

Staff Report



To	Committee of the Whole
Service Area	Corporate Services
Date	Monday, July 5, 2021
Subject	2022 City Council and Committee Meeting Schedule

Recommendation

1. That the 2022 City Council and Committee Meeting Schedule, included as Attachment-1 to report "2022 City Council and Committee Meeting Schedule" dated July 5, 2021, be approved.
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Executive Summary

Purpose of Report

To approve the 2022 City Council and Committee Meeting Schedule.

Key Findings

The meeting schedule for 2022 is based on past practice, 2022 municipal election considerations and the governance structure adopted by City Council.

Financial Implications

None.

Report

Pursuant to the City of Guelph's [Procedural By-law](#), City Council is required to establish an annual City Council and Committee meeting schedule by way of City Council resolution. To support the legislative process for City Council, and to provide for accountability and transparency to the public, it is recommended that City Council approve a regular meeting schedule annually.

2022 Municipal Election Impact from September to December 2022

The 2022 Municipal Election will be held on Monday, October 24, 2022 with Nomination Day being Friday, August 19, 2022. As per [Section 6\(1\) of the Municipal Elections Act](#), the 2022-2026 term of City Council will begin on November 15, 2022. Committee of the Whole meetings have not been scheduled for the months of September, October, November and December. The final meeting of the 2018-2022 term of City Council has been scheduled on November 1, 2022 with the inaugural meeting for the 2022-2026 term scheduled on November 15, 2022. Similar to previous years, no meetings are scheduled in August to provide a summer recess.

It is necessary to modify the City Council and Committee meeting schedule to accommodate the election period. The following rationale was used in determining these modifications:

- A large volume of staff time is required to prepare for the election in the months leading up to October 2022. This commitment is amplified after Nomination Day and holds steady until after Election Day. Every staff person from the City Clerk's Office, and various other departments within the organization, is called upon to manage and administer the election during this time.
- As per [Section 275 of the Municipal Act](#), there is a potential for City Council to be restricted in the actions and decisions it is permitted to make during two time periods: after Nomination Day but before Election Day; or after Election Day. Staff will report back if restricted acts apply to City Council during either of these time periods for the 2022 Municipal Election.

These modifications only affect the 2022 meeting schedule and it is anticipated that a regular meeting schedule will resume in 2023. In addition, it is noted that due to the municipal election, the 2023 budget will be confirmed in January 2023.

Guiding Principles

The following principles guided the development of the proposed meeting schedule:

1. Agendas are published a minimum of ten days prior to a meeting.
2. Committee of the Whole meetings are generally scheduled the first Monday of the month.
3. City Council Planning meetings are generally scheduled the second Monday of the month.
4. Regular City Council meetings are generally scheduled the fourth Monday of the month.
5. Committee of the Whole meetings consist of two or three service areas reporting on alternating months with exceptions to be made for matters of a timely nature.
6. City Council Planning meetings and regular City Council meetings are generally scheduled two weeks apart.
7. Closed City Council and closed Committee of the Whole meetings are scheduled immediately prior to the corresponding open meeting (start times of closed meetings are based on agenda content).
8. Changes to the meeting calendar are posted publicly as soon as possible.
9. One or two City Council meeting placeholders are generally scheduled per month.

Despite the modifications made to accommodate the 2022 municipal election, whenever possible, regular meeting dates and times have been established as follows:

- Committee of the Whole: 2:00 p.m. on the first Monday of the month.
- City Council Planning: 6:30 p.m. on the second Monday of the month.
- Special City Council and meeting placeholders: 6:00 p.m. on the third Monday and/or Wednesday of the month.
- Regular City Council: 6:30 p.m. on the fourth Monday of the month.

Financial Implications

None.

Strategic Plan Alignment

Approving an annual City Council and Committee meeting schedule aligns with the strategic plan priority of Working Together for Our Future by ensuring that City Council decision-making remains accountable and transparent to the public.

Attachments

Attachment-1 2022 City Council and Committee Meeting Schedule

Departmental Approval

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