



RPT 20-377

TITLE: 2021 Executive Committee and City Council Meeting Schedule

DATE: September 2, 2020

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the attached 2021 Executive Committee and City Council Meeting Schedule, be approved; and,
2. That the July 2021 and August 2021 Executive Committee and City Council meetings be scheduled at 2:00 p.m.

TOPIC & PURPOSE:

To approve the 2021 Executive Committee and City Council Meeting Schedule.

BACKGROUND:

The City's Procedure Bylaw No. 26 of 2014, states as follows:

"Regular Meeting

6. (1) *Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.*
- (2) *In the event of any meeting date falling on New Year's Day, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next day that City Hall is scheduled to be open for business.*

- (3) *Annually the Clerk shall submit a regular schedule of Council meetings to Council for approval as set out in Subsections (1) and (2), or may recommend alternate meeting dates.*
- (4) *Notwithstanding the foregoing provisions, City Council may, by resolution, dispense with or alter the time of a regular meeting of Council.”*

“Executive Committee

- 75. (4) *Regular meetings of the Executive Committee shall be held each year starting on the second Monday of January, commencing at 4:00 p.m. on each third week thereafter, in the Council Chamber of City Hall.*
- (5) *In the event of any meeting date falling on New Year’s Day, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next day that City Hall is scheduled to be open for business.*
- (6) *Annually the Clerk shall submit a regular schedule of Executive Committee meetings to Council for approval as set out in Subsections (4) and (5), or may recommend alternate meeting dates.*
- (7) *Notwithstanding the foregoing provisions, City Council may, by resolution, dispense with or alter the time of a regular meeting of Executive Committee.*

PROPOSED APPROACH AND RATIONALE:

The attached 2020 Executive Committee and City Council Meeting Calendar, in accordance with the Procedure Bylaw, is being presented for consideration, along with some alternate meeting dates as a result of some scheduled events or holidays, such as the following:

- 1. February School Break – February 15 – 19, 2021
- 2. Easter School Break – April 5 – 9, 2021
- 3. July and August Summer Holidays – Reduction from two (2) cycles of Executive Committee and City Council meeting to only one (1) cycle, per month.
- 4. One (1) Council meeting in December to approve the proposed Budget and to accommodate the Holiday season.

At this time, the Federation of Canadian Municipalities Conference traditionally held at the beginning of June and attended by a majority of members of Council, has not been confirmed. Federation of Canadian Municipalities has advised that the Conference will be either held June 3 – 6, 2021 or June 10 – 13, 2021. For the benefit of this report and scheduling, we are scheduling it within our calendar for June 3 – 6, 2021.

If Federation of Canadian Municipalities determines to hold the conference on June 10 – 13, 2021, we will review the calendar and if required bring forward a further report to reschedule any meetings affected by members of Council attending and travelling to the Federation of Canadian Municipalities Conference.

In the past, members of Council have adopted a Summer Meeting Schedule with meetings commencing at 2:00 p.m. for the months of July and August. Therefore, it is proposed that the same practice continue and the Executive Committee and City Council meetings in July and August for 2021 be scheduled at 2:00 p.m.

CONSULTATIONS:

A preliminary discussion with the Mayor regarding the meeting schedules was completed.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the Executive Committee and City Council Meeting Schedules are approved, they will be placed on The City's website for reference.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation, official community plan, policy, financial or privacy implications.

STRATEGIC PLAN:

The information contained in the report directly aligns with The City's Strategic Goal of Corporate Sustainability:

"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council, understand the core principles and behaviors of good governance, and commit to continued improvement in governance and organization."

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: NONE

ATTACHMENTS:

1. 2021 Executive Committee and City Council Meeting Schedule
2. 2021 Calendar indicating special events and holidays, along with proposed Executive Committee and City Council meetings

Written by: Sherry Person, City Clerk

Approved by: City Manager