



## Legislation Details (With Text)

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**Title:** Organizational Matters  
Presented by: David Leflar, Chief Legislative Officer

**Sponsors:**

**Indexes:**

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**Attachments:** 1. Proposed Meeting Schedule 2019-2020 New Structure, 2. Excerpt from Procedure Bylaw 3-2018

Date	Ver.	Action By	Action	Result
11/4/2019	1	City Council	approved	
11/4/2019	1	City Council	approved	
11/4/2019	1	City Council	adjourned Public Hearing	
11/4/2019	1	City Council	approved	
11/4/2019	1	City Council	approved	
11/4/2019	1	City Council	approved	
11/4/2019	1	City Council	approved	
11/4/2019	1	City Council	approved	Pass
11/4/2019	1	City Council	approved	
11/4/2019	1	City Council		

**TAMRMS#: B06**

### Organizational Matters

Presented by: David Leflar, Chief Legislative Officer

### RECOMMENDATION(S)

#### 1. Establish Meeting Schedule

*(NOTE: In accordance of Section 193(1) of the Municipal Government Act; should any member of Council be absent this item will be deleted from the agenda and considered when all members are in attendance)*

(a) That the schedule for regular meetings of City Council as shown on the calendar attached to the

Agenda Report entitled "Organizational Matters" dated November 4, 2019, be adopted.

- (b) That Council meetings for the 2019-20 Council year will commence at 2:00 p.m, on the day that they are scheduled.
- (c) That the next Organizational Meeting will occur on November 2, 2020 commencing at 2:00 p.m.

## 2. Establish Deputy Mayor Roster

That the following roster for Deputy Mayor for the Council year 2019-20 is established, and that in the absence of both the Mayor and Deputy Mayor the next scheduled Deputy Mayor shall assume the role of Acting Mayor:

2019	November-December	Councillor Hughes
2020	January-February	Councillor Watkins
	March-April	Councillor Brodhead
	May-June	Councillor Joly
	July-August	Councillor MacKay
	September-October	Councillor Hansen

## 3. Establish Committee Schedule

(a) That the schedule for regular meetings of the Community Living Standing Committee and the Community Growth and Infrastructure Standing Committee as shown on the calendar attached to the Agenda Report entitled "Organizational Matters" dated November 4, 2019 be adopted.

(b) That meetings of the Community Living Standing Committee and the Community Growth and Infrastructure Committee for the 2019-20 year will commence at 10:00 a.m. and 1:30 p.m. respectively on the day that they are scheduled, in the Douglas Cardinal Boardroom.

(c) That Councillors Hughes, Joly and MacKay be appointed to the Community Living Standing Committee for a two year term commencing November 4, 2019, and Councillors Watkins, Brodhead and Hansen be appointed to the Community Growth and Infrastructure Committee for a two year term commencing November 4, 2019, subject to the provisions in the Bylaws establishing those Standing Committees for a Councillor to request to move to a different Standing Committee after the first year of the appointment term.

## 4. Establish Roberts Rules Edition

That the most recent available edition of "Roberts Rules of Order Newly Revised" is adopted as the procedure manual to be followed by Council in cases where the *Procedure Bylaw* does not provide adequate guidance on a procedural matter.

[NOTE: If proposed amendments to the *Procedure Bylaw* are passed at the regular Council meeting immediately preceding the organizational meeting, then this motion will not be necessary.]

## **PURPOSE OF REPORT**

To establish the items of business to be dealt with at the annual Organizational Meeting of Council.

## **ALIGNMENT TO LEGISLATIVE REQUIREMENT**

Section 192 of the *Municipal Government Act* states that a council must hold an Organizational Meeting annually not later than two weeks after the 3rd Monday in October.

## **COUNCIL DIRECTION**

The minimum content for an Organizational Meeting Agenda is set out in Section 4 of the Procedure Bylaw (Attachment 2 to this Report). By tradition, the Organizational Meeting also deals with Council member appointments to Boards and Committees.

## **BACKGROUND AND DISCUSSION**

Council usually schedules a break over the holiday season from mid-December to early January, and also a summer break during most of July and early August. The proposed calendar for 2019-20 reflects these breaks.

The Annual Conference of the Federation of Canadian Municipalities will be held in Toronto, Ontario from June 4 to June 7, 2020, and does not conflict with a regular Council meeting date.

Report Date: November 4, 2019  
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