

Type of Decision									
Meeting Date	Friday, December 16, 2011				Report Date	Wednesday, December 14, 2011			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Amendment to Council's Meeting Schedule Report #16/12/11/1202									

Subject: Amendment to Council's meeting schedule.

RECOMMENDATION: That the meeting of Friday, January 6, 2012 be cancelled due to the lack of time to prepare a proper agenda.

**WHEREAS** there are only 7 working days between this meeting and the date that the package for the January 6, 2011 meeting will have to be ready;

**AND WHEREAS** other year end obligations will take up most of staff time, not allowing much time for meeting preparation;

**THEREFORE BE IT RESOLVED THAT** in order to make the most effective use of time and money the Council of the United Townships of Head, Clara & Maria does hereby agree to cancel the regular meeting of Friday, January 6, 2012 to meet again on Friday, January 20, 2012. Staff are to advertise as per the municipal Notice By-law.

BACKGROUND/EXECUTIVE SUMMARY: Self explanatory. There are only 7 working days between this meeting and the date the next packages will be required to go out. As there is little new business during the holidays with many offices being closed there will be limited material to include in a meeting. As per the Procedure By-Law, an emergency and/or special meeting may be called at short notice if required to deal with any issue on an urgent basis.

Financial Considerations/Budget Impact: Saves taxpayers dollars in meeting for no real purpose.

Policy Impact: None- as per past practise.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*