



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 12-310

TO: Mayor and Members of Council

FROM: Hal Linscott, City Solicitor and Director of Legal Services

RESOURCE STAFF: John Bolognone, City Clerk

DATE OF MEETING: September 18, 2012

SUBJECT: 2013 Calendar of Council and Standing Committee Meetings

EXECUTIVE SUMMARY:

Each year, the 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 have also taken this opportunity to include dates related to holiday closings.

The proposed 2013 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 referenced calendar is attached as Exhibit A.

RECOMMENDATION:

THAT the 2013 Calendar of Council and Standing Committees, attached as Exhibit A, be received; and

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

(March Break)

- March 12th Environmental, Infrastructure, and Transportation Policies Committee meeting to be rescheduled to **March 6th**.
- March 14th Administrative Policies Committee meeting to be rescheduled to **March 20th**.

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(Summer Schedule)

- July 2nd Council meeting to be cancelled.
- July 18th Planning Committee meeting to be cancelled.
- July 25th Arts, Recreation and Community Policies Committee meeting to be rescheduled to **July 18th**.
- August 6th Council meeting to be cancelled.
- August 13th Environmental, Infrastructure, and Transportation Policies Committee meeting to be rescheduled to **August 6th**.
- August 15th Planning Committee meeting to be cancelled.
- August 20th Council meeting to be rescheduled to **August 13th**.
- August 22nd Arts, Recreation and Community Policies Committee meeting to be rescheduled to **August 15th**.

Christmas Schedule:

- December 26th Arts, Recreation, and Community Policies Committee meeting to be rescheduled to **December 11th**.
- December 19th Planning Committee meeting to be cancelled.

Other Notable Changes:

- January 1st and 17th Council meetings to be rescheduled to **January 8th and 25th**, respectively.
- January 3rd Planning Committee meeting to be cancelled.
- January 8th Environmental, Infrastructure, and Transportation Policies Committee meeting to be rescheduled to **January 15th**.
- March 28th Arts Recreation and Community Policies Committee meeting to be rescheduled to **March 27th**.
- April 2nd and 16th Council meetings to be rescheduled to **April 9th and 23rd**, respectively.
- April 9th Environmental, Infrastructure, and Transportation Policies Committee meeting to be rescheduled to **April 16th**.
- The Committee of the Whole Budget Meetings to be scheduled for **November 25th, 26th, and 27th, if required**.

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| <p>ORIGINAL SIGNED BY DIRECTOR OF LEGAL SERVICES Hal Linscott, Director of Legal Services</p> |
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| <p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer</p> |
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CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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|---|-----|
| Cynthia Beach, <i>Sustainability & Growth</i> | N/R |
| Lanie Hurdle, <i>Community Services</i> | N/R |
| Denis Leger, <i>Transportation, Properties & Emergency Services</i> | N/R |
| Jim Keech, President and CEO, <i>Utilities Kingston</i> | N/R |

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

The proposed 2013 meeting schedule includes 22 Council meetings (attached as Appendix A).

The regular meeting times remain unchanged with the exceptions noted:

- Council – Tuesday at 7:30 p.m. of the first week and third week.
- Administrative Policies Committee – Thursday at 5:30 p.m. of the second week.
- Arts, Recreation and Community Policies Committee – Thursday at 6:00 p.m. of the fourth week.
- Environment, Infrastructure and Transportation Policies Committee – Tuesday at 5:00 p.m. in the second week.
- Planning Committee – Thursday at 6:30 p.m. of the first and third week.

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

Staff have confirmed the date of 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 11 and 15, the Federation of Canadian Municipalities (FCM) Conference is scheduled to take between May 31st and June 3rd in Vancouver, and the Association of Municipalities of Ontario (AMO) Conference is scheduled between August 18th and 21st in Ottawa.

In an effort to address meetings which occur in close proximity to the start of the Christmas season, staff are recommending that the Arts, Recreation and Community Policies Committee meeting, which would have been held on December 25th be rescheduled to December 11th. The Planning Committee meeting which would have been held on December 19th would be cancelled. In addition, the Committee of the Whole Budget Meetings have been scheduled for November 26th, 27th, and 28th, if required.

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

- Holidays/City Hall Closed – January 1, February 18, March 29, April 1, May 20, July 1, August 5, September 2, October 14, November 11, December 25, and December 26.

Following Council approval of the 2013 schedule of Council and Standing Committee meetings, it will be posted on the City's website. Each meeting will continue to be advertised in The Whig-Standard on the Tuesday of the week before the meeting.

EXISTING POLICY/BY LAW:

By-Law 2010-1 ("The Council Procedural By-Law").

NOTICE PROVISIONS:

Not applicable.

ACCESSIBILITY CONSIDERATIONS:

Not applicable.

FINANCIAL CONSIDERATIONS:

Not applicable.

CONTACTS:

John Bolognone, City Clerk

OTHER CITY OF KINGSTON STAFF CONSULTED:

Grant Bain, Director, Planning and Development

EXHIBITS ATTACHED:

Exhibit A - 2013 Calendar of Council and Standing Committees



2013 Calendar of Meetings

| JANUARY 2013 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 2013 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 2013 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 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 | | | | | | |

| APRIL 2013 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| MAY 2013 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | |

| JUNE 2013 | | | | | | |
|-----------|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| JULY 2013 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| AUGUST 2013 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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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 |

| SEPTEMBER 2013 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 | | | | | |

| OCTOBER 2013 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER 2013 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 |

| DECEMBER 2013 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | | |

LEGEND

- Holiday/City Hall Closed
- ARCP Committee
- City Council Meeting
- EITP Committee
- Administrative Policies Committee
- Planning Committee

Budget Deliberations

FCM Conference (May 31 to June 3)

AMO Conference (August 18 to August 21)