



STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: January 25, 2021

SUBJECT: Council Meeting Dates Policy Amendment

ORIGIN

Council's decision to change the dates and time of Council meetings to the second and fourth Monday of the month beginning at 6:00 pm.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Council Meeting Dates Policy as amended.

BACKGROUND

The Municipality of the District of Shelburne Council historically has held a Committee of the Whole (COW) meeting on the second Monday of the month and a Council meeting on the fourth Monday of the month at 5:00 pm.

DISCUSSION

Due to COVID-19 Council meetings were held virtually beginning in March 2020 and Committee of the Whole meetings were discontinued. The discontinuance of COW meetings and having two Council meetings per month seems to be more effective for municipal operations and Council decision making so when discussed at Council orientation in November it was agreed to continue in this manner.

Council meetings will be held in person so long as COVID-19 restrictions allow and the option of participating virtually for those who can not attend will continue.

The attached Policy has been updated to replace COW with a Council meeting and change the meeting start time to 6:00 pm.

ATTACHMENTS

- Council Meeting Dates Policy



COUNCIL AND COMMITTEE OF THE WHOLE
MEETING DATES

POLICY PURPOSE

- 6.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard date and time for regular monthly Council ~~and Committee of the Whole~~ meetings.

POLICY DETAILS

- 6.2 The regular monthly meetings of Council shall be held on the **second (2nd) and fourth (4th)** Monday of each month beginning at **5:00** p.m.
- ~~6.3 The regular monthly meeting of Committee of the Whole shall be held on the second (2nd) Monday of each month beginning at 5:00 p.m.~~
- 6.43 Should any of the meeting dates for Council ~~or Committee of the Whole~~ fall on a holiday, that meeting shall take place the following day.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Council Remuneration on the 28th day of November, 2016.

SIGNED this _____ day of _____, 2021.

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: Monday, November 28, 2016

Effective Date: Monday, November 28, 2016

Amended Date: Monday, January 25, 2021 (Removed COW and changed start time to 6:00 pm)