

SPECIAL COUNCIL
CLERKS DIVISION

REPORT CLK-2023-21
December 12, 2023

**SUBJECT: CLK-2023-21 – REVISED 2024 COUNCIL MEETING
CALENDAR**

AUTHOR: TARA STEPHENS, CITY CLERK

APPROVING: ROB AXIAK, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report CLK-2023-21 – 2024 Council Meeting Calendar; and further

THAT Welland City Council approves the revised Appendix I – 2024 Council Calendar.

RELATIONSHIP TO STRATEGIC PLAN

Not applicable.

BACKGROUND:

On October 24, the proposed 2024 Council Meeting Calendar was referred to staff to revise and include two (2) Regular Council Meetings per month.

Since the item was referred to staff the City Clerk and Chief Administrative Officer have met to prepare a more comprehensive schedule for council which includes regular council meetings, general committee meetings, Council – Staff Workshops and pre-scheduled budget meetings. This updated format will now appear on one listing as shown in Appendix I.

DISCUSSION:

Below provides a general description of each of the meeting types. In addition, to ensure council continues to receive timely updates on general matters, a Council Information Package will now be introduced.

Council Meetings

More council meetings will assist with time management when planning agendas to ensure staff reports, delegations, public meetings, etc., can be scheduled effectively to ensure Council is able to complete all items for consideration at the meeting. Additional council meetings will reduce the number of items being presented per evening, which will ensure all items can be considered. Moreover, additional Council Meetings will allow for notice of motions to be considered sooner at regular Council meetings.

General Committee

General Committee meetings are being scheduled monthly for staff to bring forward items that require greater input and dialogue from General Committee before being presented to Council for final approval. General Committee meetings will allow staff the opportunity to bring forward options for debate and discussion. If required a final report will be prepared and presented to council at a future meeting should a recommendation be required. The intention is to have the discussion and direction provided by General Committee included in the Council report.

Council – Staff Workshops

A new format for Council - Staff Workshops will include a public facing collaborative gathering session designed to foster communication, cooperation, and collective problem-solving between the staff members and city council. Workshops will serve as a platform for open dialogue, idea exchange, and mutual understanding between staff and council. Workshops can be held in various formats, such as roundtable discussions, brainstorming sessions, team-building exercises, or structured problem-solving session. No decisions will be made at the Council – Staff Workshops, however direction can be provided which may be forwarded to council in the future for consideration. Specific and targeted items will be planned for that require a greater deal of dialogue with staff and members of council. The Council – Staff Workshops will typically be held in the Community Room at City Hall from 5 – 8 p.m.

Special Council Meetings – Budget

Special Council meetings have been scheduled to ensure Council is aware of the budget timeline for 2025. This schedule is similar to the schedule followed for the 2024 budget process.

Council Information Packages

Beginning in 2024 on a weekly basis Council Information Packages will be provided electronically to members of council. The purpose of these information

packages is to provide information and updates to council on a consistent basis on matters that do not require consideration at a Council/General Committee meeting. Council information packages will contain only non-confidential information and posted to the city's website.

FINANCIAL:

There are no financial considerations other than the normal costs associated with publishing notice of meetings under the City's Procedural By-law 2017-6, Notice By-law 2013-127, and/or the By-laws of Welland Hydro, as required.

CONCLUSION:

The early planning of a meeting schedule enables staff and Council to organize their priorities for meetings and agendas. It is recommended that Council support this staff recommendation. In addition to the information found in this report, the clerks department is also working on an internal schedule for report processing to ensure council members have ample time to review reports, ask questions of staff and prepare for meeting. Also, a process review is also underway regarding notices of motions and ensuring they are dealt with in a timely manner. More information on these items and more will be provided in the new year.

ATTACHMENT:

Appendix I – Revised 2024 Council Calendar - Schedule of Meetings