year each fall. Confirming the meeting schedule ahead of the end of the calendar year will enable staff, Council and the public to prepare for the 2024 Council meeting dates. This process assists with prioritizing initiatives while ensuring deadlines are met by having a set date in place.

Analysis:

A schedule of annual meetings must be established by Council prior to the first meeting of the calendar year. In keeping with the format of meetings held in previous years, staff are proposing that meetings continue to be held on Wednesdays adhering to a 2-week rotating basis. The first meeting of the month will be scheduled at 9:30 a.m., and the second meeting of the month (the Planning/Public Meeting) will be scheduled for a start time of 5:30 p.m.

All Council meetings are live-streamed and are available for viewing on the Middlesex Centre municipal website and YouTube channel. Members of the public and members of Council may participate in meetings electronically in cases where meetings are held in this format.

Based on the above, the following are the recommended dates for Council meetings to be held in 2024:

January 10, 2024 | January 24, 2024

February 7, 2024 | February 21, 2024

March 6, 2024 | March 20, 2024

April 3, 2024 | April 17, 2024

May 1, 2024 | May 15, 2024

June 5, 2024 | June 19, 2024

July 3, 2024 | July 17, 2024

August 7, 2024 | August 21, 2024

September 4, 2024 | September 18, 2024

October 2, 2024 | October 16, 2024

November 6, 2024 | November 20, 2024

December 4, 2024 | December 18, 2024

The calendar will be updated to reflect changes that occur throughout the year, such as adding additional meeting dates. In addition, based on the volume of planning applications received, the start time for Planning Public meetings may be altered to allow for the hearing of additional applications. In these cases, proper notice of the meeting date, time and location will be provided to the public.

Recognizing that there is flexibility based on the quantity of agenda matters, the meetings will be arranged with this model but could change from time-to-time. There are a number of benefits to continuing with this model, as it allows greater flexibility for members of the public to attend either an evening or a morning session of Council which coincides with other commitments. Further, there are financial savings to be realized by the organization in terms of potential overtime staffing costs by scheduling one meeting each month to occur during the day. Finally, the overall increase in live stream viewership of Middlesex Centre council meetings helps to mitigate the impact of meeting timing.

Financial Implications:

The financial costs to facilitate and conduct municipal Council meetings are covered through the annual operating budget.

Strategic Plan:

This matter aligns with following strategic priorities:

- Engaged Community

Establishing an annual meeting schedule in advance of the calendar year helps to foster community engagement by publicizing opportunities to participate in the municipal decision making process.

Attachments:

A1 – 2024 Council Meeting Schedule