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## Report 2023-122

**Report Title:** 2024 Meeting Schedule - County Council and Standing Committee Meetings

**Committee Name:** Corporate Support

**Committee Meeting Date:** October 31, 2023

**Prepared by:** Cheryl Sanders  
Deputy Clerk  
Corporate Services

**Reviewed by:** Maddison Mather  
Manager Legislative Services / Clerk  
Corporate Services

Lisa Ainsworth  
Director  
Corporate Services

**Approved by:** Jennifer Moore, CAO

**Council Meeting Date:** November 15, 2023

**Strategic Plan Priorities:**  Innovate for Service Excellence  
 Ignite Economic Opportunity  
 Foster a Thriving Community  
 Proper Sustainable Growth  
 Champion a Vibrant Future

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### Recommendation

**That** the Corporate Support Committee receive Report 2023-122 '2024 Meeting Schedule - County Council and Standing Committee Meetings' for information, noting that the 2024 Meeting Schedule will be brought forward to the December 13, 2023 County Council meeting for Council's approval; and

**Further That** the Committee recommend that County Council identify this item for separate discussion at the November 15, 2023 County Council meeting; and

**Further That** the Committee recommend that County Council receive this report for information.”

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## **Purpose**

The purpose of this report is to provide County Council with the proposed 2024 Meeting Schedule for County Council and Standing Committee meetings. Staff are recommending changes to the rotation schedule and the meeting times / length of Standing Committee meetings, and the addition of a summer recess.

## **Background**

The draft annual meeting schedule is typically brought forward to the November County Council meeting for review. The final annual meeting schedule is then brought forward to the December County Council meeting for approval.

In a continuing effort to improve the efficiency of meetings, an alternative rotation schedule and adjustment to the meeting times / length of Standing Committees is recommended. Recommendations are based on data collected (please refer to table #2) regarding the average meeting length for each Standing Committee meeting, since the County's Standing Committee structure was implemented in 2021.

Northumberland County's six Standing Committees meet monthly in advance of monthly County Council meetings. The current Standing Committee schedule is outlined below (please refer to table #1). The average length of time for each of the six Standing Committee meetings has been determined by a collection of data from the years 2021, 2022 and 2023. After reviewing the data on the average length of Standing Committee meeting times, staff recommend changes to how Standing Committee meetings are scheduled, in terms of rotation schedule and meeting times / length (as outlined in table #3), commence in January 2024, as per the attached '2024 Meeting Schedule - County Council and Standing Committee Meetings'.

It is also recommended that a four-week summer recess be implemented from July 2 to July 26 for the 2024 calendar year to accommodate both Council and staff vacation. The Council Procedural By-law does allow for Special Standing Committee and County Council Meetings to be called if time sensitive / urgent business arises during the summer recess period.

**Table #1 – Current (2023) Standing Committee Meeting Schedule**

<b>Standing Committee</b>	<b>Start Time</b>	<b>End Time</b>
<b>Day 1 - Committee Meetings (Monday)</b>		
Public Works Committee	9:00 a.m.	12:00 p.m.
Community Health Committee	1:00 p.m.	4:00 p.m.
<b>Day 2 - Committee Meetings (Tuesday)</b>		
Corporate Support Committee	9:00 a.m.	12:00 p.m.
Finance & Audit Committee	1:00 p.m.	4:00 p.m.
<b>Day 3 - Committee Meetings (Wednesday)</b>		
Economic Development, Tourism & Land Use Planning Committee	9:00 a.m.	12:00 p.m.
Social Services Committee	1:00 p.m.	4:00 p.m.

*\*\*Subject to change in accordance with Statutory holidays*

**Table #2 – Average Meeting Length of Standing Committees**

<b>Standing Committee</b>	<b>Average Meeting Length (minutes) 2021</b>	<b>Average Meeting Length (minutes) 2022</b>	<b>Average Meeting Length (minutes) 2023 (Jan to Aug)</b>	<b>Average Meeting Length (minutes) TOTAL</b>
Public Works Committee	73	52	76	<b>67</b>
Community Health Committee	67	34	53	<b>51</b>
Corporate Support Committee	76	73	85	<b>78</b>
Finance & Audit Committee	47	37	43	<b>42</b>
Economic Development, Tourism & Land Use Planning Committee	118	101	66	<b>95</b>
Social Services Committee	53	57	94	<b>68</b>

**Table #3 – Proposed 2024 Standing Committee Meeting Schedule**

<b>Standing Committee</b>	<b>Start Time</b>	<b>End Time</b>
<b>Day 1 Committee Meetings (Monday)</b>		
Economic Development, Tourism & Land Use Planning Committee	1:00 p.m.	3:00 p.m.
<b>Day 2 Committee Meetings (Tuesday)</b>		
Community Health Committee	9:00 a.m.	10:30 a.m.
Finance & Audit Committee	11:00 a.m.	12:30 p.m.
Corporate Support Committee	2:00 p.m.	4:00 p.m.
<b>Day 3 Committee Meetings (Wednesday)</b>		
Social Services Committee	9:30 a.m.	11:30 a.m.
Public Works Committee	1:00 p.m.	3:00 p.m.

*\*\*Subject to change in accordance with Statutory holidays*

**Consultations**

Staff reviewed the 2024 meeting schedule with the Chief Administrative Officer, Director of Corporate Services, the County’s Management Operating Committee (MOC), and the Northumberland Clerks and Records Management Group.

**Legislative Authority / Risk Considerations**

Legislative authority provided by the *Municipal Act, 2001* and the Northumberland County Council Procedural By-law.

There are no risk considerations.

**Discussion / Options**

N/A

**Financial Impact**

N/A

**Member Municipality Impacts**

Efforts are made to ensure that County Council and Standing Committee meetings do not conflict with Member Municipalities’ meetings. Thus, County staff reviewed the 2024 Meeting Schedule with the Northumberland Clerks and Records Management Group on September 27, 2023.

## **Conclusion / Outcomes**

Staff recommend that the Corporate Support Committee receive this report for information, noting that the 2024 Meeting Schedule will be brought forward to the December 13, 2023 County Council meeting for Council's approval. Staff also recommend that County Council identify this item for separate discussion at the November 15, 2023 County Council meeting and receive the report for information.

## **Attachments**

- 1) 2024 Meeting Schedule - County Council and Standing Committee Meetings