



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2020-11-12
Subject: 2021 Council & Committee Meeting Dates

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: 2021 Council Meeting Dates; and
That West Elgin Council hereby approves the Council and Committee meeting dates as presented.

Purpose:

The purpose of this report is to set dates for Council and some committee meetings for the 2021 calendar year.

Background:

Staff have compiled a calendar for 2021 for the Regular Meetings of Council, Committee of the Whole meetings for Budget as well as statutory holidays and conferences.

There are some complications this year to follow the traditional dates of the second and fourth Thursdays and the third Thursday in July and second Thursday in August.

In 2021 Canada Day falls on a Thursday and therefore if Council's regular meeting was held on the third and the August meeting on the second Thursday it gives 4 weeks between the meeting in July and August and then another 4 weeks until the first meeting in September and staff believe this could cause issues. Therefore, staff are purposing the July meeting be on fourth Thursday, which makes the longest break between meetings during a period that is traditionally the slowest period. The August meeting has been scheduled on the third Thursday, which will give a two-week break between meetings heading into the busier time of September. Staff believe this schedule allows for Council and staff vacations but ensures that the business of Council can proceed in a timely manner.

In 2021 Remembrance Day falls on a Thursday which would traditionally be a Council day and as Staff have proposed a Committee of the Whole to deal with Fees and Charges for the first Thursday, we are proposing one Council meeting in November on the Third Thursday and two meetings in December, along with a Committee of the Whole for Budget, to make up for this. The break allows staff more time for the budget process and accommodates the holiday closure.