то:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JUNE 22, 2020
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	STANDING COMMITTEE MEETINGS AND ANNUAL MEETING CALENDAR

# **RECOMMENDATION**

That, on the recommendation of the City Clerk, the <u>attached</u> annual meeting calendar for the period December 1, 2020 to December 31, 2021(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

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

#### **DISCUSSION**

The <u>attached</u> revised draft meeting schedule is generally in accordance with the current Council Procedure By-law.

Following the referral of this matter from the June 8, 2020 Corporate Services Meeting, the Senior Leadership Team provided some additional input, which has been included in the <u>attached</u> draft. The following have been added to the calendar:

## Monday, April 26

Corporate Services Committee (if needed) noon Planning and Environment Committee (if needed) 4 PM

Monday, September 27

Planning and Environment Committee (if needed) 4 PM

Monday, October 18

Planning and Environment Committee (if needed) 4 PM

#### Multi-Year Budget Process

In anticipation of a more lengthy update process for the 2021 Budget, two dates have been added for Strategic Priorities and Policy Committee for the purpose of budget. It should be noted that this is in anticipation of need, and may be modified based on the Council direction related to the budget, which was not yet known at the time of writing this report. Additions in the draft calendar are:

## Thursday, December 10, 2020

Strategic Priorities and Policy Committee

## Friday, December 11, 2020

Strategic Priorities and Policy Committee (if needed) 9:30 AM

These dates are proposed to be in conjunction with the tabling of the Draft Budget update at the SPPC meeting on November 17, 2020; and enactment of the budget at the January 12, 2021 Council meeting. It is important to note that this proposed schedule is tentative, pending Council's direction on the Multi-Year Budget Update process.

## <u>Additional Information</u>

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.

When considering a proposed meeting schedule consideration was given to recent trends, with the exclusion of 2020.

With the above-noted additions, the number of meetings per year will be approximately as follows:

Committee	2021	2019	2018
Planning and Environment Committee	18	20	18
Corporate Services Committee	16	23*	21**
Council	16	20	22***
Strategic Priorities and Policy Committee	14	20****	14
Community and Protective Services Committee	15	12	15
Civic Works Committee	15	14	15

<sup>\*</sup> includes 3 special meetings

The recommendation to reduce the number/frequency of the Corporate Services Committee is a reflection of the time in session for the meetings that occurred in previous years. Consideration, excluding 2020, was given to the time in session of the Committee. In 2018, of the 21 meetings, only two exceeding two hours in length; of the remaining meetings, the majority were under one hour with with three of those less than half an hour. In 2019, of the 23 meetings, sixteen were less than two hours in length with the majority being less than one hour; five meetings were less than half an hour in length.

In terms of the reduced number of Planning and Environment Committee, it should be noted that there has been some proactive discussion with Planning staff around opportunities for additional engagement and consultation for planning matters that would occur outside of the standing committee process.

RECOMMENDED BY:		
CATHY SAUNDERS		
CITY CLERK		

<sup>\*\*</sup> includes 1 special meeting

<sup>\*\*\*</sup>includes Inaugural Council meeting

<sup>\*\*\*\*</sup>additional meetings for Strategic Plan

December 2020									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
		COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	2	3	4	5			
6	7	8 COUNCIL 4:00 PM	9	10 STRATEGIC PRIORITIES AND POLICY COMMITTEE BUDGET - 9:30 AM	11 STRATEGIC PRIORITIES AND POLICY COMMITTEE BUDGET – 9:30 AM (if needed)	12			
13	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	17	18	19			
20	21	22	23	CITY HALL CLOSED at 12:00 PM CHRISTMAS EVE	CITY HALL CLOSED CHRISTMAS DAY	26			
27	CITY HALL CLOSED	CITY HALL CLOSED	CITY HALL CLOSED	31  CITY HALL  CLOSED  NEW YEAR'S EVE					

January 2021										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
					1 CITY HALL CLOSED NEW YEAR'S DAY	2				
3	4	5	6	7	8	9				
10	11	COUNCIL 4:00 PM	13	14	15	16				
17	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	19 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	20	21	22	23				
24	25	26 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	27	28	29	30				
31										

