
TO: GENERAL COMMITTEE

SUBJECT: SCHEDULE OF COUNCIL AND GENERAL COMMITTEE MEETINGS FOR 2015 TO 2018

PREPARED BY AND KEY CONTACT: D. MCALPINE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES, EXT. #4421

SUBMITTED BY: D. MCALPINE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES

GENERAL MANAGER APPROVAL: P. ELLIOTT-SPENCER, MBA, CPA, CMA, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the schedule of Council and General Committee meetings for 2015 to 2018 attached as Appendix "A" to Staff Report CLK011-14, be adopted.
2. That the City Clerk be authorized to alter the schedule of Council and General Committee meetings to delete a meeting(s), should a meeting date(s) fall on any newly prescribed Statutory Holiday and/or the dates for March Break, the Association of Municipalities of Ontario Annual Conference or Municipal Elections be different than those included in Appendix "A" to Staff Report CLK011-14.

PURPOSE & BACKGROUND

3. The purpose of this report is to recommend a schedule of meetings for the years 2015 to 2018.
4. The City Clerk's Office maintains a schedule of meetings for both Council and General Committee. Currently, Articles 4.1 and 12.3 of By-law 2013-072 governing the procedures of Council specify that regular meetings of Council and Standing Committee shall be held on Mondays, except during July, when Monday is a holiday and when otherwise determined by City Council.

ANALYSIS

9. The proposed schedule of meetings attached as Appendix "A" alternates City Council and its Standing Committee (General Committee) meetings. Meetings have been included on the schedule for each Monday evening, with the following exceptions based on traditional exemptions:
 - a) Holidays: New Year's Day, Family Day, Easter Monday, Victoria Day, Civic Holiday, Labour Day, Thanksgiving Day, and Christmas Day
 - b) A Monday in March - March Break
 - c) A Monday in August - Association of Municipalities of Ontario Annual Conference
 - d) The third and fourth Mondays in October 2018 – Municipal Election

10. In addition to the traditional exemptions, the following additional changes have been proposed in the schedule attached as Appendix "A":

Proposed Change	Rationale
<p>The General Committee meeting that would traditionally be scheduled for the first Monday in January in 2015 (January 5, 2015) is proposed to be deleted.</p>	<p>The agenda for this meeting is produced and issued between Christmas and New Year's Eve, a time of year when the public is often away due to the school holiday. Staff have received a number of comments in the past regarding the limited opportunities for the public to review the upcoming agenda items in advance of the meeting.</p> <p>The 2015 Business Plan will not be presented in January as is typically the case in years other than those immediately following an election. As a result, the deletion of the January 5th, 2014 meeting is not anticipated to negatively impact decision-making.</p>
<p>The two meetings that would traditionally be scheduled in August are proposed to be deleted in 2015, 2016 and 2017.</p>	<p>Staff have been informed that the two meetings in August are not productive for members of Council and the public have expressed concern with matters being dealt with by Council in meetings held during a time of year when many residents are on vacation.</p> <p>The two meetings traditionally held in August have been included in the 2018 schedule as it is an election year and City Council may be in a period of restricted acts as of Nomination Day, the second Friday in September. The meetings in August will allow for business to be finalized before the period of restricted acts begins.</p>
<p>The first three Mondays after the Municipal Election in 2018 (October 29, November 5 and 12) are proposed to be deleted.</p>	<p>In both 2010 and 2014, only two of the meetings between the municipal election and the inaugural meeting of City Council were maintained as little business is scheduled since Council's actions may be restricted as a result of the "lame duck" provisions.</p>

11. Although the proposed changes would eliminate three meetings per year in 2015, two meetings per year in 2016 and 2017, and one in 2018, there are provisions contained with the Procedural By-law which would permit the scheduling of additional meetings, with appropriate notice, if required. These provisions have been utilized in the past on a relatively regular basis throughout the year to schedule early meetings or additional meetings, as they may be required given the nature of decision-making requirements for the Corporation and any associated timing constraints.

12. It is proposed that the City Clerk be delegated the authority to alter the schedule of meetings should a meeting date(s) fall on any newly prescribed Statutory Holiday and/or the dates for March Break, the Association of Municipalities of Ontario Annual Conference or Municipal Elections be changed. This proposed change would allow for the schedule to be amended without requiring a motion to be adopted by Council. The dates for March Break and the Association of Municipalities of Ontario Annual Conference in 2018 have been assumed as these dates are not established this far in advance.

