

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee
From: Cathy Saunders, City Clerk
Subject: Standing Committee Meetings and Annual Meeting Calendar
Date: May 31, 2021

Recommendation

That, on the recommendation of the City Clerk, the attached annual meeting calendar for the period January 1, 2022 to December 31, 2022 (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

Background

Annual Meeting Calendar

The attached draft meeting schedule is generally in accordance with the current Council Procedure By-law, which includes the following direction:

- Corporate Services Committee meetings to be held on Mondays at 12:00 PM.
- Civic Works Committee meetings to be held on Tuesdays at 12:00 PM.
- Community and Protective Services Committee to be held on Tuesdays at 4:00 PM.
- Planning and Environment Committee to be held on Mondays at 4:00 PM.
- Strategic Priorities and Policy Committee meetings to be held on Tuesdays at 4:00 PM.

The above-noted draft is a three-week rotation that includes all of the standing committees. Although each cycle includes all standing committees, you will note that some are still identified as "if required".

In developing the draft calendar, consideration was given to the scheduling of the 2022 Municipal Election, the Federation of Canadian Municipalities' (FCM) Annual General Meeting and the Association of Municipalities of Ontario's (AMO) Annual General Meeting.

Multi-Year Budget Process

The 2022 calendar does not include meetings specifically dedicated to the Multi-Year Budget update as the Municipal Election will be held in 2022 and the incoming Council would be requested to consider the 2023 Budget Update.

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.

Prepared by and Recommended by:

Cathy Saunders, City Clerk

December 2021

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|---------------------------|---------------------------|--|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 DEARNESS HOME COMMITTEE OF MANAGEMENT 12:00 PM | 7 COUNCIL 4:00 PM | 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 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 COUNCIL 4:00 PM | 22 | 23 | 24 CITY HALL CLOSED at 12:00 PM | 25 |
| 26 | 27 CITY HALL CLOSED | 28 CITY HALL CLOSED | 29 CITY HALL CLOSED | 30 CITY HALL CLOSED | 31 CITY HALL CLOSED | |

January 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 CITY HALL CLOSED | 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 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 | 25 COUNCIL 4:00 PM | 26 | 27 | 28 | 29 |
| 30 | 31 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | | | | | |

February 2022

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

March 2022

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

April 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|---|-----|---------------------------------------|-----|
| | | | | | 1 | 2 |
| 3 | 4 DEARNESS HOME COMMITTEE OF MANAGEMENT 12:00 PM | 5 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 COUNCIL 4:00 PM | 13 AUDIT COMMITTEE 12:00 PM | 14 | 15 CITY HALL CLOSED GOOD FRIDAY | 16 |
| 17 | 18 CITY HALL CLOSED EASTER MONDAY | 19 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 CORPORATE SERVICES COMMITTEE 12:00 PM (if needed) PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM (if needed) | 26 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 27 | 28 | 29 | 30 |

May 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|-----|-----|-----|-----|
| 1 | 2 | 3 COUNCIL 4:00 PM | 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 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 18 | 19 | 20 | 21 |
| 22 | 23 CITY HALL CLOSED VICTORIA DAY | 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 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | | | | |

June 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------------|--|---|--|-------------------------------|-------------------------------|-------------------------------|
| | | | 1 | 2 FCM ANNUAL CONFERENCE | 3 FCM ANNUAL CONFERENCE | 4 FCM ANNUAL CONFERENCE |
| 5 FCM ANNUAL CONFERENCE | 6 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM (if needed) | 7 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 8 | 9 | 10 | 11 |
| 12 | 13 DEARNESS HOME COMMITTEE OF MANAGEMENT 12:00 PM | 14 COUNCIL 4:00 PM | 15 AUDIT COMMITTEE 12:00 PM | 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 | 22 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

July 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|--|-----|-------------------------------------|-----|
| | | | | | 1 CITY HALL CLOSED CANADA DAY | 2 |
| 3 | 4 | 5 COUNCIL 4:00 PM | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 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 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 27 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 28 | 29 | 30 |
| 31 | | | | | | |

August 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------------------------|---|--|---------------------------------------|-----------|--------------------------------|-----------|
| | 1 CITY HALL CLOSED CIVIC HOLIDAY | 2 COUNCIL 4:00 PM | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 AMO ANNUAL CONFERENCE | 15 AMO ANNUAL CONFERENCE | 16 AMO ANNUAL CONFERENCE | 17 AMO ANNUAL CONFERENCE | 18 | 19 Nomination Day | 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 | 31 | | | |

September 2022

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

October 2022

| 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 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 5 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM (if needed) | 6 | 7 | 8 |
| 9 | 10 CITY HALL CLOSED THANKSGIVING DAY | 11 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 12 | 13 | 14 | 15 |
| 16 | 17 COUNCIL 4:00 PM | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 ELECTION DAY | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | | | | | |

November 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|--|--|--|--|--|-----------|
| | | 1 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 2 AUDIT COMMITTEE 12:00 PM | 3 Council Orientation 9:00 AM | 4 Council Orientation 9:00 AM | 5 |
| 6 | 7 | 8 COUNCIL 4:00 PM | 9 | 10 Council Orientation 9:00 AM (if needed) | 11 Council Orientation 9:00 AM (if needed) | 12 |
| 13 | 14 | 15 INAUGURAL COUNCIL 6:00 PM | 16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Committee and Board Appointments) | 17 | 18 | 19 |
| 20 | 21 | 22 COUNCIL 4:00 PM (Confirmation of Appointments and General Orientation) | 23 | 24 | 25 | 26 |
| 27 | 28 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 29 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 30 | | | |

December 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|---------------------------|---------------------------|--|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 7 | 8 | 9 | 10 |
| 11 | 12 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (HOLD-Strategic Planning) | 13 COUNCIL 4:00 PM | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 CITY HALL CLOSED at 12:00 PM | 24 |
| 25 | 26 CITY HALL CLOSED | 27 CITY HALL CLOSED | 28 CITY HALL CLOSED | 29 CITY HALL CLOSED | 30 CITY HALL CLOSED | 31 |