

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON APRIL 7, 2015
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	ANNUAL MEETING CALENDAR

RECOMMENDATION

That, on the recommendation of the City Clerk, the attached annual meeting calendar for the period December 1, 2015 to December 31, 2016 BE APPROVED; it being understood that adjustments to the calendar may be necessary in order to accommodate the multi-year budget process and emergent matters as they arise.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None.

BACKGROUND

The City Clerk is putting forward the attached draft annual meeting calendar for the period of December 1, 2015 to December 31, 2016, in accordance with the Council Procedure By-law. The draft calendar was reviewed by the Senior Leadership Team. While the deadline for submitting the draft annual meeting calendar is not until September 30, 2015, it is being brought forward at this time for the convenience of the public, Municipal Council and staff. Consideration was given to the following factors in developing the draft calendar:

- Scheduling of the Federation of Canadian Municipalities' Annual General Meeting
- Scheduling of the Federation of Canadian Municipalities' Sustainable Communities Conference and Trade Show
- Scheduling of the Association of Municipalities of Ontario's Annual General Meeting
- Closure of City Hall
- the Multi-Year Budget process

Additional meetings of the Civic Works Committee have been scheduled in each of March, April and May in order to accommodate the tender approval process, which is traditionally much busier during these months. Furthermore, there is only one meeting cycle in each of July and August, as per the Council Procedure By-law.

It is understood that from time to time exceptional circumstances may arise where special meetings may have to be added to the regular meeting schedule and where legislative requirements might also require adjustment to the meeting schedule. While details of the Multi-Year Budget process are still in the planning stages, tentative dates for the Budget approval process have been incorporated into the meeting calendar, recognizing some adjustments may be necessary as the process is finalized.

RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK