

Report To: CITY COUNCIL

Report Date: November 6, 2001

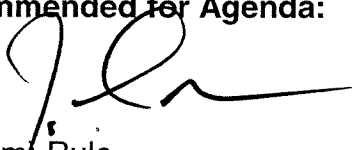
Meeting Date: November 15, 2001

Subject: 2002 Schedule of Meetings
City Council and Committee of the Whole Planning

Department Review:


D. Wuksinic
General Manager of Corporate Services

Recommended for Agenda:


J.L. (Jim) Rule
Chief Administrative Officer

Report Authored by: Angie Haché, Deputy City Clerk

Recommendation:

That the 2002 schedule of meeting dates for City Council and Committee of the Whole Planning, as outlined in the report dated November 6, 2002 from the General Manager of Corporate Services be adopted.

Executive Summary:

The 2002 schedule of meeting dates for City Council and Committee of the Whole Planning has been prepared in accordance with the Procedure By-law, with the following exceptions:

- ◇ The January meetings of City Council and Committee of the Whole Planning be held on the 3rd and 5th week of the month.
- ◇ In order to provide for the March Break, City Council meet on the 1st and 3rd Thursday and Committee of the Whole Planning on the 1st and 3rd Tuesday.
- ◇ During the months of July and August, both City Council and Committee of the Whole Planning meetings be held on the same day.

Background:

Attached is the 2002 schedule of meeting dates for City Council and Committee of the Whole Planning. Also attached are monthly calendars outlining meeting dates and deadlines for the preparation of agendas.

The schedule has been prepared in accordance with the Procedure By-law, which states that City Council meetings shall be held on the second and fourth Thursdays of the month at 7:30 p.m. and Committee of the Whole Planning meetings shall be held at 7:30 p.m. on the second and fourth Tuesdays of the month, with the exception of the months of July, August and December when one meeting is scheduled. Following review of the meeting schedule by staff exceptions to the above are recommended as outlined in the Executive Summary.

SCHEDULE OF MEETINGS

JANUARY TO DECEMBER, 2002

City Council Meeting Dates Regular Meeting begins at 7:30 p.m.	
Thursday, January 17, 2002 Thursday, January 31, 2002	Tuesday, July 9, 2002
Thursday, February 14, 2002 Thursday, February 28, 2002	Tuesday, August 13, 2002
Thursday, March 7, 2002 Thursday, March 21, 2002	Thursday, September 12, 2002 Thursday, September 26, 2002
Thursday, April 11, 2002 Thursday, April 25, 2002	Thursday, October 10, 2002 Thursday, October 24, 2002
Thursday, May 16, 2002 Thursday, May 30, 2002	Thursday, November 14, 2002 Thursday, November 28, 2002
Thursday, June 13, 2002 Thursday, June 27, 2002	Thursday, December 12, 2002

Committee of the Whole Planning (MEETINGS BEGINS AT 7:30 P.M., EXCEPT FOR JULY AND AUGUST - MEETING TIME TO BE DETERMINED)	
Tuesday, January 15, 2002 Tuesday, January 29, 2002	Tuesday, July 9, 2002
Tuesday, February 12, 2002 Tuesday, February 26, 2002	Tuesday, August 13, 2002
Tuesday, March 5, 2002 Tuesday, March 19, 2002	Tuesday, September 10, 2002 Tuesday, September 24, 2002
Tuesday, April 9, 2002 Tuesday, April 23, 2002	Tuesday, October 8, 2002 Tuesday, October 22, 2002
Tuesday, May 14, 2002 Tuesday, May 28, 2002	Tuesday, November 12, 2002 Tuesday, November 26, 2002
Tuesday, June 11, 2002 Tuesday, June 25, 2002	Tuesday, December 12, 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2002						
		1	2	3	4 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	5
6	7 • Clerks forward Index Pgs. to translator - 12 pm	8	9 • Deadline for Submission of Staff Reports - 12 pm	10 • Agendas Completed by Clerks and Approved by CAO	11 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	12 • Deadline for receipt of Agendas by Council
13	14	15 • Committee of the Whole Planning - 7:30 p.m.	16	17 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	18 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	19
20	21 • Clerks forward Index Pgs. to translator - 12 pm	22	23 • Deadline for Submission of Staff Reports - 12 pm	24 • Agendas Completed by Clerks and Approved by CAO	25 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	26 • Deadline for receipt of Agendas by Council
27	28	29 • Committee of the Whole Planning - 7:30 p.m.	30	31 • City Council 7:30 pm (Planning Minutes to be tabled at Council)		

February 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4 • Clerks forward Index Pgs. to translator - 12 pm	5	6 • Deadline for Submission of Staff Reports - 12 pm	7 • Agendas Completed by Clerks and Approved by CAO	8 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	9 • Deadline for receipt of Agendas by Council
10	11	12 • Committee of the Whole Planning - 7:30 pm	13	14 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	15 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	16
17	18 • Clerks forward Index Pgs. to translator - 12 pm	19	20 • Deadline for Submission of Staff Reports - 12 pm	21 • Agendas Completed by Clerks and Approved by CAO	22 • Agendas Printed, Distributed, Delivered and Posted to Web by 4 :30 p.m. • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	23 • Deadline for receipt of Agendas by Council
24	25 • Clerks forward Index Pgs. to translator - 12 pm	26 • Committee of the Whole Planning - 7:30 pm	27 • Deadline for Submission of Staff Reports - 12 pm	28 • City Council 7:30 pm (Planning Minutes to be tabled at Council) • Agendas Completed by Clerks & Approved by CAO		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 2002						
3	4	5 • Committee of the Whole Planning - 7:30 p.m.	6	7 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	8 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	9
10 MARCH BREAK	11 • Clerks forward Index Pgs. to translator - 12 pm	12	13 • Deadline for Submission of Staff Reports - 12 pm	14 • Agendas Completed by Clerks and Approved by CAO	15 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	16 • Deadline for receipt of Agendas by Council
17	18	19 • Committee of the Whole Planning - 7:30 p.m.	20	21 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	22	23
24	25	26	27	28 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	29 Good Friday	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 2002						
	1 Easter Monday	2 • Clerks forward Index Pgs. to translator - 12 pm	3 • Deadline for Submission of Staff Reports - 12 pm	4 • Agendas Completed by Clerks and Approved by CAO	5 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	6 • Deadline for receipt of Agendas by Council
7	8	9 • Committee of the Whole Planning - 7:30 pm	10	11 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	12 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	13
14	15 • Clerks forward Index Pgs. to translator - 12 pm	16	17 • Deadline for Submission of Staff Reports - 12 pm	18 • Agendas Completed by Clerks and Approved by CAO	19 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	20 • Deadline for receipt of Agendas by Council
21	22	23 • Committee of the Whole Planning - 7:30 pm	24	25 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	26	27
28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2002						
			1	2	3	4
					• Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	
5	6	7	8	9	10	11
	• Clerks forward Index Pgs. to translator - 12 pm		• Deadline for Submission of Staff Reports - 12 pm	• Agendas Completed by Clerks and Approved by CAO	• Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	• Deadline for receipt of Agendas by Council
12	13	14	15	16	17	18
		• Committee of the Whole Planning - 7:30 pm		• City Council 7:30 pm (Planning Minutes to be tabled at Council)	• Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	
19	20	21	22	23	24	25
	VICTORIA DAY	• Clerks forward Index Pgs. to translator - 12 pm	• Deadline for Submission of Staff Reports - 12 pm	• Agendas Completed by Clerks and Approved by CAO	• Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	• Deadline for receipt of Agendas by Council
26	27	28	29	30	31	
		• Committee of the Whole Planning - 7:30 pm		• City Council 7:30 pm (Planning Minutes to be tabled at Council)	• Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2002						
2	3 • Clerks forward Index Pgs. to translator - 12 pm	4	5 • Deadline for Submission of Staff Reports - 12 pm	6 • Agendas Completed by Clerks and Approved by CAO	7 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	8 • Deadline for receipt of Agendas by Council
9	10	11 • Committee of the Whole Planning - 7:30 pm	12	13 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	14 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	15
16	17 • Clerks forward Index Pgs. to translator - 12 pm	18	19 • Deadline for Submission of Staff Reports - 12 pm	20 • Agendas Completed by Clerks and Approved by CAO	21 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	22 • Deadline for receipt of Agendas by Council
23	24	25 • Committee of the Whole Planning - 7:30 pm	26	27 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	28 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	29
30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 2002						
1 Canada Day	2 • Clerks forward Index Pgs. to translator - 12 pm	3 • Deadline for Submission of Staff Reports - 12 noon	4 • Agendas Completed by Clerks and Approved by CAO	5 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	6 • Deadline for receipt of Agendas by Council	
7	8	9 • Committee of the Whole Planning - Time to be Determined • City Council 7:30 pm	10	11	12	13
14	15	16	17	18	19 • Planning and Council Minutes to be Posted to Web	20
21	22	23	24	25	26	27
28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2002						
4	5 Civic Holiday	6 • Clerks forward Index Pgs. to translator - 12 pm	7 • Deadline for Submission of Staff Reports - 12 noon	8 • Agendas Completed by Clerks and Approved by CAO	9 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	10 • Deadline for receipt of Agendas by Council
11	12	13 • Committee of the Whole Planning - Time to be Determined • City Council 7:30 pm	14	15	16	17
18	19	20	21	22	23 • Planning and Council Minutes to be Posted to Web	24
25	26	27	28	29	30 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2002						
1	2 LABOUR DAY	3 • Clerks forward Index Pgs. to translator - 12 pm	4 • Deadline for Submission of Staff Reports - 12 pm	5 • Agendas Completed by Clerks and Approved by CAO	6 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	7 • Deadline for receipt of Agendas by Council
8	9	10 • Committee of the Whole Planning - 7:30 pm	11	12 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	13 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	14
15	16 • Clerks forward Index Pgs. to translator - 12 pm	17	18 • Deadline for Submission of Staff Reports - 12 pm	19 • Agendas Completed by Clerks and Approved by CAO	20 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	21 • Deadline for receipt of Agendas by Council
22	23	24 • Committee of the Whole Planning - 7:30 pm	25	26 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	27 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	28
29	30 • Clerks forward Index Pgs. to translator - 12 pm					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2002						
		1	2 • Deadline for Submission of Staff Reports - 12 pm	3 • Agendas Completed by Clerks and Approved by CAO	4 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	5 • Deadline for receipt of Agendas by Council
6	7	8 • Committee of the Whole Planning - 7:30 pm	9	10 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	11 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	12
13	14 THANKSGIVING	15 • Clerks forward Index Pgs. to translator - 12 pm	16 Deadline • for Submission of Staff Reports - 12 pm	17 • Agendas Completed by Clerks and Approved by CAO	18 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	19 • Deadline for receipt of Agendas by Council
20	21	22 • Committee of the Whole Planning - 7:30 pm	23	24 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2002						
					1 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	2
3	4 • Clerks forward Index Pgs. to translator - 12 pm	5	6 • Deadline for Submission of Staff Reports - 12 pm	7 • Agendas Completed by Clerks and Approved by CAO	8 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	9 • Deadline for receipt of Agendas by Council
10	11 REMEMBRANCE DAY	12 • Committee of the Whole Planning - 7:30 pm	13	14 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	15 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	16
17	18 • Clerks forward Index Pgs. to translator - 12 pm	19	20 • Deadline for Submission of Staff Reports - 12 pm	21 • Agendas Completed by Clerks and Approved by CAO	22 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	23 • Deadline for receipt of Agendas by Council
24	25	26 • Committee of the Whole Planning - 7:30 pm	27	28 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	29 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2002						
1	2	3	4 • Deadline for Submission of Staff Reports - 12 pm	5 • Agendas Completed by Clerks and Approved by CAO	6 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	7 • Deadline for receipt of Agendas by Council
8	9	10 • Committee of the Whole Planning - 7:30 pm	11	12 • City Council 7:30 pm (Planning Minutes to be tabled at Council)	13	14
15	16	17	18	19	20 • Planning and Council Minutes Posted to the Web	21
22	23	24	25 Christmas Day	26 Boxing Day	27	28
29	30	31				