



CRAMAHE



A Guide to Working with Council & Committees

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Working with Council and Committees Guide

About:

This guide has been developed to assist our residents in understanding the decision-making process used by Township Council and to identify opportunities for members of the community to be involved.

Community engagement plays an integral part in municipal governance. The Township of Cramahe encourages you to get involved by appearing as a delegation to a Township Council or Committee of the Whole meeting, or by joining one of our Advisory Committees. These are the most direct ways to share your concerns or your group's ideas and concerns with the Township of Cramahe elected representatives.

Your voice matters and we take your input seriously, so please take a moment to review the information provided. We want you to enjoy your involvement.

Township of Cramahe (Municipal Office)

1 Toronto Street, Colborne

Ontario, K0K 1S0

Phone: 905-355-2821

Fax: 905-355-3430

Website: www.cramahe.ca

Online Engagement: www.LetsTalkCramahe.ca

Email: info@CramaheTownship.ca



How the Township of Cramahe is Governed

The Township of Cramahe is represented by a Mayor (1), Deputy Mayor (1) and three (3) Councillors, all who are elected by the constituents at large. The five (5) Members of Council serve a four-year-term. Members hold regular Council meetings in the Township of Cramahe Council Chambers (or virtually through Zoom) once a month. The Council and Committee Calendar shows all regularly scheduled Council meetings, once approved, at the end of the year for the following year.

While all Council Members are involved with the resolution of Township-wide issues, Councillors are directly responsible for ensuring that the issues concerning the residents are voiced. Members of Council are also actively involved in a number of Boards and Committees.

Local government has a responsibility to consult, discuss and make decisions on behalf of the local community. The Municipal Act, 2001 indicates:

“... the municipality shall... give the notice in a form and in the manner at the times that the council considers adequate to give reasonable notice...”

The Township uses a number of methods to advise residents of items being considered at upcoming meetings. Below is a list of ways by which notice is provided:

- Advertising in the local newspapers
- Media Releases and Public Service Announcements
- Public meetings, input or information sessions, and open houses
- Direct mailing to identified stakeholders
- Information provided through the Township website, www.Cramahe.ca
- Information provided through the Township Facebook page (Township of Cramahe – Municipal Clerk) and Twitter (@CramaheTownship) and Let’s Talk Cramahe (www.letstalkcramahe.ca)

Township of Cramahe Area Map



Municipalities within the County of Northumberland



Role of Council

The key responsibilities as a councillor are to support the municipality and its operations while ensuring that the public and municipality's well-being and interests are maintained.

Municipal councils have a broad range of responsibilities and may choose to organize their work using committee structures. Some municipalities may choose to use a committee of the whole structure, while other councils will often have a number of standing committees consisting of councillors only, or advisory committees made up of a mix of councillors and members of the public. These committees carry out the work of council and then report back to council with recommendations.

A committee of council is often subject to similar legislative requirements as council under the Act, such as having open meetings.

Municipal decisions are made by council as a whole. Generally, the head of council does not have any more power than any other member of council to make decisions on behalf of the municipality. Each member of council only has one vote and may not direct staff.

Councillors have three main roles to play in the municipality: a representative, a policymaker, and a steward. The representative role of council is clearly indicated in [section 224](#) of the Municipal Act.

Committees: Roles and Responsibilities

Committees provide Township Council with input about a wide variety of subjects through discussion, presentations and recommendations. Some committees also organize and participate in community events. Becoming a member of one of the Township's Committees offers residents a unique chance to volunteer their highly valued skills, diversity and knowledge to strengthen our shared sense of community.

All of our Committee meetings are open to the public and are listed on the Township calendar. Committees also provide an opportunity for residents to delegate on matters that are related to the committee's mandate or items on the agenda. If you would like to delegate to a committee, please email the Clerks Department at Info@CramaheTownship.ca and your request will be forwarded to the appropriate staff in the Clerk's Office.

List of Committees and Boards

Committee of Adjustment

Mandate

The Committee of Adjustment is established under the authority of The Planning Act and its regulations, The Statutory Powers Procedure Act, The Municipal Conflict of Interest Act, Building Code Act, The Municipal Freedom of Information and Protection of Privacy Act and the common law concept of natural justice. Committee of Adjustment considers and may authorize minor variances from the zoning by-law, review and permit extensions and enlargements to legal non-conforming uses and can grant consent for severances (land division), when the severance application involves a variance and/or when the consent is in dispute and cannot be resolved without a hearing.

