



City of Moose Jaw

COMMUNICATION # CC-2019-0198

TITLE: 2020 City Council and Executive Committee Schedule

TO: City Council

FROM: City Clerk/Solicitor's Department

DATE: October 3, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT the 2020 City Council and Executive Committee Schedule be adopted as presented and as attached hereto as Schedule "A" and forming part of these minutes; and

THAT the first regular meeting of City Council and meeting of Executive Committee be scheduled for Monday, January 13, 2020.

TOPIC AND PURPOSE

The purpose of this report is to present options and recommendations on the dates and times for regularly scheduled meetings of City Council and Executive Committee for 2020.

BACKGROUND

The current scheduling of meetings of City Council and Executive Committee dates back to the decision made by Council at its regular meeting on November 6, 2017 respecting amendments to the Procedure Bylaw as follows:

"THAT Administration be directed to bring forward amendments to the Procedure Bylaw to effect the following:

Regular meetings of Council shall be held twice monthly commencing at 5:30 p.m.

Executive meetings, as required, and at the call of the Chair, shall be held following regular meetings of Council, where possible."

DISCUSSION

Typically, the full year of City Council and Executive Committee meetings is established in October of the preceding year. The objective is to create an efficient, transparent, and accountable process that would enhance the policy and decision-making process for City Council.

The report highlights are as follows:

1. City Council is required annually to set its scheduled dates.
2. 2020 is a Municipal Election year, which affects the meeting schedule.
3. Attachment i sets out the proposed meeting dates for City Council and Executive Committee.

Notice of Meetings

In accordance with *The Cities Act*, section 96(1), "A council may decide to hold regularly scheduled council or council committee meetings on specified dates, times and places."

Normally, all regularly scheduled meetings of City Council and Executive Committee would be the second and fourth Mondays of each month. However, there are circumstances that would require changes to meeting dates, which are discussed separately below:

Statutory Holidays

In accordance to the City's Procedure Bylaw, section 8(4) provides for the following provision respecting statutory holidays:

"8(4) Whenever a regular meeting of City Council falls on a holiday recognized by the Collective Agreement between the City of Moose Jaw and CUPE Local Number 9 of Moose Jaw that regular meeting shall be held on the next ensuing day that is not recognized as a holiday."

This provision only affects one meeting date in 2020, due to the Thanksgiving Monday statutory holiday, which falls on October 12, 2020. The Council and Executive Committee meeting that would normally have occurred on that day will be re-scheduled to Tuesday, October 13, 2020.

SUMA and FCM Conventions

The Saskatchewan Urban Municipalities Association (SUMA) Annual Convention is being held in Regina, Saskatchewan, from February 2 to February 5, 2020. The Federation of Canadian Municipalities (FCM) Annual Convention is being held in Toronto, Ontario from June 4 to June 7, 2020. Due to the fact that a number of Council members typically attend these conventions, it has been past practice to cancel regular Council meetings and scheduled Standing Committee meetings that occur on a date immediately previous to or following the Conventions.

It is recommended that the meetings that would normally be scheduled for Monday, June 8, 2020 be re-scheduled for Monday, June 15, 2020 and that the subsequent meetings that would normally be scheduled for Monday, June 22, 2020 be re-scheduled for Monday, June 29, 2020.

Christmas Season

It is the usual practice of City Council to cancel meetings during the festive season.

Section 8(2)(b) of the City's Procedure Bylaw, provides as follows:

“8(2) City Council may, by resolution:
(b) cancel any regular meeting of City Council.”

It is recommended that the meetings that would normally be scheduled for Monday, December 14 and Monday December 28, 2020 be re-scheduled to Monday, December 7 and Monday, December 14, 2020. Typically, past practice of City Council has been to change the regularly scheduled meeting if it fell within the same week as the Christmas season.

In addition, in the event an emergency situation arising over the Christmas season, the Mayor, by authority of Section 9 of the Procedure Bylaw, may call a Special Meeting of City Council to deal with such a matter. Calling such a meeting, however, would only occur in very exceptional circumstances.

Municipal Election – November 9, 2020

It is the usual practice of City Council to cancel most meetings during the weeks leading up to municipal and school board elections. *The Local Government Election, 2015 Act*, subsection 10(1) a general election must be held on November 9, 2020. Subsection (5) of the Act states that if, in the week the general election is to be held, the Wednesday is a holiday, the general election must be held on the Monday of that week. Typically, the general election would be held on a Wednesday, however, in 2020 the Wednesday is November 11.

In subsection 73 of the Act, it states that Nomination day is the fifth Wednesday before Election Day. Therefore, Nomination Day is potentially set for October 7, 2020. It is recommended that the meetings that would normally be scheduled for Monday, October 13 & 26, 2020 and Monday, November 9, 2020 (Election Day) be cancelled. This would allow all potential election candidates a fair campaign race.

The Inaugural meeting for the newly elected City Council will be held on Monday, November 16, 2020, one week following Election Day. The first regular meeting of City Council and Executive Committee will be scheduled as established in the Procedure Bylaw for Monday, November 23, 2020.

OPTIONS TO RECOMMENDATION

1. As an alternative to the change recommended above with regard to the post-FCM convention period, the meetings proposed to be held on Monday June 29, 2020 could remain at the normal scheduled date of Monday, June 22, 2020. If Council prefers this option, meeting dates in June would be scheduled on two Mondays back-to-back: June 15 and June 22.

COMMUNICATION PLAN

The 2020 City Council and Executive Committee meeting schedule, once approved by City Council, will be posted to the City's website. The schedule will remain on the City's website for the entirety of 2020.

STRATEGIC PLAN

This report aligns with the City of Moose Jaw's Strategic Plan and "The Vision Statement establishes a strategic focus for City Government's work and priorities. As well, it is intended to engage others – committees, community groups, businesses, institutions and residents – and it invites everyone to work together toward a shared and intentional future for the City.

OTHER CONSIDERATIONS/IMPLICATIONS

There is no policy, financial, or privacy implications, official community plan implementation strategies or other considerations.

PUBLIC NOTICE

Public Notice pursuant to the Public Notice Policy is not required.

PRESENTATION

VERBAL: Mr. Gulka-Tiechko, City Clerk/Solicitor, will be in attendance to provide a brief overview of this report.

ATTACHMENTS

- i. Schedule "A" - Calendar of the City Council and Executive Committee Schedule for the Year 2020.

REPORT APPROVAL

Written by: Maureen Latta, City Council Support
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Myron Gulka-Tiechko, City Clerk/Solicitor
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

Report Approval Details

Document Title:	2020 City Council and Executive Committee Schedule - CC-2019-0198.docx
Attachments:	- 2020 COUNCIL CALENDAR proposed.docx
Final Approval Date:	Oct 22, 2019

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Myron Gulka-Tiechko

No Signature - Task assigned to Jim Puffalt was completed by workflow administrator Maureen Latta

Jim Puffalt



Fraser Tolmie