

**Township of Southgate  
Administration Office**

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## **Staff Report CL2021-038**

**Title of Report:** CL2021-038 2022 Council Meeting Calendar Approval  
**Department:** Clerks  
**Branch:** Legislative and Council Services  
**Council Date:** December 15, 2021

**Recommendation:**

**Be it resolved that** Council receive Staff Report CL2021-038 as information; and  
**That** Council approve the 2022 Council Meeting Calendar, as presented; and  
**That** Council direct the Clerk to bring back necessary amendments to the Procedural By-law regarding meeting times and any other recommended updates.

**Background:**

In accordance with the Procedural By-law, every year Council approves a Council/Committee Meeting Calendar that sets the date and time for every Council and Committee meeting for the upcoming year.

**Staff Comments:**

The proposed 2022 Council/Committee calendar is included in this report as Attachment #1. At the December 1, 2021, Council meeting, Council approved a start time change from 7:00 PM to 6:00 PM for the second regular monthly night meeting to begin. This change is reflected on the calendar.

The Police Service Board and the Ruth Hargrave Memorial Library Board meeting dates are also included in the calendar, which have been approved by both boards for 2022. Staff have added the meeting dates for the Seniors Advisory Committee, Recreation Advisory Committee, Public Liaison Committee and the Affordable/Attainable Housing Committee in accordance with committee recommendations and past years meeting schedules. The Community Fund Committee and the Fire Department Advisory and Support Committee meet on an as needed basis so are not included in the calendar.

The Committee of Adjustment and Public Planning meeting dates have been added as per our past practice of the fourth Wednesday of every month beginning at 9:00 AM and 1:00 PM. Committee of Adjustment and Public Planning meetings will only be conducted if there are applications received to be heard by the Committee or need a public meeting conducted. Public Planning meetings may also be included with Council meetings if required.

Statutory holidays/office closures, major municipal conferences and key 2022 Municipal Election dates have also been included to the calendar.

Upon the approval of the 2022 Calendar by Council, staff will provide the necessary notice of these scheduled meetings on the Township website and send to Council and Committee member's calendars.

**Financial Implications:**

There are no financial implications as a result of this report.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to provide accurate information to Council and the public.

**Concluding Comments:**

That Council receive Staff Report CL2021-038 as information and that Council approve the 2022 Council Meeting Calendar, as presented and that Council direct the Clerk to bring back necessary amendments to the Procedural By-law regarding meeting times and any other recommended updates.

**Respectfully Submitted,**

**Dept. Head:** *Original Signed By*  
Lindsey Green, Clerk

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachment(s):**

1. 2022 Council Meeting Calendar