



## **STAFF REPORT**

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**Meeting Date:** February 14, 2022

**Title: Council Meeting Schedule for December 2022**

**Prepared By: Allyson Euler**

**Department:** Administration

**Report Number: Administration-2022-008**

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### **Recommendation:**

THAT Council direct staff to bring forward a motion to approve the change and to provide notice regarding the cancellation of the December 2022 Committee of the Whole meeting and changing the date of the December 2022 Council meeting.

### **Background:**

All changes (cancellations/postponements) to the regular Council meeting schedule are to be approved by resolution of Council as per Council's Procedural By-law and at least 24 hours' notice is to be provided to the public that changes are being considered. The published agenda and this report will be considered as such notice.

### **Discussion:**

Council's Procedural By-law states that the Inaugural Meeting of Council shall be held at 6pm on the first Monday of December following a regular election which means the Inaugural Meeting will be held on Monday, December 5, 2022.

The following Monday, December 12 should normally be the date of the Committee of the Whole Meeting (second Monday of the month) with the Council Meeting being held on December 26 (fourth Monday of the month). As most City offices and facilities will be closed December 26 and it is anticipated some members of Council will be on vacation at that time, staff are recommending cancelling the December Committee of the Whole Meeting and instead having a Council Meeting on December 12.

The option would be to hold the Committee of the Whole Meeting on December 12 and the Council Meeting on December 19 but by December 19, many members of staff and some members of Council will be on vacation.

**Notice Provisions:**

On approval of any revised Council meeting schedule, notice will be provided.

**Attachments (Reference Material):**

December calendar