ENVIRONMENTAL MATTERS

13. There are no environmental matters related to the recommendation.

ALTERNATIVES

14. The following alternatives are available for consideration by General Committee:

Alternative #1: General Committee could decide to add and/or delete meetings as deemed necessary. Staff have proposed the traditional schedule of meetings with the alternating of General Committee and City Council, for the four year term along with additional changes to reflect comments from the public/members of Council.

There are provisions contained with the Procedural By-law which would permit the scheduling of additional meetings, with appropriate notice. At any point in the term of City Council, the deletion of specific meetings could be considered.

Alternative #2: General Committee could add in the three meetings immediately following the 2018 Municipal Election and before the Inaugural Meeting of the 2018 to 2022 City Council (October 29, November 5 and November 12, 2018).

In both 2010 and 2014, two of the meetings between the municipal election and the inaugural meeting of City Council were cancelled. Depending on the composition of the new City Council for 2018-2022, Council's actions may be restricted as a result of the "lame duck" provisions.

Alternative #3: General Committee could delete all of the meetings held in the period after Nomination Day and mid-November in 2018, the Municipal Election year (i.e. deleting the September 17, September 24, October 1, October 15, October 22, October. 29, November 5, and November 12 meeting dates).

Most recently, limited matters have been presented during this period due in part to the restrictions on decision-making contained within the *Municipal Act*. Should General Committee and Council decide to proceed with this alternative, there are provisions contained with the Procedural By-law which would permit the scheduling of additional meetings, with appropriate notice, if required.

FINANCIAL

15. There are no direct financial implications associated with the recommendations in this report.

LINKAGE TO 2014-2018 COUNCIL STRATEGIC PLAN

16. The 2014-2018 Council Strategic Plan has not been finalized as of the writing of this report.

APPENDIX "A"

2015 TO 2018 PROPOSED MEETING SCHEDULE

2015 Meeting Schedule

Date	Meeting	Time
Monday, January 5, 2015		No meeting
Monday, January 12, 2015	General Committee	7:00 p.m.
Monday, January 19, 2015	Council	7:00 p.m.
Monday, January 26, 2015	General Committee	7:00 p.m.
Monday, February 2, 2015	Council	7:00 p.m.
Monday, February 9, 2015	General Committee	7:00 p.m.
Monday, February 16, 2015	Family Day	No Meeting
Monday, February 23, 2015	Council	7:00 p.m.
Monday, March 2, 2015	General Committee	7:00 p.m.
Monday, March 9, 2015	Council	7:00 p.m.
Monday, March 16, 2015	March Break	No Meeting
Monday, March 23, 2015	General Committee	7:00 p.m.
Monday, March 30, 2015	Council	7:00 p.m.
Monday, April 6, 2015	Easter Monday	No Meeting
Monday, April 13, 2015	General Committee	7:00 p.m.
Monday, April 20, 2015	Council	7:00 p.m.
Monday, April 27, 2015	General Committee	7:00 p.m.
Monday, May 4, 2015	Council	7:00 p.m.
Monday, May 11, 2015	General Committee	7:00 p.m.
Monday, May 18, 2015	Victoria Day	No Meeting
Monday, May 25, 2015	Council	7:00 p.m.
Monday, June 1, 2015	General Committee	7:00 p.m.
Monday, June 8, 2015	Council	7:00 p.m.
Monday, June 15, 2015	General Committee	7:00 p.m.
Monday, June 22, 2015	Council	7:00 p.m.
Monday, June 29, 2015	General Committee Council	7:00 p.m. 8:00 p.m. or immediately following General Committee

2015 Meeting Schedule

Date	Meeting	Time
July 1, 2015 to August 31, 2015	Council Recess	No Meetings
Monday, September 7, 2015	Labour Day	No Meeting
Monday, September 14, 2015	General Committee	7:00 p.m.
Monday, September 21, 2015	Council	7:00 p.m.
Monday, September 28, 2015	General Committee	7:00 p.m.
Monday, October 5, 2015	Council	7:00 p.m.
Monday, October 12, 2015	Thanksgiving	No Meeting
Monday, October 19, 2015	General Committee	7:00 p.m.
Monday, October 26, 2015	Council	7:00 p.m.
Monday, November 2, 2015	General Committee	7:00 p.m.
Monday, November 9, 2015	Council	7:00 p.m.
Monday, November 16, 2015	General Committee	7:00 p.m.
Monday, November 23, 2015	Council	7:00 p.m.
Monday, November 30, 2015	General Committee	7:00 p.m.
Monday, December 7, 2015	Council	7:00 p.m.
Monday, December 14, 2015	General Committee Council	7:00 p.m. 8:00 p.m. or immediately following General Committee
Monday, December 21 and 28, 2015	Holiday Breaks	No Meeting

