


**Attachment A**  
**Legislative Services Report**  
**2019 Council and Committee of the Whole Meeting Schedule**



**NOVEMBER 2018**

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	October 29  Individual Councillor Set Up - <b>IT Services:</b> <ul style="list-style-type: none"> <li>• iPads</li> <li>• Phones</li> <li>• Laptop</li> <li>• How to access info on T drive</li> <li>• Town Central</li> </ul>	October 30	October 31	1	2	3
4	5 Individual Councillor Meetings: <ul style="list-style-type: none"> <li>• Office of the CAO</li> <li>• Corporate Services</li> <li>• Development &amp; Infrastructure Services</li> <li>• Community Services</li> </ul>	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Individual Councillor Meetings - <b>Legislative Services:</b> <ul style="list-style-type: none"> <li>• eSCRIBE training</li> <li>• Meetings 101</li> <li>• Procedure By-law 101</li> <li>• Information vs. staff reports</li> </ul>	20	21		23	24

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	<ul style="list-style-type: none"> <li>Meeting decorum</li> <li>Role of Council, Staff, Participants, Delegates</li> </ul>					
25	26  7:00 – CL (CC)	27	28	29	30	

# DECEMBER 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 7:00 PM - Inaugural Council Meeting	4	5 <b>Council Orientation Workshop I</b>  9 am - 12 pm: <ul style="list-style-type: none"> <li>• CAO/CYFS/ Commissioner overview of key corporate initiatives and drivers</li> <li>• Role of staff/Council</li> </ul> 1 pm - 4 pm: <ul style="list-style-type: none"> <li>• LPAT Training (Kim Mullin)</li> </ul>	6 <b>Council Orientation Workshop II</b>  9 am - 12 pm: <ul style="list-style-type: none"> <li>• Community survey updates.</li> <li>• Overview of CRM system</li> </ul> 1 pm - 4 pm: <ul style="list-style-type: none"> <li>• Bus Tour (transportation, current properties, future areas for development)</li> </ul>	7	8
9	10 <b>10 AM - 12 PM - Special CoW report on budget target and engagement, fees and charges, Q3 update.</b>  1:30 PM– CoW (CC) +/- 3:00 PM– CoW (Closed, if req'd) 7:00 PM– Public Planning Session	11 <b>9 AM Council Workshop</b> Newmarket Tay Hydro & Subsidiaries (Paul Ferguson)	12 <b>9 AM Council Workshop</b> <ul style="list-style-type: none"> <li>• Clean Water Act</li> <li>• Health &amp; Safety</li> </ul>	13	14	15

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
16	17 7:00 PM – CL (CC)	18	19	20	21 <b>Town Offices Close at 12:00 PM (noon)</b>	22
23	24 Town Offices - Soft Close	25 <b>Christmas Day</b> Town Offices Closed	26 <b>Boxing Day</b> Town Offices Closed	27 Town Offices - Soft Close	28 Town Offices - Soft Close	29
30	31					


## January 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1 <b>New Year's Day (Office Closed)</b>	2	3	4	5
6	7	8	9	10	11	12
13	14 <b>Treasurer to begin meeting with Councillors individually on Budget process</b>  1:30 PM – CoW (CC) +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	15	16	17	18	19
20	21  9:00 AM – 12:00 PM – Council Workshop – Strategic Priorities  2:00 PM – Site Plan Review (CC), if required  7:00 PM – CL (CC)	22	23	24	25	26

CL – Council

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

CW – Council Workshop

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
27	28	29	30	31		
	 <p><b>9 AM - 4 PM Council Workshop</b> Code of Conduct, Integrity Commissioner, Municipal Conflict of Interest Act (Bob Swayze)</p>					



