

Type of Decision									
Meeting Date	Friday, December 9, 2016				Report Date	Tuesday, December 6, 2016			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## 2017 Council Meeting Schedule - Report #09/12/2016/1201

**Subject:**

Setting the Council meeting schedule for 2017 including Committee of the Whole and Community/Municipal Control Group for Emergency Management purposes.

**RECOMMENDATION:**

That Council adopt the following resolution authorizing meeting dates for 2017. 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 2017 meeting schedule as follows:

1. Council Meeting – 2:00 pm or 14:00 h
  - February 10
  - March 24
  - April 21
  - May 12
  - June 2
  - July – no meeting
  - August – no meeting
  - September 15
  - October 20
  - November 17
  - December 8
2. Committee of the Whole – 1:00 pm or 13:00 h
  - February 24 – if needed
  - September 29 – if needed
3. Emergency Management
  - April 7, 2017 – Exercise and Training
  - Thursday, November 24, 2016 - Community/Municipal Control Group Meeting

## **BACKGROUND/EXECUTIVE SUMMARY:**

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

All Council meetings are scheduled for Fridays at 14:00 h or 2:00 p.m. It is suggested that Committee of the Whole meetings start at 13:00 h or 1:00 p.m. due to the nature of the meetings.

These dates have been input tentatively on 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 2016 schedule and past practise.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*