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**Corporation of the Township of Black River - Matheson**  
429 Park Lane  
P.O. Box 601  
Matheson, Ontario  
P0K 1N0

**RESOLUTION**

DATE: January 7, 2019

NO: 2019 - \_\_\_\_\_

**MOVED BY:**

Councillor Dubien	Councillor Gibson	Councillor Cumming
Councillor De Marchi	Councillor Charlebois	Councillor Riach

**SECONDED BY:**

Councillor Dubien	Councillor Gibson	Councillor Cumming
Councillor De Marchi	Councillor Charlebois	Councillor Riach

THAT Council Adopt the 2019 Regular Council Meeting Schedule.

CARRIED                       DEFEATED

\_\_\_\_\_  
**MAYOR'S SIGNATURE**

**Recorded Vote-TO BE COMPLETED BY CLERK ONLY**

	YEAS	NAYS
Councillor Dubien		
Councillor Gibson		
Councillor Cumming		
Councillor De Marchi		
Councillor Charlebois		
Councillor Riach		
Mayor Laderoute		

**X**  
\_\_\_\_\_  
Cassandra Child  
Clerk



**Township of  
Black River – Matheson**

**January 7, 2019**

**Report ADMIN-01-2019  
Of the Deputy Clerk  
For Consideration by Council**

**RE: Action Report**

**OBJECTIVE:** To approve the Regular Council Schedule for 2019

**RECOMMENDATIONS:**

1. THAT:
  - a. Council adopt the 2019 Council Schedule.
  - b. Council adopt the 2019 Committee of the Whole/Council Schedule

Respectfully submitted:  
Katie Browne

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Approved:

Chief Administrative Officer / Dir. Economic  
Development

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Cassandra Child  
Director Corporate Services

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## **BACKGROUND:**

On Monday, December 3<sup>rd</sup>, 2018 the newly elected Head of Council and Councillor's were sworn into office for the Black River-Matheson Municipality. The Municipal Act, 2001 states the following;

*Section 238 (2) of the Municipal Act, 2001, every Council and local board shall adopt a procedural by-law to govern the calling, place and proceedings of meetings;*

Currently, the Township of Black River-Matheson's procedural by-law No. 2015-30, states that the municipality shall hold one (1) Regular Council meeting and one (1) Committee of the Whole meeting, on the first and third Monday of every month, @ 6:30p.m., in chambers. The procedural by-law addresses the proper conduct within a council meeting, which shall include but not limited to, the difference between each meeting, cancelled or rescheduled meetings, the role of head of council, proper conduct of members and the public, quorum, disclosing pecuniary interests, motions, closed meetings etc.

## **DISCUSSION:**

Council will be adopting a new procedural by-law which states that one (1) council meeting will take place the first Monday of every month, at 6:30p.m. in Council Chambers. The Clerk's department has prepared a 2019 Regular Council meeting schedule. This schedule takes into consideration all statutory holidays, ROMA, OGRA, FONOM & AMO.

A committee of the whole meeting was limited to the content that could be placed on the agenda. The purpose of the Committee of the Whole meeting is to have thorough discussions on business items and have these same items placed on the following council agenda for passing of motions and voting. At Committee of the Whole meeting, council cannot pass minutes or by-laws because it's not a true council meeting.

This being said, administration was not using Committee of the Whole meetings as they should, they were being treated more like council meetings. No minutes are to be adopted, nor any by-laws. Due to the size of the municipality, having a second meeting in a month was considered unnecessary.

## **HIGHLIGHTS:**

Based on the new procedural by-law, the regular council meetings will take place the first Monday of each month. In the case that there is a statutory holiday the meeting has been moved to the following business day. This schedule includes the rotation of locations, including Ramore, Val Gagne and Shillington.

## **WORK PLAN:**

NIL

### **COMMUNICATION PLAN:**

The complete schedule of the Regular Council meetings will be posted on the Black River-Matheson website, Facebook page, the Township office and the newsletter.

Based on the Procedural By-law, any changes to this schedule will be in consultation with the head of council and clerk and/or adjusted by way of motion at the next council meeting. The changes will be announced through the above referenced communication channels.

