

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** Standing Committee Meetings and Annual Meeting Calendar  
**Date:** June 17, 2024

## Recommendation

That, on the recommendation of the City Clerk, the attached annual meeting calendar for the period January 1, 2025 to December 31, 2025 (Appendix "A"), BE APPROVED; it being understood that adjustments to the calendar may be required from time to time in order to accommodate special/additional meetings or changes to governing legislation.

## Previous Reports Pertinent to this Matter

April 11, 2023 – Corporate Services Committee  
May 30, 2022 – Corporate Services Committee  
May 31, 2021 – Corporate Services Committee  
June 8, 2020 – Corporate Services Committee  
May 14, 2019 – Corporate Services Committee  
April 2, 2019 – Corporate Services Committee  
May 28, 2018 – Governance Working Group  
September 11, 2018 – Corporate Services Committee

## Background

The attached (Appendix "A") draft meeting schedule is generally in accordance with the current Council Procedure By-law, but upon consultation with the service areas and SLT, it is being recommended that the Corporate Services Committee (CSC) and the Planning and Environment Committee (PEC) swap days. For reference, the current procedure by-law at s.26.1 includes the following provisions regarding meeting times:

- Corporate Services Committee meetings to be held on Mondays at 1:00 PM.
- Civic Works Committee meetings to be held on Tuesdays at 9:30 AM
- Community and Protective Services Committee to be held on Mondays at 1:00 PM.
- Planning and Environment Committee to be held on Tuesdays at 1:00 PM.
- Strategic Priorities and Policy Committee meetings to be held on Tuesdays at 1:00 PM.

The attached draft calendar is based on the existing three-week rotation, introduced in 2021, that includes all of the standing committees.

In developing the draft calendar, consideration was given to the scheduling of the Federation of Canadian Municipalities' (FCM) Annual General Meeting and the Association of Municipalities of Ontario's (AMO) Annual General Meeting.

It should also be noted that the Civic Works Committee (CWC) was moved from Tuesday, November 11, 2025 to Monday, November 10, 2025 at 9:30 a.m. to avoid any potential conflicts with scheduled events on Remembrance Day.

Should Council approve the attached calendar, amendments to Section 26.1 of the Council Procedure By-law will be brought forward to a future meeting of Council to align meeting times of PEC and CSC with the approved calendar.

Multi-Year Budget Process

The proposed meeting schedule also incorporates dates to accommodate the Multi-Year Budget process.

Additions and/or Adjustments

It is understood that from time-to-time exceptional circumstances arise where special meetings will have to be added to the meeting schedule, or certain adjustments may have to be made to the meeting schedule.

**Prepared by and Recommended by:**

**Michael Schulthess, City Clerk**

# January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> CITY HALL CLOSED NEW YEAR'S DAY	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>7</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>14</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> COUNCIL 1:00 PM	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>28</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>29</b>	<b>30</b>	<b>31</b>	

## February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	4 STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	5	6	7	8
9	10	11 COUNCIL 1:00 PM	12 AUDIT 12:00 PM	13	14	15
16	17 CITY HALL CLOSED FAMILY DAY	18 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	19 CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	20	21	22
23	24 PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	25 DEARNESS HOME COMMITTEE OF MANAGEMENT 9:30 AM (Declaration of Compliance)  STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	26	27	28	

# March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<b>3</b> SPECIAL CORPORATE SERVICES COMMITTEE 1:00 PM (Remuneration Report)	<b>4</b> COUNCIL 1:00 PM	5	6	7	8
9	Week of March Break	11	12	13	14	15
16	<b>17</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>18</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	19	20	21	22
23	<b>24</b> PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>25</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	26	27	28	29
30	31					

# April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>  COUNCIL 1:00 PM	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>8</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>15</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	<b>16</b>	<b>17</b>	<b>18</b>  CITY HALL CLOSED GOOD FRIDAY	<b>19</b>
<b>20</b>	<b>21</b>  CITY HALL CLOSED EASTER MONDAY	<b>22</b>  COUNCIL 1:00 PM	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>29</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>30</b>			

