

**2020 Meeting Dates Schedule****Report Purpose**

To seek Council Approval on the 2020 Meeting Dates Schedule for Council and Priorities Committee meetings.

**Recommendation**

THAT the 2020 Meeting Date Schedule, as set out in Enclosure 1 to the October 29, 2019 Legislative and Legal Services Department report, be approved.

**Clerk's note:** All Councillors must be present for this report in accordance with section 193(1) of the Municipal Government Act.

**Our Prioritized Strategic Goals**

Governance Requirement

**Report**

Administration annually prepares a draft schedule for the upcoming year's Council and Priorities Committee meetings. The schedule must consider a number of factors including timing of major conventions (AUMA, RMA, FCM), annual Council break, statutory holidays, etc.

The chart below provides a comparison of the 2019 and 2020 meeting schedule. One of the key differences in the draft schedule for 2020 is the inclusion of additional Priorities Committee meetings. Additional Priorities Committee meetings were considered desirable in order to better accommodate the number of project updates and departmental presentations prepared for Priorities Committee.

The first meeting in 2020 will be a Council meeting on January 21. This date allows for enough time for the various agenda reviews and agenda publication following the 2019 holiday season. The schedule includes a 6-week period (in summer) with no Council or Priorities Committee meetings, in keeping with past practice. The final meeting of 2020 will be a Council meeting on December 8, 2020, also in keeping with past practice. When possible, the Tuesday following a holiday Monday was avoided as a meeting date to ensure enough time for meeting preparation.

Finally, the draft meeting schedule also accounts for the time Council requires to travel to and attend the following events:

- RMA Spring Conference – Edmonton (March 16-18)
- FCM Conference – Toronto (June 4-6)
- AUMA Conference – Calgary (Sept 23-25)
- RMA Winter Conference – Edmonton (November 2-5)

## Council Meeting\_Oct29\_2019

Meeting	2019	2020	Notes
Council Meetings	19	13 + 2 half-days	<p>Council meetings are open to the public and scheduled on Tuesdays with a commencement time of 9:00 am. Meetings are generally held twice per month, except for the month of August where a summer break is provided. For 2020, however, slightly fewer Council meetings are scheduled in comparison to 2019. This change allows for more time for Priorities Committee meetings. Further, there are several days where half a day is allocated to Council and half a day is allocated to Priorities Committee. On the half days, Council meetings will start at 1pm.</p> <p>Public Hearings provide an opportunity for members of the public to speak to Council on advertised bylaws. Public Hearings are scheduled on the same day as Council meetings with a commencement time of 5:00 pm or 7:00 pm depending on the timing and complexity of issues.</p>
Priorities Committee Meetings	9	14 + 2 half-days	<p>Priorities Committee meetings are open to the public and scheduled on Tuesdays with a commencement time of 9:00 am. Meetings are generally held once per month, except for the month of August where a summer break is provided. The Priorities Committee includes all members of Council. As noted above, there are more Priorities Committee meetings proposed for 2020. This change partly results from the introduction of departmental overview presentations at Priorities Committee. The departmental presentations provide an opportunity for the Priorities Committee to have a thorough overview of each County department as well as to ask questions on key initiatives, programs, and priorities.</p> <p>Open House provides an opportunity for members of the public to speak to Priorities Committee in accordance with the Priorities Committee Bylaw 17-2017. The Open House takes place during the Priorities Committee meetings with a commencement time of 5:30 pm. (provided that speakers registered in advance as set out in Bylaw 17-2017).</p>
Council Budget Meetings	7	7	Council Budget Meetings are open to the public and scheduled throughout the year as required to meet the timelines established by Council for review of the next year's Business Plan and Budget.
Council Strategic Planning Meetings	1	4	Currently there are 2 meetings scheduled in January and 2 in February. Meeting dates may be subject to change.
Summer break	6 weeks	6 weeks	In keeping with Council past practice and preference.

**Council and Committee History**

October 16, 2018 Council approved the 2018 Meeting Dates Schedule.

**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** Subsection 193 (1) of the *Municipal Government Act* provides that Council may decide at a Council meeting at which all the Councillors are present to hold regularly scheduled meetings on specified dates, times and places.

**Interdepartmental:** The draft meeting schedule is developed in consultation with the Chief Commissioner's Office and the Associate Commissioners.

**Master Plan/Framework:** n/a

**Alternative:** THAT Administration prepare a 2019 Meeting Dates Schedule (Council, Priorities Committee and Budget) for consideration at a future Council meeting based on direction provided by Council.

**Communication Plan**

Meetings are advertised on the County's public website and in the newspaper.

**Enclosure**

1 2020 Draft Meeting Schedule