February 2021										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
	1	COUNCIL 4:00 PM	3	4	5	6				
7	8 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	9 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	AUDIT COMMITTEE 12:00 PM	11	12	13				
14	15 CITY HALL CLOSED FAMILY DAY	16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	17	18	19	20				
21	22	COUNCIL 4:00 PM	24	25	26	27				
28										

March 2021										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
	1 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM (if needed)	3	4	5	6				
7	8	9 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	10	11	12	13				
14	15	16	17	18	19	20				
		M	ARCH BREAK WE	EK						
21	DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	COUNCIL 4:00 PM	24	25	26	27				
28	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	30 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	31							

April 2021									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
				1	CITY HALL CLOSED GOOD FRIDAY	3			
4	5 CITY HALL CLOSED EASTER MONDAY	STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	7	8	9	10			
11	12	13 COUNCIL 4:00 PM	14	15	16	17			
18	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	20 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	21	22	23	24			
25	26 CORPORATE SERVICES COMMITTEE 12:00 PM (if needed)  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM (if needed)	27 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	28	29	30				

May 2021										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
						1				
2	3	COUNCIL 4:00 PM	5	6	7	8				
9	CORPORATE SERVICES COMMITTEE 12:00 PM (if needed)  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	12	13	14	15				
16	17	18 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	19	20	21	22				
23	24  CITY HALL CLOSED  VICTORIA DAY	COUNCIL 4:00 PM	26	27	28	29				
30	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM									

June 2021									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
		COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM (if needed)	2	3 FCM ANNUAL CONFERENCE	## FCM ANNUAL CONFERENCE	5 FCM ANNUAL CONFERENCE			
6 FCM ANNUAL CONFERENCE	7	STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	9	10	11	12			
13	DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	COUNCIL 4:00 PM	AUDIT COMMITTEE 12 PM	17	18	19			
20	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM		24	25	26			
27	28	29	30						

July 2021									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
				1 CITY HALL CLOSED CANADA DAY	2	3			
4	5	COUNCIL 4:00 PM	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	27 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM		29	30	31			

	August 2021									
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
1	CITY HALL CLOSED CIVIC HOLIDAY	3	4	5	6	7				
8	9	COUNCIL 4:00 PM	11	12	13	14				
AMO ANNUAL CONFERENCE	16  AMO ANNUAL CONFERENCE	17  AMO ANNUAL  CONFERENCE	18  AMO ANNUAL  CONFERENCE	19	20	21				
22	23		25	26	27	28				
29	20 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	31 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM								

September 2021							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	CITY HALL CLOSED LABOUR DAY	7 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	8	9	10	11	
12	DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	COUNCIL 4:00 PM	15	16	17	18	
19	20 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	21 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	AUDIT COMMITTEE 12:00 PM	23	24	25	
26	PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM (if needed)	28 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	29	30			

	October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	COUNCIL 4:00 PM	6	7	8	9	
10	11 CITY HALL CLOSED THANKSGIVING DAY	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	14	15	16	
17	PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM (if needed)	19 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	20	21	22	23	
24	25	COUNCIL 4:00 PM	27	28	29	30	
31							

November 2021							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	AUDIT COMMITTEE 12:00 PM	4	5	6	
7	8	9 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	10	11	12	13	
14	15	COUNCIL 4:00 PM	17	18	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	25	26	27	
28	29	30 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM					

December 2021							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	DEARNESS COMMITTEE OF MANAGEMENT 12:00 PM	7 COUNCIL 4:00 PM	8	9	10	11	
12	CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	14 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	15	16	17	18	
19	20	COUNCIL 4:00 PM	22	23	CITY HALL CLOSED at 12:00 PM CHRISTMAS EVE	25	
26	CITY HALL CLOSED	CITY HALL CLOSED	CITY HALL CLOSED	CITY HALL CLOSED	31  CITY HALL  CLOSED  NEW YEAR'S EVE		