### **BUDGET/LEGAL IMPLICATIONS:**

When Council meetings are held in Ramore, Val Gagne and Shillington, costs will include the rental of the hall. These halls are properties of the township, however it also offsets cost for the halls. The approximate cost of the hall rental is \$95.00.

### **INTERDEPARTMENTAL IMPACTS:**

When Council meetings are held in Ramore, Val Gagne and Shillington, staff and residents will be required to travel.

### **ATTACHMENT:**

- Procedural By-Law
- Council Schedule 2019 (Option A)
- Committee of the Whole/Council Schedule 2019 (Option B)

### **LINKS TO STRATEGIC PLANS:**

NIL

### **RECOMMENDATION:**

That Council adopts the 2019 Council schedule and eliminate the Committee of the Whole meetings. One council meeting per month allows for adequate time to address all items on the agenda. In the case where an item requires the attention of council prior to the regular council meeting, a special meeting would be arranged, giving 48 hours, public notice, as per our procedural by-law requirement. This will allow for adequate time for reports to be developed and actions plans from previous council meetings to be adhered to.

<b>REQUIRED AND RECEIVED COMMENTS FROM:</b> Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	NA
Building Control & MLEO Department	N/A
Public Works & Environmental Department	N/A
Parks, Recreation & Facilities Department	N/A
Community Development and Tourism	N/A
Planning Department	N/A
Economic Development Department	NA
Fire Department	N/A
Other:	N/A

**COUNCIL SCHEDULE –2019**

<b>DATE</b>	<b>MEETING</b>
MONDAY, JANUARY 7	COUNCIL
MONDAY, JANUARY 21	COUNCIL
MONDAY, FEBRUARY 4	COUNCIL
MONDAY, MARCH 4-RAMORE	COUNCIL
MONDAY, APRIL 1	COUNCIL
MONDAY, MAY 6	COUNCIL
MONDAY, JUNE 3- VAL GAGNE	COUNCIL
TUESDAY, JULY 2	COUNCIL
TUESDAY, AUGUST 6	COUNCIL
TUESDAY, SEPTEMBER 3-SHILLINGTON	COUNCIL
MODAY, OCTOBER 7	COUNCIL
MONDAY, NOVEMBER 4	COUNCIL
MONDAY, DECEMBER 2	COUNCIL

PLEASE NOTE: All meetings to commence at 6:30 p.m. All meetings will be held in the Council Chambers, Matheson unless otherwise stated.

**COMMITTEE OF THE WHOLE/COUNCIL SCHEDULE – 2018-2019**

<b>DATE</b>	<b>MEETING</b>
MONDAY, JANUARY 7	COMMITTEE OF THE WHOLE
MONDAY, JANUARY 21	COUNCIL
MONDAY, FEBRUARY 4	COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 18 - RAMORE	COUNCIL
MONDAY, MARCH 4	COMMITTEE OF THE WHOLE
MONDAY, MARCH 18	COUNCIL
MONDAY, APRIL 1	COMMITTEE OF THE WHOLE
MONDAY, APRIL 15	COUNCIL
MONDAY, MAY 6	COMMITTEE OF THE WHOLE
TUESDAY, MAY 21	COUNCIL
MONDAY, JUNE 3	COMMITTEE OF THE WHOLE
MONDAY, JUNE 17 - VAL GAGNE	COUNCIL
TUESDAY, JULY 2	COMMITTEE OF THE WHOLE
MONDAY, JULY 15	COUNCIL
TUESDAY, AUGUST 6	COMMITTEE OF THE WHOLE
MONDAY, AUGUST 26	COUNCIL
TUESDAY, SEPTEMBER 3	COMMITTEE OF THE WHOLE
MONDAY, SEPTEMBER 16 - SHILLINGTON	COUNCIL
MODAY, OCTOBER 7	COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 21	COUNCIL
MONDAY, NOVEMBER 4	COMMITTEE OF THE WHOLE
MONDAY, NOVEMBER 18	COUNCIL
MONDAY, DECEMBER 2	COUNCIL

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