

Type of Decision									
Meeting Date	Friday, November 16, 2012				Report Date	Tuesday, November-06-12			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Amendment to Procedure By-law and Meeting Dates Report - 16/11/12/1104									

Subject: A proposal for council consideration to amend the Procedure By-law to facilitate meeting dates and holidays.

RECOMMENDATION:

That Council agrees to modify the Procedure By-law to allow for an annual calendar to be set in January or December for the following year.

WHEREAS the current meeting schedule conflicts with staff, public and Council member long weekends;

AND WHEREAS there has been some demand for evening meetings to allow those who are employed to attend;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to modify its Procedure By-law to allow for an annual meeting calendar to be set, with the allowance for Council modification of meeting dates and times through resolution as currently exists in case of unforeseen events and does hereby direct staff to begin the process of making amendments to the Procedure By-law.

BACKGROUND/EXECUTIVE SUMMARY: The Municipal Act states that a municipality shall have a Procedure By-law for governing the calling, place and proceedings of meetings. 2001, c. 25, s. 238 (2).

And to provide notice...(2.1) The procedure by-law shall provide for public notice of meetings. 2006, c. 32, Sched. A, s. 102 (3).

The act does not state that a regular schedule of the first or any weekday must be set, simply that the by-law shall provide for calling and public notice.

The Procedure By-Law may be amended to state that a calendar will be set annually by Council to call or set the schedule for meetings for the year. Or, it can be set to new days, weeks, dates or times.

Our Notice by-law states that for a Procedure By-Law "**No Statutory requirement for Notice.** Notice of intent to pass By-law posted on the municipality's website at least 14 days prior to the passing of the by-law."

So although there is no statutory requirement we do post on the website the fact that a by-law changing the by-law will be passed. Simple enough.

Options/Considerations: innumerable options exist. Based on comments observed at the public meeting it seems that a simply change from the 1st and 3rd to 2nd and 4th Fridays poses other conflicts than holidays, namely annual hall events. Council will need to come up with an alternative.

The above resolution is required to allow staff to proceed with the process of advertising the self-imposed required notice that a change will take place. Once Council has given direction a by-law will be created.

Financial Considerations/Budget Impact: none

Policy Impact: none

Others Consulted: Councillor Grills, Councillor Gibson, members of the public.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

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