



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: July 14, 2020

Report Number: CS-2020-19

Subject: Council Meetings in 2021

Recommendations

It is recommended:

That the following Regular Council Meeting dates in 2021 **be cancelled**:

- Tuesday, August 24, 2021; and
- Tuesday, December 28, 2021.

And that notice of the Regular Council Meeting dates **be posted** to the Town's website and linked to the Social Media Pages (Facebook and Twitter).

Background

The Council and Committee Meetings Calendar is prepared annually by the Corporate Services & Clerk's Department. The Department also works in partnership with the Essex-Windsor Solid Waste Authority (EWSWA) and the Public Works & Environmental Services Department on the preparation of the annual EWSWA Collection Calendar.

The EWSWA Collection Calendar is a useful reference guide for Tecumseh residents for refuse, white goods and organic collection dates, as well as recycling collection days. The EWSWA Collection Calendar also contains the dates for the Regular Council Meetings, along with other Town events and activities.

The 2021 Council and Committee Meeting Calendar and the EWSWA Collection Calendar are currently being developed. This report outlines potential conflicts of Council Meetings with

other municipal business, events and activities and offers suggested resolutions to the noted conflicts. Resolution of these conflicts are proposed in this report in order to prepare accurate and complete calendars for the coming 2021 calendar year.

Comments

Regular Council Meeting Dates

Regular Council Meetings are held on the second and fourth Tuesday of each month, in accordance with By-law No. 2020-13, which governs the proceedings of Council and its Committees (Procedural By-law). The Procedural By-law also permits the alteration of these meetings and will be discussed later in this report.

The Tecumseh Town Hall will be closed for the Holiday Season from Friday, December 24, 2021, until Monday, January 3, 2022, when the Town Hall will reopen.

Council has traditionally reduced the number of meetings held in the summer months of June and August by two (2) meeting dates. The meeting dates which are cancelled generally conflict with commitments to other municipal related business and/or events. In June 2021, however, there are no conflicts.

It has also been the practice to hold one meeting date in the month of December as the second meeting typically conflicts with holidays. In 2021, the second meeting date would be December 28, 2021, when the Town Hall offices will be closed.

Cancellation of the following Regular Council Meetings in 2021 would be consistent with cancelled meetings in prior years, due to conflicts with other municipal business, events / activities and holidays:

- Tuesday, August 24, 2021; and
- Tuesday, December 28, 2021.

The draft 2021 Council Meeting Calendar is shown on [Attachment 1](#).

Special Council Meetings

Special Meetings of Council are held in public session for a specific purpose.

In accordance with the Awards Policy and Committee and Local Board Appointments Policy, a Special Meeting of Council is held annually on the fourth Tuesday of November to consider committee appointments and award nominations. In 2021, this meeting will be held on Tuesday, November 23, 2021.

Standing Committees

The Personnel Committee and the Policies and Priorities Committee meet at the call of the Chairperson.

Notice

The *Municipal Act, 2001* (Act) requires a Council to adopt a Procedural By-law to govern the calling, place and proceedings of meetings and to provide for public notice of meetings. Section 4 (c)(2) of the Procedural By-law provides the following notice to be given for alteration of a meeting date:

“Notice of the alteration shall be posted on the Town’s website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time and/or any by-law by the Town specifying requirements for the giving of notice.”

Section 8 (f)(2) of the Procedural By-law also states that:

“Prior to the first Meeting in January of each year the Clerk shall post on the Corporation’s website the schedule for all regular Council Meetings for the calendar year.”

While the Act does not provide for a specified notice to be given for the alteration of a regular Council or Committee meeting, the Town’s Notice By-law (2003-06) states:

“...reasonable notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice.”

Council has declared alterations to meeting dates and times at a regular meeting in advance of each calendar year. The public is informed of the Council meeting schedule on the Town’s website on the [calendar webpage](#), by way of advertisements in the local newspapers when practical, as well as through Social Media (Facebook and Twitter).

The agendas and minutes of regular meetings of Council also contain the next meeting date and time.

Information about regular meeting dates of Council and its Committees is also contained in the EWSWA Collection Calendar, along with other special events taking place in the Town throughout the calendar year.

Consultations

Chief Administrative Officer

Financial Implications

There are no financial implications on the proposed changes to the 2021 Council Meeting Calendar.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☐

Website ☒ Social Media ☒ News Release ☐ Local Newspaper ☒

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

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2021 Council, Committee and Holiday Calendar