

**DATE:** May 16, 2022  
**REPORT NO:** C-03-2022  
**SUBJECT:** Inaugural Meeting of Council Procedural By-law Amendment  
**CONTACT:** Joanne Scime, Director of Legislative Services/Clerk

**OVERVIEW:**

- The purpose of this report is to seek approval for an amendment to the Township's Procedural By-law 2013-58 (as amended), to amend Section 2.1 (Inaugural Meeting), in order to set a fixed date, time and location for the Inaugural Meeting of Council.
- Staff are requesting to amend Section 2.1 (Inaugural Meeting), in order for the date to be closer aligned with the date that the new term of Council will commence, as prescribed in Section 6(1) of the Municipal Elections Act, 1996, being November 15, 2022.

**RECOMMENDATION:**

1. That, Recommendation Report No. C-03-2022 regarding "Inaugural Meeting of Council Procedural By-law Amendment", dated May 16, 2022, be received for information; and,
2. That, Section 2.1 (Inaugural Meeting) of the Township of West Lincoln's Procedural By-law 2013-58 (as amended), be further amended to set a date, time and location for the Inaugural Meeting of Council as provided in Schedule "A" to this report; and,
3. That, the 2022 Inaugural Meeting of Council be held on Monday, November 21, 2022 at the West Lincoln Community Centre commencing at 7 p.m.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #6**

Efficient, Fiscally Responsible Operations

- The Township of West Lincoln is a lean organization that uses sustainable, innovative approaches and partnerships to streamline processes, deliver services and manage infrastructure assets.

## **BACKGROUND:**

Currently, the Township of West Lincoln's Procedural By-law states that the Inaugural Meeting shall be not later than thirty-one days (31) days after the term of the newly elected Council commences at a time and at a place as directed by the Mayor or the newly elected Council.

Historically, the Township of West Lincoln has held the Inaugural Meeting of Council on the first Monday of December. This date aligned with the date that the new term of Council commenced being December 1<sup>st</sup>.

As a result of the changes made to the Municipal Elections Act, 1996, specifically Section 6(1), the date of the new term of office has changed from December 1<sup>st</sup> to November 15<sup>th</sup>. Holding the Inaugural Meeting of Council on the first Monday of December would provide for an additional period of approximately 3 weeks whereby the new Council would take office but would not be sworn in. Staff feel that this timeline would not be ideal and/or advisable in case matters arise that requires Council's attention, such as the scheduling of Special Council/Council meetings for training purposes as well as holding a Caucus meeting(s) to discuss appointments to various boards and committees.

## **CURRENT SITUATION:**

To ensure the Township's Procedural By-law remains compliant with the respective term of office as prescribed in the Municipal Elections Act, 1996, staff are proposing that the date, time and location be set well in advance to allow for the preparation of the Inaugural Meeting of Council.

Staff feel that it would be prudent to address this matter in advance to insure that the proposed location is available as well as the Township's vendor (WeeStreem) for livestreaming and recording of our Standing Committee and Council meetings.

With the reduction of time between Voting Day (October 24, 2022) and the date that the new term of Council will commence, being November 15, 2022, staff will have a small window to organize and prepare for the Inaugural Meeting. The reduction of time will mean that staff will have approximately 4 weeks, following voting day, to organize and prepare for the Inaugural Meeting rather than the historic 7 weeks (approximately) that staff have had previous to the 2022 Municipal Election.

Staff have consulted with WeeStreem, the Township's third party vendor, who have confirmed they are available to provide their services to livestream and video record the Inaugural Meeting of Council, which will provide an opportunity for members throughout the community that are unable to attend in-person to watch the event either live, or at a later time that is convenient for them.

Staff have spoken to the other area Municipal Clerks to determine the date that they will be holding their Inaugural Meeting of Council. It has been confirmed that all local area municipalities will be having their Inaugural Meeting on either November 15, November 21 or November 22, 2022. At the time of writing this report Niagara-On-The-Lake has not yet set a date for their Inaugural Meeting of Council.

Additionally, the date for Niagara Region's Inaugural Meeting occurs after the local area municipalities have officially sworn in their Members of Council at each of their respective Inaugural Meetings. In speaking to Niagara Region, it is staff's understanding that the tentative date for Niagara Region's Inaugural Meeting of Council is Thursday, December 1<sup>st</sup>, 2022.

With respect to location for the Inaugural Meeting, staff would like Council to set a location for the Inaugural Meeting commencing with the 2022 Municipal Election. The Township's Council Chambers is limited in size; therefore, staff are recommending that the event be held at the West Lincoln Community Centre. Having the new West Lincoln Community Centre provides opportunity to showcase the community centre while hosting the Inaugural Meeting of Council. Staff feel that combining the three community rooms together will provide a large area to facilitate the event which also includes a kitchen and adjacent reception area.

**FINANCIAL IMPLICATIONS:**

The change in date of the Inaugural Meeting of Council would have no additional financial implications then the typical costs of holding this event.

**INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the CAO and no concerns were received.

**CONCLUSION:**

The proposed amendment to Section 2.1 of the Township's Procedural By-law as outlined in Schedule A to this report will ensure that the Declarations of Office and Oaths of Allegiance, are held in a timely manner and in accordance with the Municipal Elections Act for the 2022 term of Council.

**Prepared & Submitted by:**



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**Joanne Scime, Director of  
Legislative Services/Clerk**

**Approved by:**



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**Bev Hendry, CAO**