



## COMMITTEE OF THE WHOLE

CDR# 2018146

Date: November 19, 2018

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**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Kimberlee Jones, Municipal Clerk

**DATE:** November 19, 2018

**SUBJECT:** December Council Meeting

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**ORIGIN:** 2018 Calendar – Christmas Eve

**LEGISLATIVE AUTHORITY:** Proceedings of Council Policy 10350-24 Section 5 states “Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by Resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting”

**RECOMMENDATION:** Due to the Christmas holidays, the regular Council meeting scheduled for Monday, December 24, 2018 be changed to December 17, 2018 at 7:00 p.m. immediately following the regular Committee of the Whole meeting.

**BACKGROUND:** The Town’s Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council.

**DISCUSSION:** This year, Christmas Eve falls on Monday, December 24 - our regular Council meeting date. The options available to Council appear to be:

1. Move both meetings earlier by one week, with COW on December 10 and Council on December 17;
2. Hold both COW and Council on December 17;
3. Schedule an alternate date for Regular Council.

**FINANCIAL IMPLICATIONS:** There are no financial implications to changing the meeting dates.

**COMMUNITY ENGAGEMENT:** The public and media will be notified of any changes by media release.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**ALTERNATIVES:**

1. Move both meetings earlier by one week, with COW on December 10 and Council on December 17. This is not the recommended alternative, as it doesn’t leave sufficient time to develop the agenda between the November and December meetings.
2. Hold both COW and Council on December 17. This is being recommended.



3. Schedule an alternate date for Regular Council. This is not recommended as it is very difficult to schedule meetings during the holiday season.

**ATTACHMENTS:** N/A

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Report prepared by: Kimberlee Jones, Municipal Clerk  
Report and Financial approved by: