



Report

**City of Merritt
REGULAR Council Meeting
November 26, 2019**

File Number: 0530

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: November 21, 2019
Subject: Council Calendar and Acting Mayor Schedule

RECOMMENDATION:

THAT Council approved the proposed schedule of Regular Council Meetings for 2020, as presented on Schedule “A”;

And

THAT Council direct staff to prepare an amendment to the City of Merritt Council Procedure Bylaw to reduce the number of meetings in July, August, September and December to one.

Background:

Section 127 (1) of the *Community Charter* requires Council to annually establish and make available a schedule of its meetings, and to publish notice that this schedule is available.

Section 5 of City of Merritt Council Procedures Bylaw No. 2055, 2008, sets out the following schedule for regular meetings:

5. Regular Meetings:

(a) The Council of the City of Merritt shall hold its regular meetings at City Hall at 7:00 p.m. on the second and fourth Tuesdays of each month except:

(i) during the month of December when Council shall meet on the second and third Tuesdays at 7:00 p.m.;

(ii) if a regularly scheduled Council meeting occurs during the week of the Union of British Columbia Municipalities' annual convention, Council shall decide on an alternate date to hold that particular meeting;

(iii) if the Council should so direct, regularly scheduled meetings may be cancelled in advance.

Staff has prepared a proposed Regular Council meeting schedule for 2020 (attached as Schedule "A") in accordance with section 5 of the Council Procedures Bylaw, but recommends three variances:

1. The 2020 UBCM Conference will be held from September 21-25, 2020. Instead of holding a meeting on September 8th and re-scheduling the September 22th meeting, staff recommends only holding one meeting in September, on September 15th, 2019.
2. In December, instead of running meetings on both December 8th and 15th, staff recommends holding only one meeting on December 15th.
3. During the months of July and August, staff recommends holding only one meeting in each of these months, on July 21st and August 18th, as is common practice in other municipalities. This provides an opportunity for staff and Council to plan vacations that do not conflict with Council meetings.

For the past four years, Council has decided to vary the Bylaw to reflect holding only a single meeting in September and December. As such, staff recommends preparing an amendment to the Council Procedure Bylaw that would formalize this practice, in addition to adding in the reduction in summer meetings.

If Council directs staff to prepare this amendment, staff will also recommend changes to the bylaw regarding meeting structure and order of items (primarily to clarify the purpose of the Council reports section) and provide options to Council regarding alternate meeting times.

Lastly, the attached calendar sets out the proposed acting mayor schedule.

Options:

1. THAT Council approved the proposed schedule of Regular Council Meetings for 2020, as presented on Schedule "A";

AND

THAT Council direct staff to prepare an amendment to the City of Merritt Council Procedure Bylaw to reduce the number of meetings in July, August, September and December to one.

2. THAT Council resolve to maintain the schedule established in the Council Procedure Bylaw.
3. THAT Council direct staff to publish notice, including Council meeting dates other than those proposed by staff.

Respectfully submitted,

**Sean Smith,
Deputy CAO / Director of Corporate Services**

Attachments:

Schedule "A" – Proposed 2020 Regular Council Meeting Schedule