



STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: May 11, 2021

SUBJECT: **Council Meeting Dates Policy Amendment**

ORIGIN

Council's discussion to change the day of Council meetings to the second and fourth Wednesdays 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 has been holding Council meetings on the second and fourth Mondays of the month beginning at 6:00 pm. Discussion was held by Council to move Council meeting days to Wednesdays to best accommodate the new condensed work week arrangement.

DISCUSSION

After approving the condensed work week arrangement at the April 26th Council meeting, discussion was held regarding the most popular requested days off being Monday and Friday in order for staff to have a longer weekend with their day off. This resulted in staff that are required to be in attendance at Monday Council meetings to have to choose Fridays as their day off, leaving fewer staff than ideal in the office on Fridays. Moving Council meetings to Wednesdays will open Mondays up as a more realistic day off option, and therefore assist in balancing the in-office staff throughout the week.

The attached Policy has been updated to replace Mondays with Wednesdays as the new meeting day.

This policy was sent to Councillors on Thursday, April 29, 2021 to comply with the MGA requirements for notice.

ATTACHMENTS

- Council Meeting Dates Policy



Policy Number 6
COUNCIL 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 meetings.

POLICY DETAILS

6.2 The regular monthly meetings of Council shall be held on the second (2nd) and fourth (4th) ~~Monday~~ **Wednesday** of each month beginning at 6:00 p.m.

6.3 Should any of the meeting dates for Council 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)

Amended Date: Monday, May 10, 2021 (changed meeting day from Monday to Wednesday)