

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON MAY 14, 2019
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 annual meeting calendar:

- a) the attached (Appendix "A") annual meeting calendar for the period January 1, 2020 to December 31, 2020 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; and,
- b) subject to the approval of a) above, the City Clerk BE DIRECTED to bring forward to a future Public Participation Meeting before the Corporate Services Committee required amendments to the Council Procedure By-law to implement the proposed changes to current meetings times of standing committees as noted in the annual meeting calendar.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

May 28, 2018 – Governance Working Group
September 11, 2018 – Corporate Services Committee
April 2, 2019 – Corporate Services Committee

BACKGROUND

Municipal Council resolved the following at its meeting of April 9, 2019:

"That the annual meeting calendar for the period January 1, 2020 to December 31, 2020 BE REFERRED back to the City Clerk for further review and refinement to address the timeliness of the reporting out of Strategic Priorities and Policy Committee Reports to Municipal Council."

In response to the above-noted direction, the Civic Administration has prepared the attached (Appendix "A") revised draft annual meeting calendar for consideration.

In order to provide for Strategic Priorities and Policy Committee meetings to be held as part of the standing committee cycle, the following changes are recommended:

- Corporate Services Committee meetings be moved from Tuesdays at 12:30 PM to Mondays at 12:00 PM.
- Civic Works Committee meetings continue to be held on Tuesdays but with a changed start time from 4:00 PM to 12:00 PM.
- Community and Protective Services Committee will continue to be held on Tuesdays at 4:00 PM.
- Planning and Environment Committee meetings will continue to be held on Mondays at 4:00 PM.

In developing the draft calendar for January 1, 2020 to December 31, 2020, consideration was given to the annual budget process; scheduling of the Federation of Canadian Municipalities' (FCM) Annual General Meeting; scheduling of the Association of Municipalities of Ontario's (AMO) Annual General Meeting and scheduling of the Ontario Good Roads Association Annual General Meeting. The revised annual meeting calendar has been reviewed with and agreed to by the Senior Management Team.

Should the Municipal Council approve the proposed annual meeting calendar, amendments to the Council Procedure By-law will need to be undertaken to change the standing committee meeting times.

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 may 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

RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CITY HALL CLOSED NEW YEAR'S DAY	2	3	4
5	6 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	7 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	8	9	10	11
12	13	14 COUNCIL 4:00 PM	15	16	17	18
19	20 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	21 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	22	23 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM Public Participation Meeting Water, Wastewater, Operating and Capital Budgets	24	25
26	27	28 COUNCIL 4:00 PM	29	30 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM Operating Budget Discussion	31 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM Operating Budget Discussion (if needed)	

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	4 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	5 AUDIT COMMITTEE 12:00 PM	6 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM Capital Budget Discussion	7 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM Capital Budget Discussion (if needed)	8
9	10	11 COUNCIL 4:00 PM	12 DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	13 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM Budget Discussion (if needed)	14 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM Budget Discussion (if needed)	15
16	17 CITY HALL CLOSED FAMILY DAY	18 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	19 CIVIC WORKS COMMITTEE 12:00 PM (if needed) COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	20	21	22
23 2020 OGRA ANNUAL CONFERENCE	24 2020 OGRA ANNUAL CONFERENCE	25 2020 OGRA ANNUAL CONFERENCE	26 2020 OGRA ANNUAL CONFERENCE	27	28	29

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 COUNCIL 4:00 PM (BUDGET)	4	5	6	7
8	9 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	10 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	11	12	13	14
15	16	17	18	19	20	21
MARCH BREAK WEEK						
22	23	24 COUNCIL 4:00 PM	25	26	27	28
29	30 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	31 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM				

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 COUNCIL 4:00 PM	8	9	10 CITY HALL CLOSED GOOD FRIDAY	11
12	13 CITY HALL CLOSED EASTER MONDAY	14 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	15 CIVIC WORKS COMMITTEE 12:00 PM	16	17	18
19	20	21 COUNCIL 4:00 PM	22	23	24	25
26	27 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	28 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	29	30		

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 COUNCIL 4:00 PM	6	7	8	9
10	11 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	12 CIVIC WORKS COMMITTEE 12:00 PM	13	14	15	16
17	18 CITY HALL CLOSED VICTORIA DAY	19 COUNCIL 4:00 PM	20 DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	21	22	23
24	25 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	26 CIVIC WORKS COMMITTEE 12:00 PM (if needed) COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	27	28	29	30
31						

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 COUNCIL 4:00 PM	3	4 FCM ANNUAL CONFERENCE	5 FCM ANNUAL CONFERENCE	6 FCM ANNUAL CONFERENCE
7 FCM ANNUAL CONFERENCE	8 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	9 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	10	11	12	13
14	15	16 COUNCIL 4:00 PM	17	18 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM (if needed)	19	20
21	22 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	23 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	24 AUDIT COMMITTEE 12 PM	25	26	27
28	29 COUNCIL 4:00 PM	30				

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CITY HALL CLOSED CANADA DAY	2	3	4
5	6	7	8	9	10	11
12	13 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	14 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	15 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	16	17	18
19	20	21 COUNCIL 4:00 PM	22	23	24	25
26	27	28	29	30	31	

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 CITY HALL CLOSED CIVIC HOLIDAY	4	5	6	7	8
9	10 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	11 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	12 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	13	14	15
16 AMO ANNUAL CONFERENCE	17 AMO ANNUAL CONFERENCE	18 AMO ANNUAL CONFERENCE	19 AMO ANNUAL CONFERENCE	20	21	22
23	24	25 COUNCIL 4:00 PM	26	27	28	29
30	31					

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 CITY HALL CLOSED LABOUR DAY	8 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	9 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	10	11	12
13	14	15 COUNCIL 4:00 PM	16 AUDIT COMMITTEE 12:00 PM	17	18	19
20	21 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	22 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	23 DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	24	25	26
27	28	29 COUNCIL 4:00 PM	30			

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	6 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	7	8	9	10
11	12 CITY HALL CLOSED THANKSGIVING DAY	13 COUNCIL 4:00 PM	14	15	16	17
18	19 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	20 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	21	22	23	24
25	26	27 COUNCIL 4:00 PM	28	29	30	31

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	3 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	4 AUDIT COMMITTEE 12:00 PM	5	6	7
8	9	10 COUNCIL 4:00 PM	11 DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	12	13	14
15	16 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	17 CIVIC WORKS COMMITTEE 12:00 PM STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	18	19	20	21
22	23	24 COUNCIL 4:00 PM	25	26	27	28
29	30 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM					

December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	2	3	4	5
6	7	8 COUNCIL 4:00 PM	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 CITY HALL CLOSED CHRISTMAS EVE	25 CITY HALL CLOSED CHRISTMAS DAY	26
27	28 CITY HALL CLOSED BOXING DAY	29	30	31 CITY HALL CLOSED NEW YEAR'S EVE		