



Council report

Meeting date:	December 1, 2020
Title:	2021 Municipality of West Grey council meeting and holiday schedule
Prepared by:	Genevieve Scharback, Clerk
Reviewed by:	Laura Johnston, CAO

Recommendation

That West Grey council receives the report from Clerk G. Scharback regarding the 2021 council meeting and holiday schedule; and

That the 2021 council meeting and holiday calendar be approved as presented.

Executive summary

Section 5.3 of the West Grey Procedural Bylaw provides that council shall annually adopt a regular meeting schedule for its meetings to be held in the following year including the dates, times and locations for such meetings and the clerk shall publish the schedule on the West Grey website.

Background and discussion

The proposed council meeting schedule was prepared with consideration to the following:

- council direction to proceed with committee of the whole planning meetings to be included in regular council meeting agendas to streamline planning processes and timelines;
- council direction to include electronic participation in meetings for members, staff and members of the public following the end of the COVID-19 emergency;
- statutory holidays;
- council discussions noting the need to have council agendas published sooner;
- various annual conferences that council members may attend - note that as the date of writing the report the FCM website shows that the conference will be held either June 3-6 or June 10-13, 2021 in Montreal, QC.

The 2021 proposed committee of adjustment sets planning meeting dates generally for the Monday preceding a regular council meeting. The meeting will be cancelled if there are no applications to be addressed. This schedule of committee of adjustment meetings is geared to improve customer service by increasing the opportunities to address minor variance and



December 1, 2020 (2)

severance applications in a timely manner, yet still have weeks without scheduled meetings to allow for increased notice periods.

Budget meetings are pursuant to West Grey council resolution No. 214-20.

A special council meeting has been scheduled on January 5, 2021 for the purpose of a presentation and training session, to be facilitated by Mr. Fred Dean, on the revised procedural bylaw. This date could not accommodate a regular council meeting due to the holiday schedule and time required to complete a regular agenda. A second special meeting for training has been tentatively scheduled on March 30th with the specific subject to be determined as there are a number of training and information sessions that council has indicated interest in that may be accommodated by a special meeting if they do not fit into a regular meeting.

Meetings may be rescheduled, or additional meetings may be added at the call of the chair or by petition of council members if deemed necessary throughout the year, allowing flexibility that may be needed to address the business of the corporation.

Legal and legislated requirements

Transparency and accountability provisions set out in the Municipal Act, 2001, as amended

Procedural By-Law #20-2018

Financial and resource implications

None.

Staffing implications

None.

Consultation

Laura Johnston, CAO

Kerri Mighton, Director of Finance/Treasurer

Alignment to strategic vision plan

Pillar: Work together

Goal: Clear communication

Strategy: Create accessible and informative content in a variety of formats



December 1, 2020 (3)

Attachments

2021 West Grey council meeting list and calendar

Next steps

An approved meeting schedule shall be posted on the municipal website.

Respectfully submitted:

Genevieve Scharback, Clerk