

Type of Decision									
Meeting Date	Thursday, December 19, 2019				Report Date	Wednesday, December 4, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #19/12/19/1101 - 2020 Council Meeting Schedule									

**SUBJECT: Establishing Council Meeting Schedule for 2020**

**RECOMMENDATION:**

That Council adopt the following resolution authorizing meeting dates for 2020. Council can always modify, add, and/or remove Council, Committee of the Whole, special, public and/or emergency meetings during the year as required.

**WHEREAS** 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 4.2.1 of By-Law 2019-09;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to set its 2019 meeting schedule as outlined:

- Thursday January 16 - 1:00 p.m.
- Thursday February 20 - 1:00 p.m.
- Thursday March 19 - 1:00 p.m.
- Thursday April 16 - 1:00 p.m.
- Thursday May 21 - 1:00 p.m.
- Saturday June 20 - 1:00 p.m.
- Thursday August 20 - 1:00 p.m.
- Thursday September 17 - 1:00 p.m.
- Thursday October 15 - 1:00 p.m.
- Thursday November 19 - 1:00 p.m.
- Thursday December 17 - 1:00 p.m.

**BACKGROUND/EXECUTIVE SUMMARY:**

Section 4.2.1 of the Procedural By-Law (2019-09) currently states that regular meetings shall be held the third Thursday of each month at 7:00 p.m., except for June when the meeting is held on the third Saturday at 1:00 p.m. There is no meeting in July.

The proposed schedule above is based on the current Procedural By-Law with the exception of timing as it has been previously expressed by Council that business may be better conducted at an earlier time, resulting in meeting times being changed to 1:00 p.m. as of the October 2019 meeting. Once Council determines the meeting dates for 2020 I will request an update of the Procedural By-Law.

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:**

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. Council may adopt the schedule as presented or make amendments. The schedule must be adopted by Council by January 31<sup>st</sup>, 2020 as per section 5.1 of the Procedural By-Law.

### **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 is increased costs of meeting preparation, minutes etc. Budget is not normally an issue with meeting scheduling.

### **Policy Impact:**

The Procedure By-Law will be amended as necessary once the final meeting schedule is confirmed.

<b>Approved and Recommended by the Clerk</b>
Crystal Fischer, Clerk-Treasurer