2016 Meeting Schedule

Date	Meeting	Time
Monday, January 4, 2016	General Committee	7:00 p.m.
Monday, January 11, 2016	Council	7:00 p.m.
Monday, January 18, 2016	General Committee	7:00 p.m.
Monday, January 25, 2016	Council	7:00 p.m.
Monday, February 1, 2016	General Committee	7:00 p.m.
Monday, February 8, 2016	Council	7:00 p.m.
Monday, February 15, 2016	Family Day	No Meeting
Monday, February 22, 2016	General Committee	7:00 p.m.
Monday, February 29, 2016	Council	7:00 p.m.
Monday, March 7, 2016	General Committee	7:00 p.m.
Monday, March 14, 2016	March Break	No Meeting
Monday, March 21, 2016	Council	7:00 p.m.
Monday, March 28, 2016	Easter Monday	No Meeting
Monday, April 4, 2016	General Committee	7:00 p.m.
Monday, April 11, 2016	Council	7:00 p.m.
Monday, April 18, 2016	General Committee	7:00 p.m.
Monday, April 25, 2016	Council	7:00 p.m.
Monday, May 2, 2016	General Committee	7:00 p.m.
Monday, May 9, 2016	Council	7:00 p.m.
Monday, May 16, 2016	General Committee	7:00 p.m.
Monday, May 23, 2016	Victoria Day	No Meeting
Monday, May 30, 2016	Council	7:00 p.m.
Monday, June 6, 2016	General Committee	7:00 p.m.
Monday, June 13, 2016	Council	7:00 p.m.
Monday, June 20, 2016	General Committee	7:00 p.m.
Monday, June 27, 2016	Council	7:00 p.m.

2016 Meeting Schedule

Date	Meeting	Time
July 1, 2015 to August 31, 2016	Council Recess	No Meetings
Monday, September 5, 2016	Labour Day	No Meeting
Monday, September 12, 2016	General Committee	7:00 p.m.
Monday, September 19, 2016	Council	7:00 p.m.
Monday, September 26, 2016	General Committee	7:00 p.m.
Monday, October 3, 2016	Council	7:00 p.m.
Monday, October 10, 2016	Thanksgiving	No Meeting
Monday, October 17, 2016	General Committee	7:00 p.m.
Monday, October 24, 2016	Council	7:00 p.m.
Monday, October 31, 2016	General Committee	7:00 p.m.
Monday, November 7, 2016	Council	7:00 p.m.
Monday, November 14, 2016	General Committee	7:00 p.m.
Monday, November 21, 2016	Council	7:00 p.m.
Monday, November 28, 2016	General Committee	7:00 p.m.
Monday, December 5, 2016	Council	7:00 p.m.
Monday, December 12, 2016	General Committee	7:00 p.m.
Monday, December 19, 2016	Council	7:00 p.m.
Monday, December 26, 2016	Holiday Break	No Meetings

2017 Meeting Schedule

Date	Meeting	Time
Monday, January 2, 2017	New Year's Day observed	No meeting
Monday, January 9, 2017	General Committee	7:00 p.m.
Monday, January 16, 2017	Council	7:00 p.m.
Monday, January 23, 2017	General Committee	7:00 p.m.
Monday, January 30, 2017	Council	7:00 p.m.
Monday, February 6, 2017	General Committee	7:00 p.m.
Monday, February 13, 2017	Council	7:00 p.m.
Monday, February 20, 2017	Family Day	No meeting
Monday, February 27, 2017	General Committee	7:00 p.m.
Monday, March 6, 2017	Council	7:00 p.m.
Monday, March 13, 2017	March Break	No Meeting
Monday, March 20, 2017	General Committee	7:00 p.m.
Monday, March 27, 2017	Council	7:00 p.m.
Monday, April 3, 2017	General Committee	7:00 p.m.
Monday, April 10, 2017	Council	7:00 p.m.
Monday, April 17, 2017	Easter Monday	No Meeting
Monday, April 24, 2017	General Committee	7:00 p.m.
Monday, May 1, 2017	Council	7:00 p.m.
Monday, May 8, 2017	General Committee	7:00 p.m.
Monday, May 15, 2017	Council	7:00 p.m.
Monday, May 22, 2017	Victoria Day	No Meeting
Monday, May 29, 2017	General Committee	7:00 p.m.
Monday, June 5, 2017	Council	7:00 p.m.
Monday, June 12, 2017	General Committee	7:00 p.m.
Monday, June 19, 2017	Council	7:00 p.m.
Monday, June 26, 2017	General Committee Council	7:00 p.m. 8:00 p.m. following General Committee
July 1, 2017 to August 31, 2017	Council Recess	No Meetings
Monday, September 4, 2017	Labour Day	No Meeting
Monday, September 11, 2017	General Committee	7:00 p.m.
Monday, September 18, 2017	Council	7:00 p.m.
Monday, September 25, 2017	General Committee	7:00 p.m.

