

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	14 November 2017
<b>Subject:</b>	<b>CAO 41-2017 2018 Council Calendar and Budget Meeting Dates</b>

## PURPOSE

The purpose of this report is to present Council with the 2018 Council Calendar which lists the dates of the Council and Strategic Priorities Committee meeting dates for 2018. In addition, staff would like for Council to give consideration to setting dates to deliberate the 2018 budget.

## RECOMMENDATION

THAT the 2018 Council Calendar be accepted as presented; and

THAT budget meeting dates be set for: December 5 (9:00 am), \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

## BACKGROUND

Section 5.6 of the Town's procedure by-law requires that the CAO / Clerk present Council with the schedule of meetings for the upcoming year by December 1. This report fulfills that requirement.

## REPORT

Attached to this report is the Council and Strategic Priorities Committee meeting dates for 2018. The dates are those as established in Section 5.6.1 and 5.6.2 of the procedure by-law. Because 2018 is an election year there is a change to the meeting dates for December. The procedure by-law requires that the inaugural meeting of Council be held on the first Tuesday of December. This change has been made, and the Strategic Priorities Committee meeting for December 2018 has been moved to the second Tuesday. Also listed for Council's information are the regular municipal conferences for 2018.

In addition, Staff would like for Council to give consideration to setting budget meeting dates for the 2018 budget deliberation. Staff will be in a position to deliver Council's 2018 budget binder at either the November 21, 2017 Strategic Priorities Committee meeting or the November 28, 2017 regular Council meeting. It is staff suggestion that the first budget meeting date could be December 5, 2017 at 9:00 am which is currently a regular meeting of the Strategic Priorities Committee. Staff would recommend starting with setting aside an additional three dates for the budget deliberation (following the 2016 and 2017 reviews which took a total of four meetings each year).

Possible dates to consider are:

- December 13, 14, or 15, 2017
- January 10, 11, or 12, 2018
- January 16, 2017 at 9:00 am (replacing Strategic Priorities Committee)
- January 24, 25, or 26, 2018

- January 30, 2018 (fifth Tuesday of January)
- February 6, 2018 (first Tuesday of February)

## **SUMMARY**

It is staff recommendation that Council accept the 2018 meeting calendar as presented. Once accepted, these meeting dates will be updated on the Town's website to provide the requisite notice of the meetings.

It is staff's recommendation that the first 2018 budget meeting date be set for December 5, 2017 at 9:00 am and that three additional dates be set aside with a goal for the public budget meeting to be held on February 27, 2018. Three possible dates that work with the regular schedule of meetings are:

- January 16, January 30, and February 6, 2018.

If Council would like to have a more aggressive budget schedule staff would suggest to add a second meeting in December of 2017 or January 10-12, 2018.

## **FINANCIAL IMPLICATIONS**

None.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

None.

## **ATTACHMENTS**

1. 2018 Council Meeting Calendar

## **REVIEWED BY**

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk