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Town of Aurora
General Committee Report
No. CS20-023

Subject: Approval of 2021 Meeting Schedule

Prepared by: Samantha Yew, Deputy Town Clerk

Department: Corporate Services

Date: November 17, 2020

Recommendation

1. That Report No. CS20-023 be received; and
2. That the 2021 Meeting Schedule (Attachment No. 1) be approved; and
3. That the Town Clerk be authorized to make amendments to the Council and Committee Meeting Schedule as required.

Executive Summary

The purpose of this report is to establish a 2021 Meeting Schedule for Council and Committee meetings.

- Approval of the meeting schedule is required as per the Procedure By-law
- The proposed 2021 Meeting Schedule was developed using dates established in the Procedure By-law and Committee Terms of Reference

Background

Approval of the meeting schedule is required as per the Procedure By-law

As per Section 19 of By-law Number 6228-19, as amended (the Procedure By-law), Council approves a Meeting Schedule of Council and Standing Committee meetings for each calendar year. In order to allow for report forecasting, agenda planning, and sufficient public notice, a 2021 Meeting Schedule must be approved before the end of 2020.

Analysis

The proposed 2021 Meeting Schedule was developed using dates established in the Procedure By-law and Committee Terms of Reference

Section 19 of the Procedure By-law establishes rules for the timing of Standing Committee and Council meetings. The proposed 2021 Meeting Schedule, developed using the provisions in the By-law and past meeting schedule practices, is provided as Attachment No. 1.

Town Advisory Committees, Aurora Cultural Centre Board, Aurora Public Library Board, Aurora Economic Development Board, and Joint Council Committee will continue to be scheduled as outlined in their respective Terms of Reference or by-law. The Aurora Appeal Tribunal and Property Standards Committee have established monthly placeholder dates as the number of appeals received increased in 2020. These placeholder dates are reflected in the Schedule.

Budget Committee meetings will be brought forward for Council approval in a future report. Environmental Advisory Committee and Anti-Black Racism and Anti-Racism Task Force meeting dates will be added once they are established by the Committees.

Advisory Committee Review

None

Legal Considerations

None

Financial Implications

None

Communications Considerations

Upon Council approval, the 2021 Meeting Schedule will be posted to the Town website.

Link to Strategic Plan

The proposed 2021 Meeting Schedule supports **Progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance.

Alternative(s) to the Recommendation

1. Council may choose to amend the schedule.
2. Council may choose to approve an alternative Meeting Schedule.

Conclusions

This report has been prepared to provide Council with a proposed 2021 Meeting Schedule. In order to allow for report forecasting, agenda planning, and sufficient public notice, approval of the 2021 Meeting Schedule is required.

Attachments

Attachment 1 – Proposed 2021 Meeting Schedule

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 29, 2020

Approvals

Approved by Techa Van Leeuwen, Director, Corporate Services

Approved by Doug Nadorozny, Chief Administrative Officer