

2021 City Council and Committee Meeting Schedule

ISSUE

City Council is required to annually hold an organizational meeting in September, with the exception of an election year, and at that organizational meeting, Council shall establish, in part, the dates, times and places for regularly scheduled meetings of Council and Council Committees for the following year. This report sets out the recommended 2021 schedule.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council at its organizational meeting to be held on November 30, 2020, that the 2021 Council and Committee meeting calendar, as set out in Appendix 1 to this report, be approved.

BACKGROUND

Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014*, provides for the first Council meeting following a general election to be held on the Monday immediately following the general election. At the first Council meeting:

- a) The returning officer shall provide Council with a copy of the declaration of results with respect to the election;
- b) Every Council member shall take the oath of office; and
- c) Council shall appoint a Deputy Mayor and members of the Standing Policy Committees for the remainder of the current year.

In addition, an organizational meeting shall be held each year, and in an election year shall be part of the Regular Business meeting in November. At the organizational meeting, Council shall establish for the following year:

- a) the term and rotation schedules for the positions of Deputy Mayor and Acting Mayor;
- b) dates, times and places for regularly scheduled meetings of Council and Council Committees; and
- c) Standing Policy Committee appointments

A Council and Council Committee meeting calendar is generated annually for approval by City Council. Recent schedules have provided for one scheduled regular business and public hearing meeting of Council in every month; a scheduled Governance and Priorities Committee (GPC) meeting in July (if required); no scheduled Standing Policy Committee (SPC) meetings in July; and scheduled Special/Joint GPC meetings held quarterly.

DISCUSSION/ANALYSIS

Appendix 1 to this report outlines a meeting calendar similar to the standard scheduling previously followed. Key elements include:

- Strategic Planning session in January;
- No meetings the first week of January to allow for preparation and circulation of agendas by Administration and the City Clerk's Office over the holiday season;
- Regular business and public hearing meetings of Council in all months;
- GPC meetings in all months;
- Quarterly Special/Joint GPC meetings in March, June, September and December;
- SPC meetings in all months, except July;
- Regular meeting of Council to deal with the Business Plan and Budget (three days reserved);
- No meetings the second week of February (Municipalities of Saskatchewan Convention); and
- No meetings the beginning of June (FCM Conference).

IMPLICATIONS/CONSIDERATIONS

There are no financial, environmental, social, legal or privacy implications or considerations with the proposal.

NEXT STEPS

The 2021 City Council and Committee meeting schedule is to be considered by Council at its organizational meeting, as part of the Regular Business Meeting on November 30, 2020. Once the schedule is approved, it will be posted to the City's website and circulated to all Boards and Commissions.

APPENDICES

1. Proposed 2021 Council and Committee Meeting Calendar

Report Approval

Written and Approved by: Joanne Sproule, City Clerk