

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: April 11, 2023

Recommendation

That, on the recommendation of the City Clerk, the attached annual meeting calendar for the period January 1, 2024 to December 31, 2024 (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 30, 2022 – Corporate Services Committee
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 (Appendix "A") 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 based on the current three-week rotation, introduced in 2021, that includes all of the standing committees.

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.

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 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 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CITY HALL CLOSED NEW YEAR'S DAY	2	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	10	11	12	13
14	15	16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	17	18	19	20
21	22	23 COUNCIL 1:00 PM	24	25	26	27
28	29 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			

February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Budget Public Participation)	7	8 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET	9 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET	10
11	12	13 COUNCIL 1:00 PM	14 AUDIT 12:00 PM	15 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET	16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET	17
18	19 CITY HALL CLOSED FAMILY DAY	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 9:30 AM BUDGET	23 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET	24
25	26	27 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Budget Public Participation)	28	29		

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CORPORATE SERVICES COMMITTEE 12:00 PM (Remuneration Report)	5 COUNCIL 1:00 PM (Includes Budget Approval)	6	7	8	9
10	11 Week of March Break	12	13	14	15	16
17	18 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 SPECIAL COUNCIL 1:00 PM (if Needed) STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	27	28	29 CITY HALL CLOSED GOOD FRIDAY	30
31						

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CITY HALL CLOSED EASTER MONDAY	2 COUNCIL 1:00 PM	3	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 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	17	18	19	20
21	22 CORPORATE SERVICES COMMITTEE 12:00 PM (Tax Policy)	23 COUNCIL 1:00 PM	24	25	26	27
28	29 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				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	7 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	8	9	10	11
12	13	14 COUNCIL 1:00 PM	15	16	17	18
19	20 CITY HALL CLOSED VICTORIA 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	29	30	31	

June 2024

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

July 2024

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

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 CITY HALL CLOSED CIVIC HOLIDAY	6	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 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	15	16	17
18 AMO ANNUAL CONFERENCE	19 AMO ANNUAL CONFERENCE	20 AMO ANNUAL CONFERENCE	21 AMO ANNUAL CONFERENCE	22	23	24
25	26 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	27 COUNCIL 1:00 PM	28	29	30	31

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CITY HALL CLOSED LABOUR DAY	3	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 AUDIT 12:00 PM	19	20	21
22	23	24 COUNCIL 1:00 PM	25	26	27	28
29	30 CITY HALL CLOSED NATIONAL DAY FOR TRUTH AND RECONCILIATION					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	2 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	3	4	5
6	7	8 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM	9	10	11	12
13	14 CITY HALL CLOSED THANKSGIVING DAY	15 COUNCIL 1:00 PM	16	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 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	23	24	25	26
27	28	29 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Tabling of the Budget)	30	31		

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 COUNCIL 1:00 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 COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM	13 AUDIT 12:00 PM	14	15	16
17	18 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM	19 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Budget Public Participation)	20	21	22	23
24	25	26 COUNCIL 1:00 PM	27	28 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET	29 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET (If Needed)	30

December 2024

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