



CITY OF
ST. CATHARINES

Corporate Report

Report from Corporate Support Services, Clerks

Date of Report: November 12, 2012 **Date of Meeting:** November 26, 2012

Report Number: CSS-656-2012 **File:** 10.12.35

Subject: 2013 Schedule of Council Meetings

Recommendation

That Council refer the report from Corporate Support Services, Clerks, dated November 12, 2012, regarding the scheduling of bi-weekly Council meetings and revisions to the Procedural By-law No. 2007-311, as amended, to City Council for consideration after the public meeting scheduled for December 10, 2012.
FORTHWITH

Staff Recommendation

That Council approve the 2013 schedule of meetings as outlined in the report; and

That the City Solicitor be directed to make the necessary changes to the Procedural By-law. FORTHWITH

Summary

This report provides Council with a schedule of the 2013 bi-weekly General Committee and Council meetings.

Background

City Council, at its meeting of January 23, 2012, approved a schedule of City Council and General Committee meetings to be held bi-weekly from September to December 2012 on a trial basis. This was tacked on to the regular Council bi-weekly summer schedule for six months of bi-weekly meetings. Staff was directed to provide a follow up report to Council.

Report

To date, bi-weekly meetings have occurred since July 2012. There has been little feedback relative to the bi-weekly schedule and this trial and the business of Council has proceeded in a timely manner. This report recommends that Council continue to meet primarily on a bi-weekly basis. Meeting bi-weekly allows for two meetings per month. There are a couple of months where holidays, budget requirements and other events make keeping to a strict bi-weekly schedule difficult. Therefore, it is recommended by staff that Council hold 26 meetings in the year. In

order to do so, staff has added an extra meeting date to be held in the months of February and April, and there are three occasions (February 4 and 11; February 25 and March 4; and April 22 and 29) where meetings will take place one week apart.

The proposed 2013 Schedule of Meetings calendar is attached as Appendix “1” and can be used as a reference. This calendar lists all the meetings as well as holidays and the 2013 AMO Conference for Council’s information and planning. The proposed Council meeting dates are as follows:

January 7, 2013 January 21, 2013	July 8, 2013 July 22, 2013
February 4, 2013 February 11, 2013 February 25, 2013	August 12, 2013 August 26, 2013
March 4, 2013 March 18, 2013	September 9, 2013 September 23, 2013
April 8, 2013 April 22, 2013 April 29, 2013	October 7, 2013 October 21, 2013
May 13, 2013 May 27, 2013	November 4, 2013 November 18, 2013
June 10, 2013 June 24, 2013	December 2, 2013 December 16, 2013

Section B11 in Council’s procedural by-law allows the Mayor to summon a Special Meeting at any time with the appropriate support of Council should any issues arise that need immediate attention throughout the year.

Financial Implications

Not applicable.

Conclusion

That the City of St. Catharines continue to meet on a bi-weekly basis and that the schedule attached be approved for 2013.

Submitted by:

Bonnie Nistico-Dunk, City Clerk

Prepared by:

Susan Dods, Clerks Service Leader

Approved by:

Dan Carnegie, Deputy CAO/Director Corporate Support Services

City of St. Catharines 2013

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 New Year's Day Statutory Holiday	2	3	4	5
6	7 Council Meeting	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Council Meeting	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 Council Meeting	5	6	7	8	9
10	11 Council Meeting	12	13	14	15	16
17	18 Family Day Statutory Holiday	19	20	21	22	23
24	25 Council Meeting	26	27	28	1	2
3	4	5	6	7	8	9

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
3	4 Council Meeting	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Council Meeting	19	20	21	22	23
24	25	26	27	28	29 Good Friday Statutory Holiday	30
31	1	2	3	4	5	6

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Easter Monday (not stat. holiday)	2	3	4	5	6
7	8 Council Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Council Meeting	23	24	25	26	27
28	29 Council Meeting	30	1	2	3	4
5	6	7	8	9	10	11

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13 Council Meeting	14	15	16	17	18
19	20 Victoria Day Statutory Holiday	21	22	23	24	25
26	27 Council Meeting	28	29	30	31	1
2	3	4	5	6	7	8

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 Council Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Council Meeting	25	26	27	28	29
30	1	2	3	4	5	6

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Canada Day Statutory Holiday	2	3	4	5	6
7	8 Council Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Council Meeting	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 Civic Holiday Statutory Holiday	6	7	8	9	10
11	12 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Council Meeting	27	28	29	30	31
1	2	3	4	5	6	7

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day Statutory Holiday	3	4	5	6	7
8	9 Council Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Council Meeting	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7 Council Meeting	8	9	10	11	12
13	14 Thanksgiving Day Statutory Holiday	15	16	17	18	19
20	21 Council Meeting	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 Council Meeting	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Council Meeting	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Council Meeting	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Council Meeting	17	18	19	20	21
22	23	24	25 Christmas Day Statutory Holiday	26 Boxing Day Statutory Holiday	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11