

| Type of Decision  |                           |                  |  |    |                 |                          |      |  |        |
|-------------------|---------------------------|------------------|--|----|-----------------|--------------------------|------|--|--------|
| Meeting Date      | Tuesday, October 17, 2017 |                  |  |    | Report Date     | Friday, October 13, 2017 |      |  |        |
| Decision Required | X                         | Yes              |  | No | Priority        | X                        | High |  | Low    |
| Direction         | X                         | Information Only |  |    | Type of Meeting | X                        | Open |  | Closed |

## 2018 Council Meeting Schedule - Report #17/10/2017/1203

**Subject:**

Setting the Council meeting schedule for 2018.

**RECOMMENDATION:**

That Council adopt the following resolution authorizing meeting dates for 2018. Council can always modify, add, remove Council, Committee of the Whole, special, public and/or emergency meetings during the year as required.

**WHEREAS** the Council of the United Townships of Head, Clara & Maria has agreed to hold an average of one regular Council meeting per month as per section 3.3 of By-Law 2015-07;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to set its 2018 meeting schedule as outlined:

1. Council Meeting – Tuesdays at 7:00 pm or 19:00 h
  - January 23
  - February 13
  - March 20
  - April 17
  - **May 1, 2018 – Nomination Period for Candidates for 2018 Election opens**
  - May 15
  - June 12
  - July – no meeting
  - **July 27, 2018 – Nomination Day all Candidates are to have submitted Nomination by 2:00 p.m.**
  - August – no meeting
  - September 11
  - October 16 – Last Meeting of Current Council
  - **October 22, 2017 – Municipal Elections**
  - November – no meeting
  - December 3 – Inaugural meeting of New Council
2. Committee of the Whole – to be determined as required
3. Emergency Management – to be determined

## **BACKGROUND/EXECUTIVE SUMMARY:**

As per the Procedure By-Law Council is to set an annual meeting schedule.

All Council meetings are scheduled for Tuesdays at 19:00 h or 7:00 p.m. Committee of the Whole, public or special meetings of Council may be scheduled as required during the year with notice provided as per the Municipal Notice By-Law.

These dates will be inserted into the Google Municipal Calendar linked from our home page <http://www.townshipsofheadclaramaria.ca/calendar/> for ease of viewing and will be either modified or made permanent once council adopts its resolution.

## **Options/Discussion:**

Aside from adding Committee of the Whole meetings to discuss and debate issues which require more Council input, the current system of monthly meetings seems to be working efficiently. There is little that has had to be postponed or has been negatively affected by this schedule.

## **Financial Considerations/Budget Impact:**

There is no direct budget impact as honoraria are paid on a pro-rated basis. Staff make up over-time as time for time. The challenge with increased meetings are increased costs of meeting preparation, minutes etc. Budget is not normally an issue with meeting scheduling.

## **Policy Impact:**

Recommendation meets current policy. The Procedure by-law allows for Council to set the meeting schedule and make changes/amendments through resolution of Council.

## **Others Consulted:**

Based on 2017 schedule and past practise.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*