



STAFF REPORT TO COUNCIL

Report No: AD-2022-16

November 28, 2022

From: Sarah Huskinson, Chief Administrative Officer

RE: Committee and Council Meetings

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report AD-2022-16:

And THAT Council approves the 2023 Meetings of Council as per the attached schedule;

And THAT Council approves the proposed changes to the Procedural by-law to amend the start time for Council meetings to 6:00pm, reduction of Committee of the Whole meetings to quarterly, and the addition of a Rural Committee, with a new by-law to be approved at the next meeting of Council;

And THAT Council authorizes Staff to seek nominations for the lay persons on the Community Development Committee, Arts Culture and Heritage Committee and the Rural Committee.

Background / Analysis:

Proposed Changes to the Procedural By-law

Section 4 – Meetings, b) Location and Schedule of Meetings

Staff are proposing that the start time for Council meetings be moved back from 7pm to 6pm. This change would allow less time in-between the regular workday for staff and with the meetings being streamed and available on-line, residents can view the meetings from home live or at their convenience on the YouTube channel. In the procedural by-law the location of the Council and Committee meetings requires alteration due to the meetings moving from the Sandfield Centre to the new office location.

The Committee of the Whole was added in 2019 and has evolved over the last term of Council. Staff are proposing that the COW is reduced from monthly to quarterly, with the format changing to items which require additional discussion and departmental staff reports provided for information purposes only.

2023 Meetings of Council

As per the Procedural by-law, Council must approve annually the schedule for the upcoming year. The attached schedule has been altered to include the proposed changes in this report to the COW meeting structure. The 2023 budget meeting has also been included.

Committees of Council

The Arts, Culture and Heritage Advisory Committee is a long-standing Committee of Council. Members are appointed by Council for a four (4) year term following the municipal election. Customarily, Council appoints two (2) members of Council and five (5) lay persons to this committee that is representative of the population of the Township of North Glengarry.

The Community Development Committee is a Committee of Council created following the 2018 election. Members are appointed by Council for a four (4) year term. The Committee is composed of 3 members of Council and a minimum of four (4) lay persons to this committee that is representative of the population of the Township of North Glengarry.

As stated in the Mayoral address at the Inaugural meeting, there is a desire to add a Rural Committee to the Township's Committees of Council. As such, a change to the procedural by-law would be necessary. It is recommended that as a starting point, the Rural Committee be established with three (3) members of Council and four (4) lay persons, similar to the Community Development Committee. The terms of reference would be developed by the newly formed committee, however, for the purposes of the procedural by-law it would be generally to examine rural and agriculture issues that arise in the Township of North Glengarry and provide recommendations to Council.

Staff is requesting Council's authorization to immediately seek nominations to fill the lay positions for all three committees. Advertisements will be placed in the Glengarry News and the Review in early December and shared on the Township's social media outlets. The results will be reviewed and brought to Council for approval at the first Council meeting in January 2023.

Alternatives:

Option 1: Recommended: that Council approves the 2023 Schedule of Meetings, changes to the Procedural By-law and seeking nominations for the three Committees of Council.

Option 2: Not recommended: that Council does not approve 2023 Schedule of Meetings, changes to the Procedural By-law and seeking nominations for the three Committees of Council.

Financial Implications:

None.

Attachments & Relevant Legislation:

2023 Meetings of Council

Procedural by-law (for reference)

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk