



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-165

☒ Staff
☐ Committee

Subject:	Council Meetings in 2020 and placing items on the agenda
Agenda Date:	October 17, 2019
Attachments:	

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo 2019-M-165;

AND FURTHER THAT Council adopt the timetable of meetings provided in this report being meeting every three weeks starting on January 9th and the associated agenda cut-off and publish dates.

INFORMATION

There are two sections to this report. First, Staff has been asked to provide a refresher on how items are placed on the agenda for Members of Council. There are two ways this can be done. There is a 'Notice of Motion' section of the agenda. This allows a Member of Council the opportunity to provide advance notice to other Members and Staff of a matter on which Council will be asked to provide direction or take a position. If such notice is provided, then Staff would consult with the Member and the item will be placed on the agenda at the next meeting and once Council has had the opportunity to consider the question and provide direction, there may be more research completed by Staff for a future meeting. A good example of this is the safety equipment at our landings discussion that was recently held.

The other way that items can get on the agenda is outlined in Section 6 (more specifically Sections 6.1.7 and 6.1.9) of the Procedural By-Law. Basically, prior to the end of the Wednesday of the week before a meeting of Council, Members can request an item be placed on the agenda. Depending on the nature of the request, it would follow the same process as a 'Notice of Motion' so Staff can ensure that there is Council direction to research and prepare a report to be considered at a future meeting. If previous direction exists, then Staff would work to complete a report in time for inclusion on the agenda. As there are basically two working days after the submission deadline prior to the agenda being finalized, and respecting that there are other duties completed by Staff, keeping to these deadlines is important. If agenda items are received after the deadline, or if we are waiting for further information or preparing a report that requires more time, items will be placed on the following agenda.

As always, Staff will work to ensure that items of a time sensitive nature appear on the appropriate agenda.

The Procedural By-Law requires Council to establish a schedule of meeting on an annual basis. As part of this, for 2020, we have also included the date that agendas are to be published and the deadline for agenda items to be submitted. Where there is a conflict with a statutory holiday, the deadline has been moved forward. The following schedule is offered for Council's consideration. Please note that typically Council meetings are held on Thursdays, Agendas are published on Mondays and the deadline for agenda submissions are Wednesdays. Where there is a conflict between the normal days and statutory holidays, the day of the week has been noted in the schedule.

Meeting Date	Agenda Published	Agenda Deadline
January 9 th	January 6 th	Monday, December 30 th
January 30 th	January 27 th	January 22 nd
February 20 th	February 17 th	February 12 th
March 12 th	March 9 th	March 4
April 2 nd	March 30 th	March 25 th
April 23 rd	April 20 th	April 15 th
May 14 th	May 11 th	May 6 th
June 4 th	June 1 st	May 27 th
June 25 th	June 22 nd	June 17 th
July 16 th	July 13 th	July 8 th
August 6 th	Tuesday, August 4 th	July 29 th
August 27 th	August 24 th	August 19 th
September 17 th	September 14 th	September 9 th
October 8 th	October 5 th	September 30 th
October 29 th	October 26 th	October 21 st
November 19 th	November 16 th	November 10 th
December 10 th	December 7 th	December 2 nd

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator