



**CORPORATE SERVICES – LEGISLATIVE SERVICES**  
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November 24, 2014

## **CORPORATE SERVICES REPORT – LEGISLATIVE SERVICES – 2014-22**

**TO:** Mayor Van Bynen and Members of Council

**SUBJECT:** 2015 Schedule of Meetings & Alternate Acting Mayor Schedule

**ORIGIN:** Andrew Brouwer, Director of Legislative Services/Town Clerk

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### **RECOMMENDATIONS**

**THAT Corporate Services Report – Legislative Services – 2014-22 dated November 24, 2014 regarding “2015 Schedule of Meetings & Alternate Acting Mayor Schedule” be received; and,**

- 1. That the December, 2014 and January through December 2015 meeting schedule (attached as Appendix A) be adopted.**

### **COMMENTS**

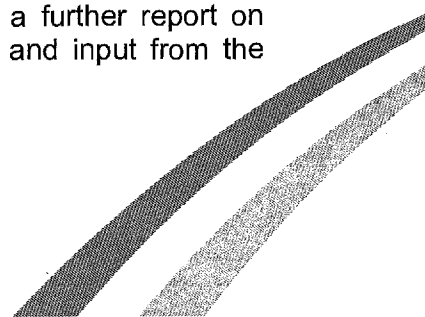
The schedule of regular meetings for Committee of the Whole, Committee of the Whole (Public Hearing) and Council has been prepared for Council’s consideration and is attached as Appendix A. Special Committee of the Whole and Council Workshop meetings have been included on the schedule for budget and other matters. There may be occasions when additional special meetings are required and the Procedure By-law does provide that special meetings may be called by the Mayor or upon receipt of a petition signed by a majority of the Members of Council.

Variations of the regular schedule include:

- Meetings scheduled on Tuesdays due to statutory holidays, with the exception that there will be no meeting on the Tuesday following the Labour Day holiday; and,
- A Special Committee of the Whole/Council meeting is included for the end of July, if required, to allow for urgent matters.

### **Review of Council & Committee Schedule**

In April 2014, Council directed that the Council and Committee schedule be referred to staff to review in the first two months of the new term of Council; and that such review take into consideration ‘frequency of meetings, days/times of the week and summer schedule’. Subject to any further direction by Council, the Clerk will review the Council meeting schedule and a further report on options and considerations will be presented in consultation with senior staff and input from the Mayor and Members of Council.



### Alternate Acting Mayor Schedule

The Procedure By-law provides that the Regional Councillor is the Acting Mayor where the Mayor is absent from municipality or if the Mayor is unable to fulfill his or her duties due to illness. Where the Regional Councillor is unable to serve as the Acting Mayor, an alternate Acting Mayor is required and is determined by a procedure set out in the Procedure By-law:

- The alternate Acting Mayor is the Ward Councillor in ascending order of Ward number for each calendar month, starting with Ward 1 following the organization of Council in each new term of Council, based on his or her availability; and,
- Availability is to be provided in writing to the Clerk, and the Clerk's determination of an alternate Acting Mayor is final.

The Acting Mayor and an alternate Acting Mayor have all the rights, powers and authority of the Mayor as Head of Council. An alternate Acting Mayor cannot participate in meetings and vote on matters as a Member of Regional Council.

Appendix B sets out the alternate Acting Mayor schedule as provided for in the Procedure By-law.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

This report relates to the Well-equipped and Managed link of the Town's Community vision – implementing policy and processes that reflect sound and accountable governance.

### **CONSULTATION**

The Schedule of Meetings calendar, once adopted by Council, will be placed on the Town's website and is regularly updated throughout the year. Also, a notice will be placed on the Town Page advising the public that the full calendar is available for review on the Town's website (weekly editions of the Town Page will provide for a notice of upcoming meetings). A similar procedure will follow should Council amend their schedule in the future.

### **HUMAN RESOURCE CONSIDERATIONS**

There are no human resource considerations associated with this report.

### **BUDGET IMPACT**

There is no budget impact associated with the recommendation of this report.

**CONTACT**

For more information on this report, contact Andrew Brouwer, Town Clerk at 905 953-5300, extension 2211 or by email at [abrouwer@newmarket.ca](mailto:abrouwer@newmarket.ca).



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Andrew Brouwer  
Director of Legislative Services/Town Clerk



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Anita Moore  
Commissioner of Corporate Services