



## Council Report

Report Number CLK 2020-007

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**Meeting Date:** November 17, 2020

**Title:** 2021 Council, Committee of the Whole and Planning Advisory Committee Meeting Schedule

**Description:** 2021 Council, Committee of the Whole and Planning Advisory Committee Meeting Schedule

**Author and Title:** Sarah O'Connell, Deputy Clerk  
Cathie Ritchie, City Clerk

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### Recommendation(s):

**That** Report CLK2020-007, **2021 Council, Committee of the Whole and Planning Advisory Committee Meeting Schedule**, be received; and

**That** the schedule for Council, Committee of the Whole and Planning Advisory Committee Meetings for 2021, as outlined in Appendix A to Report CLK2020-007, be approved.

Department Head: \_\_\_\_\_

Financial/Legal/HR/Other: \_\_\_\_\_

Chief Administrative Officer: \_\_\_\_\_

## **Background:**

Each year a schedule for Council, Committee of the Whole and Planning Advisory Committee meetings is developed and approved by Council.

Establishing a meeting schedule allows all parties to plan the timing for reports and initiatives coming forward to Council, the Committee of the Whole or the Planning Advisory Committee, for consideration. An established schedule will also assist with the scheduling of other meetings and prevent scheduling conflicts.

A proposed meeting schedule for the 2021 calendar year has been attached as Appendix 'A'. The proposed meeting schedule provides for one Regular Council Meeting, and one Planning Advisory Committee Meeting each month, and one Committee of the Whole meeting most months. Additional meetings may be held at the call of the Chair.

This report addresses the schedule for Council, Committee of the Whole and Planning Advisory Committee meetings for January to December of 2021.

## **Rationale:**

The purpose of this report is to put forward a schedule for Council, Committee of the Whole and Planning Advisory Committee meetings for 2021. Establishing a meeting schedule for 2021 is intended to benefit Council, Staff, the Public and Media in the following ways:

- a. To provide Council, Staff, the Public and Media with an outline of the Council, Committee of the Whole and Planning Advisory Committee Meeting dates to occur in the 2021 calendar year;
- b. To provide Council with reduced meeting commitments during the summer break period and a break during the Christmas season;
- c. To assist with scheduling of vacations for Council and Staff;
- d. To accommodate Council and staff attendance at municipal conferences without having a conflict with a council meeting;
- e. To schedule monthly Committee of the Whole Meetings to allow for planned presentations and deputations from the public for new items to Council; and
- f. To facilitate the scheduling of Special Council Meetings, Workshops, Training Opportunities and Strategic Sessions with Council without overburdening Members of Council.

## **Other Alternatives Considered:**

The schedule is to be a guiding document for 2021. Council has the option to make any revisions to the schedule as they see fit or as circumstances change throughout the year.

Special Council meetings may be called by the Chair subject to the usual notice requirements and will be added to the schedules.

## **Alignment to Strategic Priorities**

Adopting a schedule for Council, Committee of the Whole and Planning Advisory Committee Meetings aligns with the strategic priority of Good Government. An established meeting schedule increases the level of transparency for residents as they can forecast when meetings will be held. Adopting a schedule will also allow staff to deal with issues relating to the adopted strategic plan in an organized manner.

## **Consultations:**

CAO  
Mayor  
Manager of Planning

## **Attachments:**

Appendix A – 2021 Meeting Schedule



CLK2020-007  
Appendix A.pdf

**Department Head E-Mail:**

**Department Head:**