

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JUNE 20, 2016
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	ANNUAL MEETING CALENDAR

RECOMMENDATION

That, on the recommendation of the City Clerk, the following actions be taken with respect to the Municipal Council's annual meeting calendar:

- a) the attached annual meeting calendar for the period December 1, 2016 to December 31, 2017 BE APPROVED; it being understood that adjustments to the calendar will be necessary in order to accommodate the multi-year budget process and emergent matters as they arise; and
- b) the Civic Works Committee (CWC) meeting currently scheduled for November 29, 2016 BE HELD only on an "as needed" basis; it being noted that an additional CWC meeting has been added for December 2016.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None.

BACKGROUND

The attached draft annual meeting calendar is being put forward for the period of December 1, 2016 to December 31, 2017, in accordance with the Council Procedure By-law. The draft calendar was reviewed by the Senior Leadership Team. 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 Association of Municipalities of Ontario's Annual General Meeting
- closure of City Hall in recognition of statutory holidays
- previous Council direction to have two consecutive weeks without meetings in each of July and August

Additional "if needed" meetings of the Civic Works Committee have been scheduled in each of February, March, April and May in order to accommodate the tender approval process, which is traditionally much busier during these months. As well, three additional "if needed" meetings have been scheduled for each of the Strategic Priorities and Policy Committee (SPPC) and the Community and Protective Services Committee, and an additional "if needed" meeting has been scheduled in June for the Planning and Environment Committee, to be utilized only if those Committees' workload is such that the additional meetings are warranted.

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 or unforeseen circumstances might also require adjustment to the meeting schedule.

RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK