

2021 Council and Committee Meeting Schedule

Recommendation

That the January 1, 2021, to October 26, 2021, Council and Committee Meeting Schedule, as set out in Attachment 1 of the October 5, 2020, Office of the City Manager report CR_8504, be approved.

Clerk's note: In accordance with section 193(1) of the Municipal Government Act, this calendar can only be approved if all Members of Council are present. A simple majority is required to approve the calendar.

Executive Summary

This report presents the January 1, 2021, to October 26, 2021, Council and Committee Meeting Schedule for approval at Council's organizational meeting. Bylaw 18155, Council Procedures Bylaw, requires that Council establish a schedule of Council and Standing Committee meetings at its annual organizational meeting. The *Municipal Government Act* requires that all Council Members be present for this item.

Report

In accordance with Bylaw 18155, Council Procedures Bylaw, Council must approve its schedule of Council and Committee meetings for the upcoming year at its organizational meeting.

Section 7 of Bylaw 18155, Council Procedures Bylaw, states:

7. No later than 14 days after the 3rd Monday in October of each year, Council must hold an organizational meeting to:

(b) set dates, times, and locations for regularly scheduled Council and Standing Committee meetings for the upcoming year;

Section 193(1) of the *Municipal Government Act* states:

A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

The draft Council and Committee Meeting Schedule set out in Attachment 1 was circulated to Council Members and Administration for review and comment between August 31, 2020, and September 8, 2020.

Council Services Committee usually provides feedback prior to drafting the meeting schedule, but due to meeting cancellations as a result of COVID-19, this did not occur. The 2021 calendar does, however, incorporate feedback from the circulation process.

For the 2021 calendar, the following breaks have been scheduled:

- March 8 - 12, 2021
- March 29 - April 2, 2021
- June 7 - 11, 2021
- July 12 - August 6, 2021
- September 13 - 17, 2021

In accordance with Bylaw 18155, Council Procedures, no regularly scheduled Council or Standing Committee meetings can be held in an election year between nomination day and the inaugural organizational meeting of Council which for 2021 is as follows: September 20, 2021 ("Nomination Day") - October 26, 2021 (Inaugural meeting).

Many External Boards have yet to finalize their 2021 schedules due to the uncertainty presented by COVID-19. The available scheduling information from these boards and other key dates (e.g. holidays) are shown in blue in Attachment 1, and are provided for information only. The 2021 Federation of Canadian Municipalities Annual Conference is tentatively scheduled for either June 3 to 6 or June 10 to 13. City Council may wish to change the dates of the June recess as shown above once the conference dates have been definitively set.

Public Engagement

This report did not require public engagement, as the setting of the Council and Committee meeting schedule is a legislative requirement to support the internal organization of Council.

Corporate Outcomes and Performance Management

Corporate Outcome(s): Conditions of Success			
Outcome(s)	Measure(s)	Result(s)	Target(s)

2021 Council and Committee Meeting Schedule

Organizational capacity and sound management practices to ensure efficient and effective conduct of meetings and provide notice of scheduled Council and Committee meetings.	Number of meetings proposed from January to October 26, 2021: <ul style="list-style-type: none">• City Council - 24• City Council Public Hearing - 14• Agenda Review - 27• Executive - 17• Urban Planning - 15• Community and Public Services - 17• Inter-municipal and Regional Development - 4• Utility - 4• Audit - 3 (plus 5 for non-audit service requests)• Council Services - 4• Emergency Advisory - 2	To be determined	Meeting dates are set from January to the inaugural organizational meeting of Council in 2021.
--	--	------------------	--

Attachments

1. Draft 2021 Council and Committee Meeting Schedule