# May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	6 STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	7	8	9	10
11	12 SPECIAL CORPORATE SERVICES COMMITTEE 1:00 PM (Debenture Issuance Approval Report)	13 COUNCIL 1:00 PM	14	15	16	17
18	19 CITY HALL CLOSED VICTORIA DAY	20 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	21 CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	22	23	24
25	26 PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	27 STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	28 <i>FCM ANNUAL CONFERENCE (Ottawa)</i>	29 <i>FCM ANNUAL CONFERENCE (Ottawa)</i>	30 <i>FCM ANNUAL CONFERENCE (Ottawa)</i>	31 <i>FCM ANNUAL CONFERENCE (Ottawa)</i>

## June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>  <i>FCM ANNUAL CONFERENCE (Ottawa)</i>	<b>2</b>	<b>3</b>  COUNCIL 1:00 PM	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>10</b>  CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>  PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>17</b>  STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	<b>18</b>  AUDIT 12:00 PM	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>  PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM (Reports to Council on July 22)	<b>24</b>  COUNCIL 1:00 PM	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					



# July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> CITY HALL CLOSED CANADA DAY	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>15</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>16</b> PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>17</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>  COUNCIL 1:00 PM	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

## August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CITY HALL CLOSED CIVIC HOLIDAY	5	6	7	8	9
10	11 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	12 CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	13 PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	14 STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	15	16
17 AMO ANNUAL CONFERENCE (Ottawa)	18 AMO ANNUAL CONFERENCE (Ottawa)	19 AMO ANNUAL CONFERENCE (Ottawa)	20 AMO ANNUAL CONFERENCE (Ottawa)	21	22	23
24	25	26 COUNCIL 1:00 PM	27	28	29	30
31						

## September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>  CITY HALL CLOSED LABOUR DAY	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>9</b>  CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>10</b>  AUDIT 12:00 PM	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>  PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>16</b>  STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>  PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM (Reports to Council on October 14)	<b>23</b>  COUNCIL 1:00 PM	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>30</b>  CITY HALL CLOSED NATIONAL DAY FOR TRUTH AND RECONCILIATION				

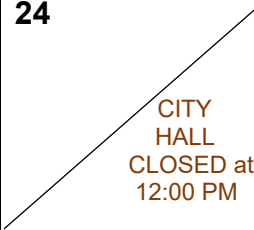
## October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>7</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	CITY HALL CLOSED THANKSGIVING DAY	<b>14</b> COUNCIL 1:00 PM	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>21</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>28</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM (Includes Budget Release Presentation)	<b>29</b>	<b>30</b>	<b>31</b>	

## November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 COUNCIL 1:00 PM	5	6	7	8
9	10 CIVIC WORKS COMMITTEE 9:30 AM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	11 CORPORATE SERVICES COMMITTEE 1:00 PM	12 AUDIT 12:00 PM	13	14	15
16	17 PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	18 STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM  BUDGET COMMITTEE 4:00 PM (Public Participation Meeting)	19	20 BUDGET COMMITTEE 9:30 AM	21 BUDGET COMMITTEE 9:30 AM (If Needed)	22
23	24	25 COUNCIL 1:00 PM	26 SPECIAL COUNCIL (BUDGET) 1:00 PM	27	28	29
30						

## December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 1:00 PM	<b>2</b> CIVIC WORKS COMMITTEE 9:30 AM  CORPORATE SERVICES COMMITTEE 1:00 PM	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> PLANNING AND ENVIRONMENT COMMITTEE 1:00 PM	<b>9</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 1:00 PM	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> COUNCIL 1:00 PM	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>  CITY HALL CLOSED at 12:00 PM	<b>25</b> CITY HALL CLOSED CHRISTMAS DAY	<b>26</b> CITY HALL CLOSED BOXING DAY	<b>27</b>
<b>28</b>	<b>29</b> CITY HALL CLOSED	<b>30</b> CITY HALL CLOSED	<b>31</b> CITY HALL CLOSED			