

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** Standing Committee Meetings and Annual Meeting Calendar  
**Date:** May 30, 2022

## Recommendation

That, on the recommendation of the City Clerk, the attached annual meeting calendar for the period January 1, 2023 to December 31, 2023 (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

May 31, 2021 – Corporate Services Committee  
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

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.

In addition, Council passed the following on December 7, 2021:

"...i) the Civic Administration BE DIRECTED to make the necessary changes to facilitate Council meetings to be held starting at 1:00 PM, beginning with the 2022 term of Council, while still being based on the current meeting schedule; it being noted that the 2022/2023 meeting calendar will reflect this change when it is brought forward to a future Corporate Services Committee meeting for consideration; and,"

The above-noted draft is based on the current three-week rotation, introduced in 2021, that includes all of the standing committees, as well as accommodating the above-noted direction related to the start time of regular Council meetings.

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

Additions and/or Adjustments

It is understood that from time-to-time exceptional circumstances 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:**

**Michael Schulthess, City Clerk**

# January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> NEW YEAR'S DAY	<b>2</b> CITY HALL CLOSED  In Lieu of NEW YEAR'S DAY	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	<b>10</b> CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	<b>11</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Strategic Plan)	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Budget - Public Participation)	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> COUNCIL 1:00 PM	<b>25</b>	<b>26</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE <u>BUDGET</u> 9:30 AM	<b>27</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE <u>BUDGET</u> 9:30 AM (IF NEEDED)	<b>28</b>
<b>29</b>	<b>30</b> CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	<b>31</b> CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM				

# February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	8	9	10	11
12	13	14 COUNCIL 1:00 PM (Includes Final Budget Approval)	15 AUDIT 12:00 PM	16	17	18
19	20 CITY HALL CLOSED FAMILY DAY	21 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	22 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	23	24	25
26	27	28 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM				

# March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 SPECIAL CORPORATE SERVICES COMMITTEE 12:00 PM (Remuneration Report)	7 COUNCIL 1:00 PM	8 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Strategic Plan)	9	10	11
12	13 Week of March Break	14	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	22	23	24	25
26	27	28 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	29	30	31	

# April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 COUNCIL 1:00 PM	5	6	7 CITY HALL CLOSED GOOD FRIDAY	8
9	10 CITY HALL CLOSED EASTER MONDAY	11 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	12 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	13	14	15
16	17 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Strategic Plan)	18 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	19	20	21	22
23	24 SPECIAL CORPORATE SERVICES COMMITTEE 12:00 PM (Tax Policy Report)	25 COUNCIL 1:00 PM	26	27	28	29
30						

# May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	<b>2</b> CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	<b>10</b>	<b>10</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> COUNCIL 1:00 PM	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> CITY HALL CLOSED  VICTORIA DAY	<b>23</b> CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	<b>24</b> CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	<b>25</b> <i>FCM ANNUAL CONFERENCE</i>	<b>26</b> <i>FCM ANNUAL CONFERENCE</i>	<b>27</b> <i>FCM ANNUAL CONFERENCE</i>
<b>28</b> <i>FCM ANNUAL CONFERENCE</i>	<b>29</b>	<b>30</b> STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	<b>31</b>			

# June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 COUNCIL 1:00 PM	7	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 AUDIT 12:00 PM	15	16	17
18	19	20 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	21	22	23	24
25	26	27 COUNCIL 1:00 PM	28	29	30	



# July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 CANADA DAY
2	3 CITY HALL CLOSED  In Lieu of CANADA DAY	4	5	6	7	8
9	10	11	12	13	14	15
16	17 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	18 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	19 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	20	21	22
23	24	25 COUNCIL 1:00 PM	26	27	28	29
30	31					

# August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 CITY HALL CLOSED CIVIC HOLIDAY	8	9	10	11	12
13	14 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	15 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	17	18	19
20 AMO ANNUAL CONFERENCE	21 AMO ANNUAL CONFERENCE	22 AMO ANNUAL CONFERENCE	23 AMO ANNUAL CONFERENCE	24	25	26
27	28	29 COUNCIL 1:00 PM	30	31		

# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CITY HALL CLOSED LABOUR DAY	5	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  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	13 AUDIT 12:00 PM	14	15	16
17	18	19 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	20	21	22	23
24	25	26 COUNCIL 1:00 PM	27	28	29	30 NATIONAL DAY FOR TRUTH AND RECONCILIATION

# October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CITY HALL CLOSED  In lieu of NATIONAL DAY FOR TRUTH AND RECONCILIATION	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	6	7
8	9 CITY HALL CLOSED  THANKSGIVING DAY	10 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	11	12	13	14
15	16	17 COUNCIL 1:00 PM	18	19	20	21
22	23 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	24 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	25	26	27	28
29	30	31 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM				

# November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 COUNCIL 1:00 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 AUDIT 12:00 PM	16	17	18
19	20	21 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	22	23	24	25
26	27	28 COUNCIL 1:00 PM	29	30		

# December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CORPORATE SERVICES COMMITTEE 12:00 PM  PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	5 CIVIC WORKS COMMITTEE 12:00 PM  COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	6	7	8	9
19	11	12 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Tabling the 2024-2027 Multi-Year Budget)	13	14	15	16
17	18	19 COUNCIL 1:00 PM	20	21	22 CITY HALL CLOSED at 12:00 PM	23
24	25 CITY HALL CLOSED	26 CITY HALL CLOSED	27 CITY HALL CLOSED	28 CITY HALL CLOSED	29 CITY HALL CLOSED	30
31						