



TOWN OF  
**HALTON HILLS**  
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## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Melissa Lawr, Deputy Clerk - Legislation

**DATE:** October 18, 2021

**REPORT NO.:** ADMIN-2021-0053

**SUBJECT:** Procedure By-law Amendment – Inaugural Meeting

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### RECOMMENDATION:

THAT Report No. ADMIN-2021-0053 dated October 18, 2021 regarding Procedure By-law Amendment – Inaugural Meeting be received;

AND FURTHER THAT Council approve the amendment to the current Procedure By-law to change the date of the Inaugural Meeting to the third Monday of November.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Section 5.4 of the Procedure By-law currently states that the Inaugural Meeting is to be held on the first Monday of December
- The new term of Council begins on November 15<sup>th</sup> of a municipal election year
- Changing the Inaugural Meeting date to the third Monday of November is consistent with other municipalities in the Halton Region
- The Halton Region cannot hold their Inaugural Meeting until all four of the lower-tier municipalities within the Region have held theirs

### BACKGROUND AND DISCUSSION:

On May 25<sup>th</sup>, 2021 Council adopted the new Procedure By-law (By-law No. 2021-0020). Section 5.4 of the Procedure By-law currently states the Inaugural Meeting shall be held on the first Monday of December at 7:00 p.m. Section 235(1) of the *Municipal Act*, 2001 was amended in 2017, and states that a new term of Council begins on November 15<sup>th</sup>

in the year in which a municipal election is held. Therefore, holding the Inaugural Meeting on the third Monday of November allows the new term of Council to begin sooner.

At its Council meeting on September 15<sup>th</sup>, 2021 the Halton Region approved the 2022 Regional Council Calendar of Meetings where the Inaugural Meeting is scheduled for December 7<sup>th</sup>, 2022. The Halton Region cannot hold their Inaugural Meeting until all four lower-tier municipalities hold theirs. Adjusting the Inaugural Meeting date to November is consistent with the other municipalities in Halton Region and allows Halton Region to hold their Inaugural Meeting on the scheduled date of December 7<sup>th</sup>, 2022.

Section 5.4 of By-law 2021-0020 should read:

Following a Municipal Election, the Inaugural Meeting shall be held on the third Monday of November at 7:00 p.m., except when the day is a public or civic holiday in which case the meeting shall be held on the next following day that is not a public or civic holiday.

#### **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

#### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

#### **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

#### **INTERNAL CONSULTATION:**

Consultation occurred with members of the Clerks Division.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Acting Chief Administrative Officer