

November 14, 2012

To: Members,  
Executive Committee

Re: 2013 Meeting Dates for City Council and Executive Committee

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RECOMMENDATION

1. That the following City Council meeting dates for the year 2013 be approved:

January 28	July 8 and 29
February 25	August 26
March 18	September 23
April 8 and 29	October 15 (Tuesday)
May 21 (Tuesday)	November 4 and 25
June 10	December 16

2. That the following Executive Committee meeting dates for the year 2013 be approved:

January 16	July 17
February 13	August 14
March 6 and 27	September 11
April 17	October 2 and 23
May 8 and 29	November 13
June 26	December 4

CONCLUSION

*The Procedure Bylaw, 9004* provides for the adoption prior to year end of a City Council and Executive Committee meeting schedule for the upcoming year. The approved schedule is then submitted to all committees at December or January meetings. After all committees have confirmed their regular meeting dates for the new year, a comprehensive City Council and committee meeting schedule will be prepared for the information of interested parties.

BACKGROUND

Section 5(1) of *The Procedure Bylaw, 9004* reads as follows:

“Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:30 in the evening and on each second week thereafter, but may be altered in accordance with a meeting schedule approved by City Council by the last Council meeting in December of each year.”

## DISCUSSION

*The Procedure Bylaw, 9004* requires regular meetings of City Council to be held at 5:30 p.m. on the fourth Monday of January each year and every second week thereafter, with meetings to be held on Tuesday when there is a conflict with a statutory or paid holiday. Provision is made for City Council, prior to the end of December, to alter the meeting dates for the upcoming year. Executive Committee meetings have traditionally been held on the Wednesday prior to the scheduled City Council meeting at 11:45 a.m.; however, it is recommended they be scheduled one week earlier to allow adequate time to forward reports to City Council.

Meetings have also traditionally been scheduled to avoid conflict with either the Saskatchewan Urban Municipalities Association (SUMA) Conference or the Federation of Canadian Municipalities (FCM) Conferences.

It is proposed that the 2013 meeting schedule be arranged as noted above. For those months with only one meeting scheduled, the meetings should be arranged with the following considerations:

- in the latter part of each month to accommodate reports from all committees
- not more than four weeks apart to avoid delays in consideration of items
- not less than four weeks apart to accommodate the requirements for zoning bylaw advertisements.

Using the above as a guideline, City Council meetings are proposed for the following dates:

January 28	July 8 and 29
February 25	August 26
March 18	September 23
April 8 and 29	October 15 (Tuesday)
May 21 (Tuesday)	November 4 and 25
June 10	December 16

Using the proposed Council meetings as the base, the Executive Committee meeting schedule for 2013 would be as follows:

January 16	July 17
February 13	August 14
March 6 and 27	September 11
April 17	October 2 and 23
May 8 and 29	November 13
June 26	December 4

In accordance with the provisions of *The Procedure Bylaw, 9004*, other committees of Council will meet as soon as possible after they have been appointed to elect a Chairperson, a Vice-Chairperson and decide the day and time for holding regular meetings. To facilitate the determination of regular meeting dates, reports are submitted to these committees at either their December 2012 or January 2013 meetings, requesting that their meeting schedules be set for 2013. After all committees have met and determined their meeting dates and times, a schedule of City Council and committee meetings will be prepared for circulation to the Administration and other interested parties.

The attached calendar summarizes the proposed 2013 meeting schedule for City Council and the Executive Committee.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

COMMUNICATIONS

Once approved, the schedule will be posted on the City Website and on the main floor of City Hall. Copies will be circulated to the Administration and other interested parties, and a weekly schedule will be published on the City Page in the Leader Post.

DELEGATED AUTHORITY

This report requires the approval of City Council.

Respectfully submitted,



Joni Swidnicki,  
City Clerk

Respectfully submitted,



Glen B. Davies,  
City Manager