

# Request for Decision



To: Regular Meeting  
From: **Corporate Services**  
Date: July 15, 2019  
Subject: Amendment of 2019 Council Meeting Schedule  
Recommendation: **THAT Council directs staff to change the dates of the final three meeting days scheduled in 2019 to November 12 and 25, and December 16.**

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## Background

The schedule for the 2019 meetings for Committee-of-the-Whole and Regular Meetings were set in late 2018.

Since the schedule was set, an off-site course which several staff are registered to attend has been scheduled which would conflict with the November 4<sup>th</sup> meeting. Other staff members are also scheduled to be away on holidays. Although it is possible to conduct the meeting with staff away, Corporate Services proposes shifting the dates of the last three meetings on 2019 back by one week.

This will have the net effect of introducing an additional (third) week gap following the October 21 meeting, but would also push the lone meeting in December closer to the Christmas break, which would reduce the gap between the December meeting and the first meeting in January, likely from five weeks to four depending on the 2020 meeting schedule.

The proposed new schedule is attached to this RFD. The changes are:

Regular Meetings:

<b>Tuesday, November 12, 2019</b>
<b>Monday, November 25, 2019</b>
<b>Monday, December 16, 2019</b>

Committee-of-the-Whole

<b>Tuesday, November 12, 2019</b>
<b>Monday, December 16, 2019</b>

Upon approval of the schedule change, the meeting dates posted on the City website will be updated. Advertisements of the revised dates would appear in the local newspaper not less than two weeks prior to the original meeting date, per Community Charter s.94 and 127.

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## Benefits or Impacts

### General

Average the gaps between meetings late in the year.

Sr. Staff will be available to support the meetings while having the ability to be away for a relevant educational opportunity.

### Policy/Legislation

Community Charter, s.94 – Requirements for Public Notice

Community Charter, s.127 – Notice of Meetings

## Attachments

Revised 2019 Regular and Committee-of-the-Whole Meeting Schedule

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## Recommendation

**THAT Council directs staff to change the dates of the final three meeting days scheduled in 2019 to November 12 and 25, and December 16.**

## Options

1. THAT Council accepts the new schedule.
2. THAT Council does not accept the new schedule.
3. THAT Council refers the matter back to staff for further information.

### Report Approval Details

Document Title:	2019-07-15-RFD-AmendCouncilMeetingSchedule.docx
Attachments:	- 2019 Schedule of COTW and Regular Council Meetings-Amended.doc
Final Approval Date:	Jun 14, 2019

This report and all of its attachments were approved and signed as outlined below:

**Daniel Drexler - Jun 14, 2019 - 2:28 PM**

**Diane Heinrich - Jun 14, 2019 - 2:32 PM**