



The Corporation of the Town of LaSalle

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<b>Date</b>	April 25, 2019	<b>Report No:</b>	CL-14-19
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	
<b>Department:</b>	Council Services	<b>Policy References:</b>	
<b>Prepared By:</b>	Agatha Robertson, Director of Council Services/Clerk		
<b>Subject:</b>	Summer Council meeting dates and Council Start Time		

**RECOMMENDATION:**

That the report of the Director of Council Services/Clerk (CL-14-19) dated April 25, 2019, regarding summer Council meeting dates and Council start time BE RECEIVED; and that in accordance with S.4(2)(b) of Procedural By-law 6647, the Council meeting schedule for the months of July and August BE AMENDED to provide for Council meetings to be held on the second Tuesday of July and August; and that the start time for regular meetings of Council BE AMENDED from 7:00 pm to 6:00 pm; and that public notice BE GIVEN; and further that the corresponding By-law be adopted during the By-law stage of the agenda.

**REPORT:**

At the April 23, 2019 regular meeting of Council, Councillor Desjarlais asked for a report on a revised Council meeting schedule for the months of July and August with a view to reduce the number of meetings. Councillor Desjarlais also requested that Administration review Council start time and the possibility of altering the time of Council meetings from 7:00 pm to 6:00 pm.

The Council meeting schedule is provided for in Procedural By-law 6647 and stipulates that meetings be held on the second and fourth Tuesdays of each month at 7:00 pm with the only deviation historically being the cancellation of the second meeting in December due to the holidays.

A review of council agendas and meeting durations in the summer months for the past two years reveals the following statistics:

<b>2017</b>	<b>Presentations</b>	<b>Public Meetings</b>	<b>Reports</b>	<b>Info. Items</b>	<b>By-Laws</b>	<b>Duration</b>
June 27	0	2	10	2	6	7:48 pm
July 11	0	0	6	3	2	9:20 pm
July 25	0	3	3	3	0	8:10 pm
Aug 8	0	1	10	2	1	7:50 pm
Aug 22	0	0	5	2	6	7:17 pm
<b>2018</b>	<b>Presentations</b>	<b>Public Meetings</b>	<b>Reports</b>	<b>Info. Items</b>	<b>By-Laws</b>	<b>Duration</b>
June 26	0	0	4	5	0	7:25 pm
July 10	2	0	3	3	5	8:03pm
July 24	0	0	9	5	5	8:04 pm
Aug 14	1	0	11	2	8	7:39pm
Aug 28	1	0	2	2	4	7:33 pm

A reduction in the number of meetings would require that certain items and reports be held over to the following meeting date. As the meeting duration times noted above are not overly lengthy, it should not be a problem to accommodate. The only lengthy meeting was on July 11, 2017 which was regarding the Fire Master Plan and the Second Fire station.

A review of the County municipalities was also conducted concerning Council start times and the number of meetings during the summer months. The results are as follows:

<b>Municipality</b>	<b>Council Meeting Times</b>	<b>Reduction of Council meetings in the summer months</b>
Municipality of Leamington	6:00 pm	No
Town of Lakeshore	6:00 pm	In the summer months they reduce the number of meetings from 2 per month to only one per month for July and August.
Town of Kingsville	6:00 pm	No
Town of Tecumseh	7:00 pm	In the summer months they reduce to one meeting in August on the 4 <sup>th</sup> Tuesday.
Town of Amherstburg	6:00 pm	In the summer they reduce Regular meetings to one in July and one in August.
Town of Essex	6:00 pm	No

After review it has been determined that the majority of our neighboring municipalities start their regular meetings of Council at 6:00 pm and 3 of the 6 municipalities reduce the number of meetings during the summer months.

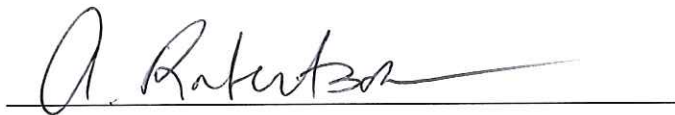
Council may, by resolution, alter the date and/or time of regular meetings of Council provided that adequate notice of the change is posted.

Should Council wish to establish a new schedule, the suggested Council meeting date would be the second Tuesday of the month for July and August. Procedure By-law 6647 S. 4(2)(b) would be amended to provide for Council meetings to be held on the second Tuesday of the month for July and August. If required, an additional meeting on the fourth Tuesday of the month could be scheduled at the call of the Chair.

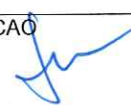
Should Council wish to amend the start time of Council meetings from 7:00 pm to 6:00 pm S.4(2)(b) of Procedural By-law 6647 would further be amended to provide for Council meetings to start at 6:00 pm.

Notice of the amended schedule and the start time of Council would be posted on the Town website, Facebook, Twitter and advertised in the local newspaper.

An amending By-law has been prepared should Council choose to amend the Regular meeting schedule and Council start time.



Agatha Robertson - Director of Council Services/Clerk

Reviewed by:							
CAO 	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	