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## **Memorandum**

**To: Council**  
**Cc: Ron Taylor**  
**Date: August 14, 2018**  
**From: Cathie Ritchie, City Clerk**  
**Subject: Revised 2018 Council Meeting Schedule**

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Due to scheduling and limited Council business during the Lame Duck period, it is recommended that the Council Meeting Schedule be revised and updated as follows:

August 15, 2018 – additional meeting date not required - cancelled

September 11, 2018 – cancelled

September 18, 2018 – scheduled Special Information Session

September 25, 2018 – scheduled Regular Meeting

October 16, 2018 – cancelled

November 13, 2018 – Regular Meeting changed to a Special Information Session

December 3, 2018 – Inaugural Meeting

December 11, 2018 – scheduled Regular Meeting

The Procedural By-law requires the annual Council Meeting Schedule to be approved by Council. Revisions to the schedule would need to be authorized by Council.

### **Section 4.00: Regular Meetings of Council**

**4.01 Regular Council Meeting Dates and Time:** Council shall adopt an annual calendar for each year setting the Regular Council Meeting Dates and Start Times for Closed and Open Session.

### **Recommendation:**

**That** Council approves the revised 2018 Council Meeting Schedule as recommended in the 2018-08-14 Memorandum – Revised 2018 Council Meeting Schedule.