

**THE SPEAKER
COUNCIL ITEM**

SCHEDULE OF MEETINGS OF THE MUNICIPAL COUNCIL

1. Purpose

The purpose of this report is to appraise the Municipal Council on the draft schedule of meeting for the calendar year 2022.

2. Deliberations

2.1. The Draft schedule for the 2022 calendar Year

The enclosed schedule of meetings depict the date, time, and venue of the proposed dates and further stipulate the type of the meeting. The Speaker of Council will ensure that, the scheduled dates indeed are adhered to. And it is incumbent upon the administration to comply to the submission time-frames of reports. Moreover, to enhance adherence to the convening of committees prior to the actual sitting of the Municipal Council.

2.2. The chairperson of each section 79 committees

The Chairperson of the Section 79 committees are humbly requested to finalize the work schedules of the committees, which should be configured in line with the approved Council schedule on an annual basis. And once all the committees had finalized and concluded their schedules a comprehensive timetable of all meetings will be flighted in the municipal website and will also be publicized to the public. Although it may be of importance for the public to note and diarize committee meetings time-table. Some of those committee meetings may be held in camera or in-committee, for various reasons.

2.3. Synergy between Committees and reporting framework to Council

It is always ideal to ensure a filtering system of reporting, which also should gravitates on a synchronized practice, especially in ensuring that committee systems functions prior to convening the Council meetings. Committees in their operational system should feed and enchain their work on a cascading pendulum to the Council meetings. This model can only be realized when a schedule of meetings is known well in advance. A greater effort and buy-in

3. Legal and Administrative Implications

A balance must be struck between Special and Ordinary Council meetings. For purposes of this report, certain Council meetings fall under Special meetings due to their compliance reporting requirement, which reports are required by particular reporting period and thus fall outside the normal meetings. Moreover specific compliance are required to be tabled at the Council meeting under certain circumstances. It is thus the responsibility of the City Manager to ensure that submission of such reports is made well in advance to enable agenda formulation and documents circulation are issued timeously to give members adequate time for preparing.

4. Financial Implications

There are no financial implications in this report.

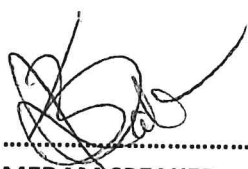
5. Recommendations

It is hereby recommended that it be resolved, namely that

- a) the Municipal Council endorse and approve the draft schedule of meeting for the 2022 calendar year;
- b) submission of compliance reports is ten working days prior to the sitting of the Council meeting, in order to ensure that circulation and distribution of documents is done timeously;
- c) Council members are therefore requested to diarize the dates, times and venues of the Council meetings and pre-plan accordingly;
- d) once a comprehensive time-table of all committee meetings is concluded and incorporated, the City Manager is requested to flight the entire schedule on the municipal website, to enable public members are notified;



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MR. SELLO MORE
ACTING CITY MANAGER



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MEDAM SPEAKER
CLLR STEFANI LOCKMAN-NAIDOO

SCHEDULE FOR COUNCIL MEETING

MONTH	DATE	TYPE OF MEETING
2021/2022 Financial Year 2022		
JANUARY	31 – Monday	Ordinary Council meeting
FEBRUARY	24 – Thursday	Ordinary Council meeting
MARCH	31 – Thursday	Special – Tabling of IDP/Budget
APRIL	28 – Thursday	Ordinary Council meeting
MAY	26 – Thursday	Special – Approval of IDP/Budget
JUNE	30 – Thursday	Ordinary Council meeting
2022/2023 Financial Year 2022		
JULY	28 – Thursday	Ordinary Council meeting
AUGUST	25 – Thursday	Ordinary Council meeting
SEPTEMBER	29 – Thursday	Ordinary Council meeting
OCTOBER	27 – Thursday	Ordinary Council meeting
NOVEMBER	24 – Thursday	Ordinary Council meeting
DECEMBER	8 – Thursday	Ordinary Council meeting

Public Holidays

2022		
1 January	Saturday	New Year's Day
21 March	Monday	Human Rights Day
15 April	Friday	Good Friday
18 April	Monday	Family Day
27 April	Wednesday	Freedom Day
1 May	Sunday	Workers' Day
2 May	Monday	Public Holiday
16 June	Thursday	Youth Day
9 August	Tuesday	National Women's Day
24 September	Saturday	Heritage Day
16 December	Friday	Day of Reconciliation
25 December	Sunday	Christmas Day
26 December	Monday	Day of Goodwill

School Holidays: Inland

2022	
Closed	Open
	12 January
18 March	4 April
27 June	18 July
3 October	10 October
15 December	