



**CORPORATE SERVICES – LEGISLATIVE SERVICES**  
TOWN OF NEWMARKET  
395 Mulock Drive  
P.O. Box 328  
Newmarket, ON L3Y 4X7

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905.895.5193

November 17, 2015

**CORPORATE SERVICES REPORT – LEGISLATIVE SERVICES – 2015-19**

TO: Mayor Van Bynen and Members of Council

SUBJECT: 2016 Schedule of Meetings

ORIGIN: Lisa Lyons, Deputy Town Clerk, Legislative Services

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**RECOMMENDATIONS**

**THAT Corporate Services Report – Legislative Services – 2015-19 dated November 17, 2015 regarding “2016 Schedule of Meetings” be received; and,**

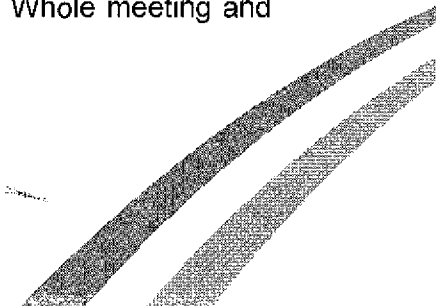
- 1. That the January through December 2016 meeting schedule (attached as Appendix A) be adopted; and**
- 2. That the notice requirements for the January 11, 2016 Committee of the Whole meeting be amended to allow for the agenda distribution to occur on January 6, 2016.**

**COMMENTS**

The schedule of regular meetings for Committee of the Whole, Committee of the Whole (Public Hearing) and Council has been prepared for Council’s consideration and is attached as Appendix A. Special Committee of the Whole and Council Workshop meetings will be included on the schedule for budget and other matters as the dates become available. There may be occasions when additional special meetings are required and the Procedure By-law does provide that special meetings may be called by the Mayor or upon receipt of a petition signed by a majority of the Members of Council.

Variations of the regular schedule include:

- There is a two week break between the meetings cycle in February and March due to March Break;
- A Special Committee of the Whole/Council meeting is included on August 8<sup>th</sup> to provide for any carry over items from June/July or any other urgent matters; and
- There will be an extra week between the August 29<sup>th</sup> Committee of the Whole meeting and the September 12<sup>th</sup> Council meeting due to Labour Day.



## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

This report relates to the Well-equipped and Managed link of the Town's Community vision – implementing policy and processes that reflect sound and accountable governance.

## **CONSULTATION**

The Schedule of Meetings calendar, once adopted by Council, will be placed on the Town's website and is regularly updated throughout the year. Also, a notice will be placed on the Town Page advising the public that the full calendar is available for review on the Town's website (weekly editions of the Town Page will provide for a notice of upcoming meetings). A similar procedure will follow should Council amend their schedule in the future.

## **HUMAN RESOURCE CONSIDERATIONS**

There are no human resource considerations associated with this report.


## **BUDGET IMPACT**

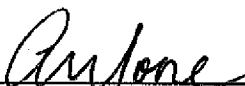
There is no budget impact associated with the recommendation of this report.

## **CONTACT**

For more information on this report, contact Lisa Lyons, Deputy Town Clerk at 905 953-5300, extension 2203 or by email at [llyons@newmarket.ca](mailto:llyons@newmarket.ca).

  
\_\_\_\_\_  
Lisa Lyons  
Deputy Town Clerk

  
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Andrew Brouwer  
Director of Legislative Services/Town Clerk

  
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Anita Moore  
Commissioner of Corporate Services

**JANUARY 2016**

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1 New Year's Day Town Offices Closed	2
3	4	5	6	7	8	9
10	11 10:00 a.m. Sp. CoW (Budget) 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	12	13	14	15	16
17	18 2 p.m. – Site Plan Review (CC) 7 p.m. – CL (CC) Council Approval of 2016 Budget	19	20	21	22	23
24	25	26	27	28	29	30
31						



# Newmarket

## FEBRUARY 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	2	3	4	5	6
7	8 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	9	10	11	12	13
14	15 Family Day Town Offices Closed	16	17	18	19	20
21	22 1:30 p.m. – CoW (CC) +/- 3:00 p.m. – CoW (Closed, if req'd)	23	24	25	26	27
28	29 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)					



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MARCH 2016

November 19, 2015

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

1:30 p.m. – CoW (CC)  
+/- 3 p.m. – CoW (Closed,  
if req'd)

Easter Monday  
Town Offices Closed

Good Friday  
Town Offices Closed

March Break

March Break

March Break

March Break



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APRIL 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 2 p.m. – Site Plan Review (CC) 7:00 p.m. – CL (CC)	5	6	7	8	9
10	11	12	13	14	15	16
17	18 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	19	20	21	22	23
24	25 2 p.m. – Site Plan Review (CC) 7:00 p.m. – CL (CC)	26	27	28	29	30



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## MAY 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2	3	4	5	6	7
8	9 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	10	11	12	13	14
15	16 2 p.m. – Site Plan Review (CC) 7 p.m. – CL (CC)	17	18	19	20	21
22	23 Victoria Day Town Offices Closed	24	25	26	27	28
29	30 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	31				



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JUNE 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3	4
5	6	7	8	9	10	11
FCM Conference	2 p.m. – Site Plan Review (CC) 7 p.m. – CL (CC)				FCM Conference	FCM Conference
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)					
26	27	28	29	30		
	2 p.m. – Site Plan Review (CC) 7 p.m. – CL (CC)					

CL – Council

CoW – Committee of the Whole  
(CC) – Council Chambers

CW – Council Workshop





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JULY 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1 Canada Day Town Offices Closed	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



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AUGUST 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 Civic Holiday Town Offices Closed.	2	3	4	5	6
7	8 1:30 p.m. – Sp. CoW (Carryover of items June-July) (CC) +/- 3 p.m. – CoW (Closed, if req'd) 7 p.m. – Sp. CL (CC)	9	10	11	12	13
14 AMO Conference	15 AMO Conference	16 AMO Conference	17 AMO Conference	18	19	20
21	22	23	24	25	26	27
28	29 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	30	31			

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SEPTEMBER 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5 Labour Day Town Offices Closed	6	7	8	9	10
11	12 2 p.m. – Site Plan Review (CC) 7 p.m. – CL (CC)	13	14	15	16	17
18	19	20	21	22	23	24
25	26 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	27	28	29	30	



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OCTOBER 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 2 p.m. – Site Plan Review (CC) 7 p.m. – CL (CC)	4	5	6	7	8
9	10 Thanksgiving Town Offices Closed	11	12	13	14	15
16	17 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	18	19	20	21	22
23	24 2:00 pm – Site Plan Review – if required (CC) 7:00 p.m. – CL (CC)	25	26	27	28	29
30	31					



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NOVEMBER 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	8	9	10	11	12
13	14 2:00 pm – Site Plan Review – if required (CC)	15	16	17	18	19
20	21 7:00 p.m. – CL (CC)	22	23	24	25	26
27	28 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed, if req'd)	29	30			



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DECEMBER 2016

November 19, 2015

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5	6	7	8	9	10
	2:00 pm – Site Plan Review – if required (CC) 7:00 p.m. – CL (CC)			15	16	17
11	12	13	14			
				22	23	24
18	19	20	21			
25	26	27			30	31
Christmas Day Town Offices Closed	Boxing Day Town Offices Closed					

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CW – Council Workshop