

Type of Decision									
Meeting Date	Friday, March 23, 2012				Report Date	Tuesday, March 20, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Council Notification Report #23/03/12/1204									

Subject: To clarify Council expectations concerning Councillor packages and notification.

RECOMMENDATION: That Council adopt the following resolution detailing deadlines for preparation and delivery of Council packages and electronic notification to ensure timely delivery of Council communications.

WHEREAS the past few months have included questions concerning the availability of Council packages, failed electronic notification of meetings resulting in Council members missing meetings and packages not being received until immediately prior to the meeting;

THEREFORE BE IT RESOLVED THAT in an effort to clarify operations for staff and Council, the Council of the United Townships of Head, Clara & Maria does hereby agree to the following guidelines until they may be formally adopted into the Procedure By-law which will be amended in the near future.

Guidelines:

1. "All correspondence addressed to Council and all correspondence packages will be forwarded through the Council information packages normally available to all members of Council at least forty-eight (48) hours prior to the next regular meeting of Council. The packages will be made available in the Municipal Office at that time. Each Council member is responsible for collection or delivery of their package."
2. "All notification to be provided to Council members from the Municipal Office, including notice of special meetings, is considered to be delivered once it is sent via email to the email address on file for each Council member. It is incumbent on the Council member to notify staff if and when they require alternate delivery or if their contact information has changed."

Background/Executive Summary: During the course of the past couple of months there have been comments on and challenges with the availability of the Council packages, correspondence and meeting notification.

Due to our location we have challenges with the mail system in that all mail now leaves Stonecliffe and is returned at least one day later.

The procedure by-law states that "All correspondence addressed to Council will be forwarded through the correspondence package delivered to all members at least forty-eight (48) hours prior to the next regular meeting of Council."

In the past this was taken care of via delivery at the post office at Yates by Wednesday evening. With the change in postal service, we have had to make changes. The Clerk has attempted to

ensure that packages are available by noon on Wednesday, but occasionally circumstances outside of staff control prevent that from occurring.

The new guidelines would ensure that any correspondence received would be included in the packages (as normally occurs) and the packages would be available 48 hours prior to the meeting. This would mean that packages would normally be available by 14:00h the Wednesday afternoon prior to the Council meeting. Obviously, there are infrequent occasions where something occurs that prevents the packages from being ready. In the past staff have gone beyond normal procedure and dropped the packages off to Council members at their residences.

The second issue is electron notification of special meetings etc. As has been the practise since the Clerk commenced employment in 2005, Council notification of special events, etc. has been provided via email. If this is no longer a viable method of delivery, this too should be clarified prior to the Procedure By-law being reviewed.

Unless staff is notified otherwise, sending an email notice to 5 or more people is much more efficient and effective than making individual phone calls. Should you not have internet availability, it should be incumbent on you to advise office staff to ensure that any communications are forwarded to you via other means.

Financial Considerations/Budget Impact: None

Policy Impact: Creates new policy by modifying this component of the Procedure By-law. Once the Procedure By-Law is reviewed for further change, these guidelines will be incorporated into that final document. Altering the procedure By-law in any substantial way requires notice of a public meeting. Do to staff time constraints; this will be addressed once the Waste Management By-Law process has been rolled out.

Others Consulted/Resources/References: At the request of Councillor Gibson.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith