



**City of Kingston
Report to Council
Report Number 21-009**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Corporate Services
Resource Staff: John Bolognone, City Clerk
Date of Meeting: December 1, 2020
Subject: 2021 Calendar of Meetings

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

Each year, the City Clerk provides Council with a report setting out the exceptions to the regularly scheduled Council and Standing Committee meetings for the upcoming year including but not limited to March Break, the summer schedule and Christmas. Staff has also taken this opportunity to include key dates related to holiday closings, etc.

The proposed 2021 calendar/meeting schedule for Council and Standing Committees allows the municipality to conduct its business in an open and transparent manner while ensuring that there is an appropriate level of public notice for the regular cycle of meetings. The reference calendar is attached to as Exhibit A.

Recommendation:

That commencing in the 2021 calendar year the Administrative Policies Committee meetings be scheduled monthly; and

That commencing in the 2021 calendar year all Standing Committees of Council shall begin at 6:00 p.m.; and

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That the 2021 Calendar of Meetings of Council and Standing Committees, attached as Exhibit A to Report Number 21-009 be approved; and

That notwithstanding the regularly scheduled Council and Standing Committee meeting dates, Council approve the following meeting dates:

Summer Schedule:

- **June 3** Planning Committee meeting to be **rescheduled to May 27**
- **July 1** Planning Committee meeting to be **rescheduled to July 8**;
- **July 8** Administrative Policies Committee to be rescheduled to **July 7**
- **August 10** Environment, Infrastructure and Transportation Policies Committee meeting to be **rescheduled to August 3**
- **August 12** Administrative Policies Committee meeting to be **rescheduled to August 4**
- **August 19** Planning Committee meeting to be **rescheduled to August 12**
- **August 26** Arts, Recreation and Community Policies Committee meeting to be **rescheduled to August 11**
- Council meetings to be held on **July 13 and August 10**

Other Notable Recommended Changes:

- Arts, Recreation and Community Policies Committee meeting moved to **December 8** due to holidays
- Committee of the Whole Budget Meetings are scheduled for **January 26, 27 and 28** and **November 23, 24 and 25**
- Council meeting to be moved to **January 12** due to holidays
- Administrative Policies Committee moved to **January 13** due to holidays
- Planning Committee meeting to be moved to **January 14** due to holidays
- Council meeting to be moved to **March 23 due to March Break**
- Planning Committee meeting to be moved to **March 25** due to March Break
- Environment, Infrastructure and Transportation Policies Committee meeting to be moved to **June 15** due to holidays
- Administrative Policies Committee rescheduled to **November 10** due to holidays.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Brad Joyce, Commissioner,
Corporate Services**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services

Peter Huigenbos, Commissioner, Business, Environment & Projects Not required

Jim Keech, President & CEO, Utilities Kingston Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer []

Sheila Kidd, Commissioner, Transportation & Public Works Not required

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Options/Discussion:

The proposed 2021 meeting schedule includes 22 Council meetings (attached to Report Number 21-009 as Exhibit A).

The regular meeting dates remain unchanged with the exceptions noted:

- Council – Tuesday at 7:00 p.m. of the first and third week.
- Administrative Policies Committee – 6:00 p.m. on the second Thursday of every month commencing on January 13 through December 9; it being understood that additional meetings can be scheduled at the call of the Chair if there are time sensitive matters to be considered.
- Arts, Recreation and Community Policies Committee – 6:00 p.m. every two months on the fourth Thursday of the month commencing February 25 through December 8; it being understood that additional meetings can be scheduled at the call of the Chair if there are time sensitive matters to be considered.
- Environment, Infrastructure and Transportation Policies Committee – 6:00 p.m. every two months on the second Tuesday of the month commencing February 9 through December 14; it being understood that additional meetings can be scheduled at the call of the Chair if there are time sensitive matters to be considered.
- Planning Committee – 6:00 p.m. on the first and third Thursday of each month commencing January 14 through December 16; it being understood that additional meetings can be scheduled at the call of the Chair if there are time sensitive matters to be considered.

Closed meetings of Council are not included on the calendar as they are scheduled as required.

Staff has confirmed the dates for March Break and major conferences to minimize potential conflicts for Members of Council with meetings during these time periods. Based on the information gathered, March Break is scheduled between March 15 and 19, the Association of Municipalities of Ontario (AMO) Conference is scheduled between August 15 and 18 in London, Ontario. The Federation of Canadian Municipalities (FMC) Conference is scheduled between June 3 and 6 in Montreal, Quebec. The Ontario East Municipal Conference date has not yet been finalized.

Staff has taken this opportunity to identify and include, where possible, the following meeting dates/events within the calendar:

- Holidays/City Hall Closed – January 1, February 15, April 2, April 5, May 24, July 1, August 2, September 6, November 11, December 24, December 27, December 28.
- Summer Council Meetings – July 13 and August 10.

Staff has taken a proactive approach to meeting management in the development of the calendar. It should be noted that, if required, special meetings may be called in accordance with the Council Procedural By-Law.

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Staff are recommending that Administrative Polices Committee meet monthly beginning in the 2021 calendar year in anticipation of additional committee workload.

Staff have also recommended standardizing the start time of all Standing Committee meetings to 6:00 p.m. to provide consistency for both Committee Members, staff and the public.

Following Council approval of the 2021 schedule of Council and Standing Committee meetings, it will be posted on the City's website.

Existing Policy/By-Law:

By-Law Number 2010-1, as amended ("The Council Procedural By-Law")

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

John Bolognone, City Clerk 613-546-4291 extension 1247

Other City of Kingston Staff Consulted:

Paige Agnew, Commissioner, Community Services

Desiree Kennedy, Chief Financial Office & City Treasurer

Exhibits Attached:

Exhibit A – 2021 Calendar of Meetings of Council and Standing Committees



2021 Calendar of Meetings

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
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MAY 2021						
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23	24	25	26	27	28	29
30	31					

JUNE 2021						
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13	14	15	16	17	18	19
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27	28	29	30			

JULY 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LEGEND

- Holiday/City Hall Closed
- City Council Meeting
- Administrative Policies Committee
- EITP Committee
- Committee of the Whole Budget Meeting
- Planning Committee
- ARCP Committee
- Special Council Meeting

FCM Conference: June 3 – 6, Montreal, Quebec

AMO Conference: August 15 - August 18, 2021, London, Ontario