



## **AGENDA**

### **Inaugural Meeting of Council**

November 15, 2022

6:00 pm

Council Chambers, Town Hall

175 Queen Street East, St. Marys

**Pages**

**1. CALL TO ORDER OF INAUGURAL MEETING**

**2. NATIONAL ANTHEM**

**3. GREETINGS FROM INVITED GUESTS**

Mayor Martin Ritsma, City of Stratford

Gwen Ament

**4. DECLARATIONS OF OFFICE**

Presented by Clerk, Jenna McCartney

**4.1. Administered to Mayor-Elect Al Strathdee**

**4.2. Administered to the Councillors-Elect**

**5. INVESTITURE OF MAYOR'S CHAIN OF OFFICE**

**6. INAUGURAL ADDRESS BY MAYOR**

His Worship Mayor Al Strathdee

**7. COUNCILLORS' INTRODUCTORY REMARKS**

**8. INTRODUCTION OF ADMINISTRATION**

Brent Kittmer, Chief Administrative Officer

**9. DECLARATION OF PECUNIARY INTEREST**

**10. AMENDMENTS AND APPROVAL OF AGENDA**

**RECOMMENDATION**

**THAT** the November 15, 2022 inaugural meeting of Council agenda be accepted as presented.

**11. STAFF REPORTS**

**11.1. ADMIN 56-2022 Deputy Mayor Year 1 Appointment**

**4**

**RECOMMENDATION**

**THAT** ADMIN 56-2022 Deputy Mayor Year 1 Appointment report be received; and

**THAT** Council consider By-law 96-2022, being a By-law to appoint\_\_\_\_\_ as Deputy Mayor for a one-year term.

**11.2. ADMIN 57-2022 Adopt 2023 Council Meeting Schedule**

**6**

**RECOMMENDATION**

**THAT** ADMIN 57-2022 Adopt 2023 Council Meeting Schedule report be received; and

**THAT** Council approve the 2023 Council meeting schedule as presented.

**12. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Law 96-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and Clerk.

**12.1. By-Law 96-2022 Appoint a Deputy Mayor**

**9**

**13. UPCOMING MEETINGS**

\*All meetings will be live streamed to the Town's YouTube channel

November 22, 2022 - 6:00 pm, Regular Council, Council Chambers

November 25, 2022 - 9:00 am, Special Meeting of Council (orientation), Council Chambers

November 29, 2022 - 9:00 am, Town Facility Tour, Pyramid Recreation Centre

December 6, 2022 - 9:00 am, Special Meeting of Council (budget), Council Chambers

December 13, 2022 - 9:00 am, Special Meeting of Council (orientation), Council Chambers

December 13, 2022 - 6:00 pm, Regular Council, Council Chambers

**14. CONFIRMATORY BY-LAW**

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**RECOMMENDATION**

**THAT** By-Law 97-2022, being a by-law to confirm the proceedings of the November 15, 2022 special meeting of Council, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**15. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this special meeting of Council adjourns at \_\_\_\_\_ pm.



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	15 November 2022
<b>Subject:</b>	<b>ADMIN 56-2022 Deputy Mayor Year 1 Appointment</b>

## PURPOSE

To facilitate Council's appointment of a Deputy Mayor for the first year of this 2022-2026 term of Council.

## RECOMMENDATION

**THAT** ADMIN 56-2022 Deputy Mayor Year 1 Appointment report be received; and

**THAT** Council consider By-law 96-2022, being a By-law to appoint\_\_\_\_\_ as Deputy Mayor for a one-year term.

## BACKGROUND

The electors of the Town of St. Marys do not elect a deputy mayor. Rather, Council appoints a member of Council to act as a Deputy Mayor on an annual basis to serve in the role of Mayor during an absence. The Town's Procedure By-law 20 of 2016 Section 2.5 explains the process of Council appointing a Deputy Mayor.

### ***2.5 Appointment of a Deputy Mayor***

*A Councillor shall be selected to act as Deputy Mayor for a period of 1 year. Nomination shall be by another Councillor and selection shall be at the first meeting of Council in December of each year. The appointment procedure shall be presided over by the Mayor. Election shall be by members of Council. A Councillor may be re-elected to serve as Deputy Mayor.*

Staff recognize that Section 2.5 of the Procedure By-law states the appointment of Deputy Mayor shall take place at the first meeting in December. Provincial legislation changed to implement the 2022 – 2026 term of municipal office to take effect on November 15 rather than December 1. The intention of the Procedure By-law was to align with the first meeting of the new term of Council and then for the subsequent years within that term. It is staff's recommendation to complete the appointment in alignment with the new legislation and the new start to the term of Council.

A review of the Procedure By-law is required and staff will report back to Council at a later date with further details and to see the appointment of an ADHOC of Council.