2017 Meeting Schedule

Date	Meeting	Time
Monday, October 2, 2017	Council	7:00 p.m.
Monday, October 9, 2017	Thanksgiving	No Meeting
Monday, October 16, 2017	General Committee	7:00 p.m.
Monday, October 23, 2017	Council	7:00 p.m.
Monday, October 30, 2017	General Committee	7:00 p.m.
Monday, November 6, 2017	Council	7:00 p.m.
Monday, November 13, 2017	General Committee	7:00 p.m.
Monday, November 20, 2017	Council	7:00 p.m.
Monday, November 27, 2017	General Committee	7:00 p.m.
Monday, December 4, 2017	Council	7:00 p.m.
Monday, December 11, 2017	General Committee	7:00 p.m.
Monday, December 18, 2017	Council	7:00 p.m.
Monday, December 25, 2017	Holiday Break	No Meetings

2018 Meeting Schedule

Date of Meeting	Meeting	Time
Monday, January 1, 2018	New Year's Day	No Meeting
Monday, January 8, 2018	General Committee	7:00 p.m.
Monday, January 15, 2018	Council	7:00 p.m.
Monday, January 22, 2018	General Committee	7:00 p.m.
Monday, January 29, 2018	Council	7:00 p.m.
Monday, February 5, 2018	General Committee	7:00 p.m.
Monday, February 12, 2018	Council	7:00 p.m.
Monday, February 19, 2018	Family Day	No Meeting
Monday, February 26, 2018	General Committee	7:00 p.m.
Monday, March 5, 2018	Council	7:00 p.m.
Monday, March 12, 2018	March Break*Note: Date has not been established at this time	No Meeting
Monday, March 19, 2018	General Committee	7:00 p.m.
Monday, March 26, 2018	Council	7:00 p.m.
Monday, April 2, 2018	Easter Monday	No Meeting
Monday, April 9, 2018	General Committee	7:00 p.m.
Monday, April 16, 2018	Council	7:00 p.m.
Monday, April 23, 2018	General Committee	7:00 p.m.
Monday, April 30, 2018	Council	7:00 p.m.
Monday, May 7, 2018	General Committee	7:00 p.m.
Monday, May 14, 2018	Council	7:00 p.m.
Monday, May 21, 2018	Victoria Day	No Meeting
Monday, May 28, 2018	General Committee	7:00 p.m.
Monday, June 4, 2018	Council	7:00 p.m.
Monday, June 11, 2018	General Committee	7:00 p.m.
Monday, June 18, 2018	Council	7:00 p.m.
Monday, June 25, 2018	General Committee Council	7:00 p.m. 8:00 p.m. following General Committee
July 21, 2018 to July 31, 2018	Council Recess	No Meetings
Monday, August 6, 2018	Civic Holiday	No Meeting
Monday, August 13, 2018	General Committee	7:00 p.m.

2018 Meeting Schedule

Date of Meeting	Meeting	Time
Monday, August 20, 2018	Annual AMO Conference* *Note: Date has not been established at this time	No Meeting
Monday, August 27, 2018	Council	7:00 p.m.
Monday, September 3, 2018	Labour Day	No Meeting
Monday, September 10, 2018	General Committee	7:00 p.m.
Monday, September 17, 2018	Council	7:00 p.m.
Monday, September 24, 2018	General Committee	7:00 p.m.
Monday, October 1, 2018	Council	7:00 p.m.
Monday, October 8, 2018	Thanksgiving	No Meeting
Monday, October 15, 2018	Election Week	No Meeting
Monday, October 22, 2018	Election Day	No Meeting
Monday, October 29, 2018	Post-Election	No Meeting
Monday, November 5, 2018	Post-Election	No Meeting
Monday, November 12, 2018	Post-Election	No Meeting
Monday, November 19, 2018	General Committee	7:00 p.m.
Monday, November 26, 2018	Council	7:00 p.m.
Monday, December 3, 2018	Inaugural Council Meeting	7:00 p.m.
Monday, December 10, 2018	General Committee	7:00 p.m.
Monday, December 17, 2018	Council	7:00 p.m.
Monday, December 24 and 31, 2018	Holiday Break	No Meetings