

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Friday, December 5, 2014				Report Date	Friday, November-07-14			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

2015 Council Meeting Schedule - Report #05/12/14/1402

Subject:

Setting the Council meeting schedule for 2015.

RECOMMENDATION:

That Council adopt the following resolution authorizing the 12 dates. Council can always add special, public and/or emergency meetings during the year as needed.

WHEREAS the Council of the United Townships of Head, Clara & Maria has agreed to hold an average of one Council meeting per month;

AND WHEREAS with a change of Council a review of policies and by-laws is required to begin a new term;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the number of meetings in January and February to compensate for the meetings normally cancelled over the summer with a schedule set as follows:

- January 9 and 30
- February 13 and 27
- March 27
- April 10
- May 8
- June 12
- July – no meeting
- August – no meeting
- September 11
- October 16
- November 13
- December 11.

BACKGROUND/EXECUTIVE SUMMARY:

The meeting schedule is to be approved by Council at its first meeting however; the following is staff recommendation. Two meetings a month in January and February should get us up to speed on routine new term issues and those which have been deferred such as:

- Review of policies and by-laws.
 - Procedure
 - Honorarium
 - Procurement
 - Notice
 - Code of Conduct
- Helipad
- Strategic plan

All meetings are scheduled for Fridays at 14:00 or 2:00 p.m. Council can change this time.

Evening meetings were held over the 2013 year to determine if more people would attend and there was zero increased attendance.

Options/Discussion:

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.

The current by-law was amended in 2012 by the following:

----By-Law 2012-31----

“Regular meetings of Council shall be held on the first and third Friday of each month at 2:00 p.m. or 14:00 h. unless Council, by resolution, directs otherwise,” be modified by removing the words “on the first and third Friday of each month at 2:00 p.m. or 14:00 h” to be replaced with the words **“according to a calendar which shall be set annually by Council to call or schedule regular meetings for the year”**.

Others Consulted:

Councillor Grills, Noella LeBreton, Treasurer;

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk