

THE MUNICIPALITY OF LAMBTON SHORES

Report CAO 02-2022

Council Meeting Date: February 22, 2022

TO: Mayor Weber and Members of Council
FROM: Steve McAuley, Chief Administrative Officer
RE: Quarterly Committee of the Whole Meeting
RECOMMENDATION:

THAT Report CAO 02-2022 regarding the Quarterly Committee of the Whole Meeting be received; and

THAT Committee of the Whole meetings for the purpose of receiving and discussing Quarterly Operational reports be scheduled to for 5:00 pm on the following dates:

- April 19 – 1st Quarter Report
- July 12th – 2nd Quarter Report
- October 11 – 3rd Quarter Report

SUMMARY

Staff present quarterly operational reports to Council at regular Council meetings. This report presents an option to remove these quarterly reports from the regular Council meetings and present them at a separate Committee of the Whole meeting.

BACKGROUND

Council has typical receive quarterly reports at regular Council meetings. These reports present Council with an update on the operations being conducted during each quarter and includes financial data for Council's review. Normally these reports are presented at the first regular Council meeting after the quarter. While this has be satisfactory to date, a number of Councilors have suggested that it would be nice to have more time to engage with staff in a more fulsome conversation. While this is possible during a regular Council meeting, other important business tends to take precedence over the quarterly reports.

In an effort to give Council the opportunity to have this dialogue, staff is suggesting that the quarterly report be moved to a Committee of the Whole meeting (COW). A COW meeting is still considered a Council meeting and is subject to the same open meeting rules that a regular Council meeting is, however, it is meant to be a less formal, discussion-oriented meeting with the same members of Council. Generally, matters are only discussed at the Committee of the Whole level with no decisions being made.

Recommendations can be made to Council by the COW, and these recommendations are given final approval at the subsequent Council meeting.

In terms of the actual meeting dates for 2022, staff is suggesting the following dates:

- April 19 – 1st Quarter Report
- July 12th – 2nd Quarter Report
- October 11 – 3rd Quarter Report
- TBD – Year End Report

While a Committee of the Whole meeting is open to the public, public presentations would not be heard at these meetings, nor would any public meetings be held. Based on this, staff would suggest that an earlier start time for the meeting would be appropriate and would suggest 5:00 pm rather than the normal 7:00 pm start.

ALTERNATIVES TO CONSIDER

Council could decide to continue to receive quarterly reports at regular Council meetings. Council could also set the date and times and any future Committee of the Whole meets at their discretion.

RECOMMENDED ACTIONS

Staff recommend that Council sets the dates for Committee of the Whole meetings for the purpose of receiving Quarterly Operational Reports.

FINANCIAL IMPACT

Neither staff nor Council are paid on a per meeting basis, so there is no direct financial impact to have an additional Committee of the Whole meeting.

CONSULTATION

Lambton Shores Senior Management Team