CL – Council

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

CW – Council Workshop

## February 2019 - Draft

September 24, 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 <div>  </div> 1:30 PM – CoW (CC) <ul style="list-style-type: none"> <li>• <b>2019 preliminary budget</b></li> </ul> +/- 3:00 PM (Closed, if req'd)  7:00 PM – Public Planning (CC)	5	6	7	8	9
10	11 <div>  </div> 9:00 AM – 12:00 PM – Council Workshop – Strategic Priorities  2:00 PM – Site Plan Review (CC), if required  7:00 PM – CL (CC)	12	13	14	15 <b>Individual budget meetings completed</b>	16

CL – Council

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

CW – Council Workshop

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
17	18 <b>Family Day Town Offices Closed</b>	19	20	21	22	23
24	25 1:30 PM – CoW (CC) +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)  • <b>Draft budget info on Town website</b>	26	27	28		





## March 2019 - Draft

September 24, 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 <b>9 AM - 12 PM</b> SP COW – Strategic Priorities  2:00 PM – Site Plan Review (CC), if required  7 p.m. – CL (CC)	5	6	7	8	9
10	11 <i>March Break</i>	12 <i>March Break</i>	13 <i>March Break</i>	14 <i>March Break</i>	15 <i>March Break</i>	16
17	18 1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	19	20	21	22	23

CL – Council

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

CW – Council Workshop

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
24	25  2:00 PM – Site Plan 7:00 PM - Council • <b>2019 budget approval</b>	26	27	28	29	30

CL – Council

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

CW – Council Workshop

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1	2	3	4	5	6
7	8 1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	9	10	11	12	13
14	15 <b>9 AM - 11 AM: Council Workshop Lake Simcoe Region Conservation Authority</b> 2:00 PM – Site Plan 7:00 PM - Council	16	17	18	19 <b>Good Friday (Offices Closed)</b>	20
21	22 <b>Easter Monday (Offices Closed)</b>	23	24	25	26	27
28	29 1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	30				

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3	4
5	6 <b>9:00 AM Council Workshop - Community Centre Lands &amp; Hollingsworth</b>  2:00 PM – Site Plan 7:00 PM - Council	7	8	9	10	11
12	13 9 AM – 12 AM Council Workshop - Legal Matters (General Orientation, strategic & negotiated properties, Social Media)	14	15	16	17	18
19	20 <b>Victoria Day (Town Offices Closed)</b>	21 1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	22	23	24	25
26	27 2:00 PM – Site Plan 7:00 PM - Council	28	29	30 FCM Conference	31 FCM Conference	1 FCM

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat

DRAFT

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
2 FCM	3	4	5	6	7	8
9 AMCTO Conferen ce	10 AMCTO Conference	11 AMCTO Conference	12 AMCTO Conference	13	14	15
16	17  1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	18	19	20	21	22
23	24  2:00 PM – Site Plan 7:00 PM - Council	25	26	27	28	29
30						

# July 2019 - Draft

September 24, 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 <b>Canada Day (Town Offices Closed)</b>	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			

CL – Council

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

CW – Council Workshop

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5 <b>Civic Holiday (Town Offices Closed)</b>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	27	28	29	30	31



Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 <b>Labour Day (Town Offices Closed)</b>	3	4	5	6	7
8	9 2:00 PM – Site Plan 7:00 PM - Council	10	11	12	13	14
15	16 <b>9:00 AM Council Workshop - York Region Settlement &amp; new comers</b>	17	18	19	20	21
22	23 1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	24	25	26	27	28
29	30 2:00 PM – Site Plan 7:00 PM - Council					

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 <b>Thanksgiving Day (Town Offices Closed)</b>	15 1:30 PM –CoW +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning	16	17	18	19
20	21 2:00 PM – Site Plan 7:00 PM - Council	22	23	24	25	26
27	28	29	30	31		

# NOVEMBER 2019 - DRAFT

September 24, 2018

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

CL – Council

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

CW – Council Workshop

# DECEMBER 2019 - DRAFT

September 24, 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 2:00 PM – Site Plan 7:00 PM - Council	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 <i>Town Offices Open until noon</i>	25 <b>Christmas Day (Town Offices Closed)</b>	26 <b>Town Offices Closed</b>	27 <i>Soft Close</i>	28
29	30	31				