



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Agatha Robertson, Director of Council Services/Clerk

Department: Council Services

Date of Report: March 1, 2021

Report Number: CL-03-2021

Subject: New Council Agenda Process

Recommendation

That the report of the Director of Council Services/Clerk dated March 1, 2021 (CL-03-2021) regarding the new Council agenda process 2021 be received; and that the new process be approved for the Regular meeting of Council on April 27th and the Committees of Council for June; and that a By-law be adopted at the By-law stage of the agenda.

Report

Currently Procedural By-law 6647 indicates that the Clerk will prepare an agenda of the meetings, which will be available to Council Members and to the public by 12:00 noon on the preceding Friday. This is a very short time frame for Council to review the agenda along with delegates who have an interest in the matter.

Council Services is proposing a new Council Agenda process to allow for a more efficient process for the Mayor and members of Council along with delegates to have ample time to review the agenda. This will provide delegations opportunity to review the matter of interest to them and be able to provide comment. Making Council meetings even more open and transparent.

Council Services has prepared a calendar outlining the dates and timelines by including the date the agenda is posted on the website and the date delegates must provide comment to Council Services (as attached Appendix "A").

Please note that this will not affect the Closed meeting of Council. Those agendas will be processed and issued the Friday before the Regular meeting of Council.

Once rolled out for Regular Council, the Committees of Council new agenda process will begin in June.

A By-law is also required to change the publishing of the Agenda and when it will be posted on the website.

Consultations

Senior Management team

Financial Implications

Not applicable

Prepared By:

A handwritten signature in black ink, appearing to read "A. Robertson".

Agatha Robertson, Director of Council Services/Clerk

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - No
4. Build on our high-quality of life - No
5. Sustaining strong public services and infrastructure - No

Communications

Notifications

Not applicable

Report Approval Details

Document Title:	New Council Agenda Process.docx
Attachments:	- 2021 Council Calendar_CLERKS - External.pdf
Final Approval Date:	Mar 15, 2021

This report and all of its attachments were approved and signed as outlined below:


Chief Administrative Officer

Joe Milicia