



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: July 27, 2021

Report Number: CS- 2021-20

Subject: Council Meetings in 2022

Recommendations

It is recommended:

That the following Regular Council Meeting dates in 2022 **be cancelled**:

- Tuesday, June 14, 2021
- Tuesday, August 23, 2022;
- Tuesday, October 25, 2022 and
- Tuesday, December 27, 2022.

And that notice of the Regular Council Meeting dates **be posted** to the Town's website and linked to the Social Media Pages (Facebook and Twitter).

Background

The Council and Committee Meetings Calendar is prepared annually by the Corporate Services & Clerk's Department. The Department also works in partnership with the Essex-Windsor Solid Waste Authority (EWSWA) and the Public Works & Environmental Services Department on the preparation of the annual EWSWA Collection Calendar.

The EWSWA Collection Calendar is a useful reference guide for Tecumseh residents for refuse, white goods and organic collection dates, as well as recycling collection days. The EWSWA Collection Calendar also contains the dates for the Regular Council Meetings, along with other Town events and activities.

The 2022 Council and Committee Meeting Calendar and the EWSWA Collection Calendar are currently being developed. This report outlines potential conflicts of Council Meetings with other municipal business, events and activities and offers suggested resolutions to the noted conflicts. Resolution of these conflicts are proposed in this report in order to prepare accurate and complete calendars for the coming 2022 calendar year.

Comments

Regular Council Meeting Dates

Regular Council Meetings are held on the second and fourth Tuesday of each month, in accordance with By-law No. 2020-13, which governs the proceedings of Council and its Committees (Procedure By-law). The Procedure By-law also permits the alteration of these meetings and will be discussed later in this report.

The Tecumseh Town Hall will be closed for the Holiday Season from Monday, December 26, 2022 until Friday, December 30, 2022. Town Hall will reopen on Monday, January 2, 2023.

Council has traditionally reduced the number of meetings held in the summer months of June and August by two (2) meeting dates. The meeting dates which are cancelled generally conflict with commitments to other municipal related business and/or events.

The Municipal and School Board Elections will be held on Monday, October 24, 2022. The Corporate Services & Clerks Department is responsible for both the Municipal Elections and preparation of meeting agendas. On Tuesday, October 25, 2022 the elections results must be declared by the Clerk to the public.

It has also been the practice to hold one meeting date in the month of December as the second meeting typically conflicts with holidays. In 2022, the second meeting date would be December 27, 2022, when the Town Hall offices will be closed.

Cancellation of the following Regular Council Meetings in 2022 would be consistent with cancelled meetings in prior years, due to conflicts with other municipal business, events / activities and holidays:

- Tuesday, June 14, 2022
- Tuesday, August 23, 2022;
- Tuesday, October 25, 2022; and
- Tuesday, December 27, 2022.

The draft 2022 Council Meeting Calendar is shown on [Attachment 1](#).

Inaugural Meeting of 2022 Council-Elect

The new term of office of the 2022 Council-elect commences Tuesday, November 15, 2022, in accordance with Section 6(1) of the Municipal Elections Act. The new Council is deemed to be organized when the declarations of office have been made by a sufficient number of members to form a quorum, as set out in Section 231 of the *Municipal Act, 2001*.

Accordingly, an Inaugural Meeting of the Council-elect will be held on Tuesday, November 15, 2022.

Special Council Meetings

Special Meetings of Council are held in public session for a specific purpose.

In accordance with the Awards Policy and Committee and Local Board Appointments Policy, in the year of an election, a Special Meeting of Council will be held on the second Tuesday of December, either before or after the Regular Meeting of Council, in order that all Council Members may review the Applications and select persons to be appointed to the respective Committees or Local Boards. In 2022, this meeting will be held on Tuesday, December 13, 2022.

Standing Committees

The Personnel Committee and the Policies and Priorities Committee meet at the call of the Chairperson.

Notice

The *Municipal Act, 2001* (Act) requires a Council to adopt a Procedure By-law to govern the calling, place and proceedings of meetings and to provide for public notice of meetings. Section 4 (c)(2) of the Procedural By-law provides the following notice to be given for alteration of a meeting date:

“Notice of the alteration shall be posted on the Town’s website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time and/or any by-law by the Town specifying requirements for the giving of notice.”

Section 8 (f)(2) of the Procedure By-law also states that:

“Prior to the first Meeting in January of each year the Clerk shall post on the Corporation’s website the schedule for all regular Council Meetings for the calendar year.”

While the Act does not provide for a specified notice to be given for the alteration of a regular Council or Committee meeting, the Town's Notice By-law (2003-06) states:

"...reasonable notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice."

Council has declared alterations to meeting dates and times at a regular meeting in advance of each calendar year. The public is informed of the Council meeting schedule on the Town's website on the [calendar webpage](#), as well as through Social Media (Facebook and Twitter).

The agendas and minutes of regular meetings of Council contain the next meeting date and time.

Information about regular meeting dates of Council and its Committees is also contained in the EWSWA Collection Calendar, along with other special events taking place in the Town throughout the calendar year.

Consultations

Chief Administrative Officer

Financial Implications

There are no financial implications on the proposed changes to the 2022 Council Meeting Calendar.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☐

Website ☒

Social Media ☒

News Release ☒

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	2022 Council, Committee and Holiday Calendar - DRAFT