



The Corporation of the Town of Tecumseh

Legislative & Clerk Services

To: Mayor and Members of Council

From: Robert Auger, Director Legislative Services & Clerk

Date to Council: September 12, 2023

Report Number: LCS-2023-22

Subject: Council Meetings in 2024

Recommendations

It is recommended:

That the following Regular Council Meeting dates in 2024 **be cancelled:**

- June 11, 2024
- August 27, 2024
- December 24, 2024

And that notice of the Regular Council Meeting dates **be posted** to the Town's website and linked to the Town's social media platforms (Facebook, Instagram and Twitter).

Background

The Council and Committee Meetings Calendar is prepared annually by the Legislative & Clerk Services Department. The Department also works in partnership with the Essex-Windsor Solid Waste Authority ("EWSWA") and the Technology & Client 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 2024 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 to prepare accurate and complete calendars for the coming 2024 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. 2023-076 which governs the proceedings of Council and its Committees (Procedural By-Law). The Procedural By-Law also permits the alteration of these meetings and will be discussed later in this report.

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 that are cancelled generally conflict with commitments to other municipal related business and/or events.

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 2024, the second meeting date would be December 24, 2024, when the Town Hall offices will be closed.

Cancellation of the following Regular Council Meetings in 2024 would be consistent with cancelled meetings in prior years, due to conflicts with other municipal business, events/activities, and holidays:

- June 11, 2024
- August 27, 2024
- December 24, 2024

The draft 2024 Council Meeting Calendar is shown on Attachment 1.

Special Council Meetings

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

Standing Committees

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

Notice

The *Municipal Act*, 2001 (the “Act”) requires a Council to adopt a Procedural By-Law to govern the calling, place, and proceedings of meeting and to provide for public notice of meetings. Section 4.3(b) 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.”

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 No. 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 Council 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 Town’s social media platforms Facebook, Instagram and Twitter.

The agendas and minutes of Regular Council Meetings 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 2024 Council Meeting Calendar.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

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:

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Administrative Assistant to Director Legislative Services & Clerk

Reviewed by:

Jennifer Alexander, MPA
Deputy Clerk & Manager Legislative Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	2024 Council, Committee and Holiday Calendar