

**Subject:** Proposed 2024 Council Meeting Schedule

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2023-0189 Proposed 2024 Council Meeting Schedule, for information;**

**AND THAT the 2024 Council Meeting Schedule as appended to this report be approved;**

**AND THAT Council direct Staff to publish the 2024 Council Meeting Schedule to the Town of Pelham website.**

**Background:**

The Town of Pelham Procedural By-law 4507(2022) provides a framework for the Town's Council Meeting Schedule by stating that Council shall meet as Regular Council on the first and third Wednesday of the month. The Procedural By-law further calls Council to meet on the second Wednesday of the month for Public Meetings under the *Planning Act*.

On June 7, 2023, Council approved the 2024 Budget Meeting Schedule. 2024 Budget meetings have been included in the appended schedule for ease of reference. Please note, minor administrative corrections have been made to the budget schedule to align the approved date with the correct day of the week.

Council is traditionally presented a draft meeting schedule for the upcoming year. The proposed meeting schedule accommodates statutory holidays, world religious holidays, major municipal conferences, and other known events. Approval of the council meeting schedule in the preceding year allows staff to provide advance notice of meetings.

**Analysis:**

Staff propose scheduling the second regular meeting in March on the fourth Wednesday of the month to accommodate March break, being March 11 to March 15, 2024.

Section 45 of Procedural By-law 4507(2022) provides for a summer recess schedule consisting of three (3) regular meetings of Council in July and August. Staff propose regular meetings of Council occur on July 10, 2024, July 24, 2024, and August 14, 2024. July 17, 2024, and August 14, 2024, remain reserved for Public Meetings under the *Planning Act*, if required.

The proposed summer schedule currently mimics that of 2023. That said, staff are of the opinion the summer schedule may be reduced if it is the will of Council. Staff are confident that corporate business may adequately be addressed with a reduction of meetings. Additionally, if a time-sensitive matter arises, the Mayor maintains the ability to call for a Special Meeting.

To support this proposition, the summer schedule of local area municipalities is provided below:

### **Local Area Municipality Regular Council Meeting Schedule Comparison (July & August)**

*As of August 2023*

<b>Municipality</b>	<b>Frequency</b>
Fort Erie	One meeting per month
Grimsby	Two meetings per month
Lincoln	One meeting per month
Niagara Falls	One meeting per month
Niagara-on-the-Lake	One meeting in July only
Port Colborne	One meeting per month
St. Catharines	One meeting per month
Thorold	One meeting per month
Wainfleet	One meeting in July, two meetings in August
Welland	One meeting per month
West Lincoln	One meeting per month

### **Financial Considerations:**

Adopting the 2024 Council Meeting Schedule does not have a direct financial impact.

## **Alternatives Reviewed:**

The 2024 Council Meeting Schedule has been prepared in accordance with the Town of Pelham Procedural By-law 4507(2022). Council may revise the schedule at this time.

As discussed in a preceding section, staff are of the opinion corporate business can adequately be addressed even with a further reduced summer schedule than what is provided for in the Procedural By-law. Should Council agree, the following alternatives may be considered:

### **Option One (1): Two (2) Summer Meetings**

Council could amend the appended schedule to remove one (1) regular meeting of Council in the summer. Staff recommend the removal of July 24, 2024. This would provide for one (1) regular meeting of Council in July and one (1) in August.

### **Option Two (2): One (1) Summer Meeting**

Council could amend the appended schedule to remove two (2) regular meetings of Council in the summer. Staff recommend the removal of July 10, 2024, and August 14, 2023. This would provide for one (1) regular meeting of Council in July, with no regular meeting in August.

Should Council wish to amend the schedule to accommodate either Option One (1) or Option Two (1), Council could pass the above motion to approve the appended schedule, as amended.

Should Council proceed with either option for 2024, this would act as a one-time approval. This action would not amend the Procedural By-law. Council could approach this as a one-year trial run.

## **Strategic Plan Relationship: Enhancing Capacity and Future Readiness**

Developing a Council Meeting Schedule in advance of the calendar year allows for the publication of scheduled meetings on the Town's website, increasing initiatives in transparency, communication, and community engagement.

## **Consultation:**

Local Area Municipalities  
Senior Leadership Team

## **Other Pertinent Reports/Attachments:**

Proposed 2024 Council Meeting Schedule.

**Prepared and Recommended by:**

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