## REPORT

The new term of office for the 2022-2026 Council begins on November 15, 2022 as per the *Municipal Elections Act*. As such, the Head of Council will open the floor to nominations during the Council meeting for the purpose of appointing a Deputy Mayor by by-law for a one year period.

## **FINANCIAL IMPLICATIONS**

None.

## **SUMMARY**

The report is provided to facilitate Council's discussing regarding the annual requirement to appoint a Deputy Mayor.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

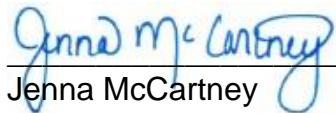
None.

## **ATTACHMENTS**

By-Law 96-2022, Deputy Mayor Appointment (attached to By-Law section of the agenda)

## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Clerk

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	15 November 2022
<b>Subject:</b>	<b>ADMIN 57-2022 Adopt 2023 Council Meeting Schedule</b>

## PURPOSE

To present Council with the proposed 2023 Council meeting schedule which provides the dates of the regular Council, Strategic Priorities Committee and Budget meeting dates.

## RECOMMENDATION

**THAT** ADMIN 57-2022 Adopt 2023 Council Meeting Schedule report be received; and

**THAT** Council approve the 2023 Council meeting schedule as presented.

## BACKGROUND

The Town's Procedure By-law 20 of 2016 Section 5.6 requires that the next year's Council meeting calendar shall be presented to Council prior to December 1 of the current year.

The proposed budget meeting dates have also been included with the 2023 Council meeting calendar attached to this report.

## REPORT

As per sections 5.6.1 and 5.6.2 of By-law 20 of 2016, the draft meeting calendar for 2023 has been prepared for Council's consideration. This includes the dates for regular Council, Strategic Priorities and budget meetings.

As shown on the calendar, there are six budget meetings scheduled. These dates include:

(December 6, 2022 – 9:00am to 3:00pm – already scheduled on 2022 calendar)

January 3, 2023 – 9:00am to 3:00pm

January 17, 2023 – 9:00am to 3:00pm

January 31, 2023 – 9:00am to 3:00pm

February 7, 2023 – 9:00am to 3:00pm

February 21, 2023 – 9:00am to 3:00pm

Throughout the budget meetings various components of the budget are reviewed that include the operating budget, capital budget, reserves and reserve funds, external transfers, and community grants. When the budget is in a position of being in a final draft, it will be presented to the public during a meeting of Council for the purpose of receiving comments. By utilizing Council's available Tuesdays throughout January and February this should allow for a final adoption of the budget by early March.

## **FINANCIAL IMPLICATIONS**

None.

## **SUMMARY**

Council is presented with the proposed 2023 Council meeting schedule. Once approved, these meeting dates will be provided on the Town's website to provide the required notice of public meetings.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

None.

## **ATTACHMENTS**

2023 Council Meeting Calendar

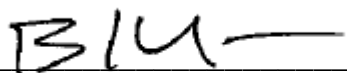
## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Clerk

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

# 2023 Council Calendar

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Regular Council Meeting 6:00 pm
Strategic Priorities Committee 9:00 am – 12:00pm
Budget Meeting 9:00am – 3:00pm
Statutory & Public Holidays
Christmas Shut Down

## December 2022 DATES

December 6<sup>th</sup>, 9:00am, Budget Meeting  
December 13<sup>th</sup>, 6:00pm, Regular Council



**BY-LAW 96-2022**

**THE CORPORATION OF THE TOWN OF ST. MARYS**

**Being a By-law to appoint a Deputy Mayor for the Corporation of the Town of St. Marys**

- WHEREAS:** *The Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 242 provides that a municipality may appoint a member of council to act in the place of the head of council when the head of Council is absent, refuses to act, or the office is vacant, and that while so acting, such member has and may exercise all the rights, powers, and authority of the head of Council;*
- AND WHEREAS:** The Procedure By-law, 20-2016, provides that Council of the Corporation of the Town of St. Marys will make this appointment on an annual basis;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it appropriate and in the best interest of the Town to provide for the appointment of a Deputy Mayor;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts as follows;
1. That Councillor \_\_\_\_\_ is hereby appointed Deputy Mayor for the Corporation of the Town of St. Marys, for a term of one year, beginning upon the date of passing of this by-law.
  2. This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 15<sup>th</sup> day of November 2022.**

\_\_\_\_\_  
Mayor Al Stratthdee

\_\_\_\_\_  
Jenna McCartney, Clerk

**BY-LAW 97-2022**

**THE CORPORATION OF THE TOWN OF ST. MARYS**

**Being a By-law to confirm all actions and proceedings of the Council of the Corporation of the Town of St. Marys at its inaugural meeting held on November 15, 2022**

**WHEREAS:** *The Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents, and its powers shall be exercised by by-law;*

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

**NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts as follows;

1. That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its inaugural meeting held on the 15<sup>th</sup> day of November 2022 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
2. This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 15<sup>th</sup> day of November 2022.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk