

Type of Decision									
Meeting Date	Friday, October 15, 2010				Report Date	Tuesday, October 5, 2010			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Amendment to Council's Meeting Schedule Report #15/10/10/1204									

Subject: Amendment to Council's meeting schedule during the Clerk's leave.

RECOMMENDATION: That the meeting of Friday, November 5, 2010 be cancelled due in part to the Clerk's absence and further because of the focus by other municipalities on elections.

WHEREAS during this period of time the Treasurer will be acting as Deputy Clerk and will have an increased workload;

AND WHEREAS that responsibility will be further increased due to the absence of our trainee and the management of special projects;

AND WHEREAS without the Clerk to provide policy or by-laws for Council consideration, and in light of the fact that most other municipalities will be ramping up for elections, with the province subsequently reducing the number of issues being downloaded for consideration there will be little that will require Council attention;

AND WHEREAS should an issue arise that does require Council attention a special meeting may be called as per the Procedure By-law;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to cancel the regular meeting of Friday November 5, 2010 to meet again on Friday, November 19, 2010. Staff will advertise as per the municipal Notice By-law.

BACKGROUND/EXECUTIVE SUMMARY: As explained previously, the clerk will be away for up to 6 weeks for medical reasons and will not be on the payroll. During this absence all duties will fall on the Treasurer, who will now also be assuming 100% of the Treasurer's responsibility as our trainee has left.

Financial Considerations/Budget Impact:

Policy Impact: None- as per past practise.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith