

**2021 Meeting Dates Schedule****Report Purpose**

To seek Council Approval on the 2021 Meeting Dates Schedule for Council and Priorities Committee meetings.

**Recommendation**

THAT the 2021 Meeting Date Schedule, as set out in Enclosure 1 to the October 27, 2020 Legislative and Legal Services Department report, be approved.

**Clerk's note:** All Councillors must be present to approve the schedule under 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 several factors including timing of major conventions (AUMA, RMA, FCM), annual Council break, statutory holidays, and for 2021, the upcoming general election.

The chart below provides a comparison of the 2020 and 2021 meeting schedule. In 2020, the number of Priorities Committee meetings were increased to accommodate departmental updates. While this was useful, the increase was greater than what was needed, and the number of Council meetings was insufficient. This year's draft schedule has some additional Priorities Committee meetings as compared to years prior to 2020, but not as many as the 2020 schedule. Additional Council meetings have been added.

The first meeting in 2021 will be a Council meeting on January 19th. This date allows enough time for the various agenda reviews and agenda publication following the 2020 holiday season. The schedule includes a 6-week period (in summer) with no Council or Priorities Committee meetings, and the final Council meeting of 2021 will be on December 7, 2021. This is 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 – March 15-17
- FCM Conference – June 3-6
- AUMA Conference – November 16-19
- RMA Winter Conference – November 22-25

## Council Meeting\_Oct27\_2020

Meeting	2020	2021	Notes
Council Meetings	13 + 2 half-days	19	<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. There is an increase in the number of Council meetings to better balance the distribution of Council and Priorities Committee meetings.</p> <p>The Municipal Election day is October 18, 2021.</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	14 + 2 half-days	11	<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, however, in 2021 there will be two Priorities Committee meetings held in March, and two Priorities Committee meetings held in June. There is no Priorities Committee meeting in the month of August, as a summer break is provided.</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	5	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	4	2	Currently there are 2 meetings scheduled in December 2021.
Summer break	6 weeks	6 weeks	In keeping with Council past practice.

**Council and Committee History**

October 29, 2019 Council approved the 2020 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 2021 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 2021 Draft Meeting Schedule