



## Staff Report

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**Report To:** General Government Committee

**Date of Meeting:** June 21, 2021                      **Report Number:** LGS-022-21

**Submitted By:** Rob Maciver, Director of Legislative Services

**Reviewed By:** Andrew C. Allison, CAO                      **Resolution#:**

**File Number:**    **By-law Number:**

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**Report Subject:** Meeting Schedule – Updated to Reflect Changes to Procedural By-law

### Recommendations:

1. That Report LGS-022-21 be received;
2. That the meeting schedule for the remainder of the term of Council 2018 to 2022, attached as Attachment 1 to Report LGS-022-21, be approved; and
3. That all interested parties listed in Report LGS-022-21, and any delegations, be advised of Council's decision.

## Report Overview

Clarington's Procedural By-law sets out the notice provisions regarding the regular meeting schedule for General Government Committee, Planning and Development Committee, and Council meetings. Council recently approved changes to the procedural by-law to allow for "gap weeks" on weeks when a statutory holiday falls on a Monday. This Report presents, for Council approval, the meeting schedule for the 2018-2022 Term of Council (detailed in Attachment 1) to address the changes.

## 1. Background

- 1.1 Clarington's schedule of meetings are set for each new term of Council and only changes if special meetings are called or Council changes it by resolution (as per subsection 4.1.1 of the Procedural By-law). The current schedule was approved by Resolution C-246-18 in July, 2018 for the term 2018-2022 arising out of [Report CLD-018-18](#).
- 1.2 On June 14, 2021 Council approved the recommendations, arising out of [Report LGS-017-21](#), which changed the Procedural By-law, effective September, 2021. Part of the changes include changing the meeting schedule to a "gap week" approach which, in general, means that if there is a statutory holiday on the Monday, the meeting would take place the following week (rather than the current practice of scheduling it for the following day).
- 1.3 The resolution reads, in part:

"That Staff be directed to prepare a report recommending the new meeting schedule to reflect the changes approved in the new Procedural By-law, effective September 1, 2021."
- 1.4 As a result of the foregoing, the meeting schedule needs to be updated and approved by Council.

## 2. Proposed New Meeting Schedule

### Budget Meetings

- 2.1 In consultation with the Director of Financial Services/Treasurer, Staff are recommending the following approach to the budget meetings, which has been incorporated in the proposed new meeting schedule (Attachment 1). These dates are in accordance with the approved budget policy, as amended by Resolution JC-111-19, which states the budget ratification be targeted for the second Council meeting of any given year.

- 2.2 The budget meetings have been scheduled into the calendar for 2022, including scheduling “spillover meetings” (which were unscheduled in 2021, but were necessary), as follows, all of them starting at 9:30 am:
- Friday, January 28 – This will be a General Government Committee (GGC) meeting to hear from the external agencies and the Director of Financial Services/Treasurer’s report.
  - Monday, January 31 – This will be the “main GGC Budget meeting”.
  - Friday, February 4 – This will be the “spillover” of the main GGC Budget meeting. It will be cancelled if Committee deems it not necessary on January 31<sup>st</sup>.
  - Monday, February 7 – Joint Committee meeting (will only include regular GGC and Planning items, not budget items).
  - Monday, February 14 – This will be a regular Council meeting to consider the recommendations of the Joint Committee meeting of February 7<sup>th</sup> as well as the Budget GGC meetings of January 31<sup>st</sup> and February 4<sup>th</sup>.
  - Friday, February 18 – This will be the “spillover” of the February 14<sup>th</sup> meeting. It will be cancelled if Council deems it not necessary on February 14<sup>th</sup>.

### **Regular Committee and Council Meetings**

- 2.3 Attachment 1 contains the recommended meeting schedule to address the situation where the meeting falls on a holiday. The attached schedule also includes the hiatus for the 2022 Municipal Elections, as per past practice.

## **3. Timing of Approval**

- 3.1 The changes to the by-law are to take effect on September 1, 2021. This is mainly to provide enough time for the implementation of the changes to the schedule. There also needs to be enough lead time for the scheduling of statutory public meetings for the purposes of the Planning Act.

## **4. Website**

- 4.1 In accordance with past practice, the meeting schedule will be published on Clarington’s website, [www.clarington.net/calendar](http://www.clarington.net/calendar).
- 4.2 As per subsection 4.10.1 of the Procedural By-law, the following year’s meeting calendar will be published in the newspaper.

## **5. Concurrence**

This report has been reviewed by all Department Heads who concur with the recommendations.

## **6. Conclusion**

It is respectfully recommended that Committee recommend the approval of the updated meeting schedule (Attachment 1).

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Staff Contact: June Gallagher, Municipal Clerk, 905-623-3379 ext. 2102 or  
jgallagher@clarington.net.

Attachments:

Attachment 1 – Proposed 2021-2022 Meeting Schedule

Interested Parties:

There are no interested parties to be notified of Council's decision.