Committee Composition

The members of the Committee of Adjustment who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the Committee who are members of a municipal council (if any) shall be appointed annually pursuant to Section 44(3) of the Planning Act.

The committee is made up of three (3) to seven (7) citizens who are appointed by Council. Members of the Committee, even if are current members of Council, are not acting as members of council, rather members of the public. This committee is not to be confused with the role of Council and it operates as arms length as a quasi-judicial body.

The Committee is composed of:

- Committee Chair (position elected within the membership);
- Minimum three (3) Committee Members;
- Departmental Representatives and Support: Township Planner and Secretary-Treasurer.

Fence Viewers

Mandate

Fence Viewers are appointed under the authority of the Line Fences Act. Where the owner of any land desires to have a fence constructed to mark the boundary between the owner's land and the land of an adjoining owner, or where such a fence exists, to have it repaired or reconstructed and where

the owner has not entered into a written agreement with the adjoining owner for sharing the costs of the construction, reconstruction or repair, as the case may be, of such fence, the owner may notify the Clerk of the Township of Cramahe. Reporting that fence-viewers are required to view and arbitrate as to what portion of the fence each owner shall construct, reconstruct, or repair and maintain and keep up are to be indicated to the clerk.

Appointment Composition

Three (3) Fence Viewers are appointed by Council.

Library Board

Mandate

The Library Board is established under the authority of the Public Libraries Act. Every public library shall be under the management and control of a board composed of at least five (5) members appointed by Council. The Library Board is not accountable to Council, rather acts in arms length of Council and is governed by the Board itself under the Public Libraries Act.

The role of the library board is to govern. The phrase 'governance' refers to the board's activities to oversee the purpose, plans and policies of the organization. Under the Public Libraries Act, R.S.O 1900, c. P44, public libraries in Ontario must be operated under the management and control of a public library board. The Board is the legal authority of the library and is the ultimate authority for decision-making and has the authority to formulate policies concerning the operations and services of the public library.

The board exists to direct the vision and mission of the library and ensure that the community's needs have been met but has no direct responsibility for operations. The board is focused on what the library should accomplish, and the CEO focuses on how it is done.

Board Composition

The Board is composed of:

- Board Chair (position elected within the membership);
- One (1) Appointed Member of Council; and
- Minimum five (5) total Board Members.

Police Services Board

Mandate

The Township of Cramahe Police Services Board is responsible for the provision of the police services for law enforcement and crime prevention in the Township of Cramahe pursuant to the Police Services Act.

Board Composition

The Board is composed of:

- Board Chair (position elected within the membership);
- Board Vice Chair (position elected within the membership);
- The Head of the Council (or another Council member appointed by resolution of Council);
- One (1) person appointed by resolution of Council, who is neither a member of Council nor an employee of the Township;
- One (1) person appointed by resolution of Council, who is a member of Council; and
- Two (2) persons appointed by the Lieutenant Governor in Council.
- Departmental Support: Recording Secretary.

Property Standards Appeal Committee

Mandate

The Property Standards Committee is established by Council to hear appeals to orders issued pursuant to the Property Standards By-law. The Property Standards Committee is established under the authority of the Building Code Act and the Township of Cramahe Property Standards By-Law currently in effect, which prescribes standards for the maintenance and occupancy of property. The powers and functions of the Property Standards Committee are set out in Section 15 of the Building Code Act and the Township of Cramahe Property Standards By-law. The Committee is required to act as a quasi-judicial body. On an appeal, the Committee has all the powers and functions of the Officer who made the order. The Committee may do any of the following things if, in the Committee's opinion, doing so would maintain the general intent and purpose of the by-law:

1. Confirm, modify or rescind the order to demolish or repair.
2. Extend the time for complying with the order.

Committee Composition

The Committee is composed of:

- Committee Chair (position elected within the membership);
- Not more than five (5) and not less than three (3) persons who reside and/or own property within the Township who are appointed by resolution of Council;
- Departmental Support: The Clerk or appointed designate serves as Committee Secretary, the By-Law Enforcement/Property Standards Officer, and the Manager of Planning and Development.

Parks & Recreation Advisory Committee

Mandate

The Township of Cramahe Parks and Recreation Advisory Committee acts as a resource for the Township of Cramahe Council and staff in the evaluation of existing programs, planning input for improvements, recommendations on new ideas and on the implementation of recreation services and activities. It provides input for strategic planning to achieve short term and long-term goals by making recommendations and creating structured proposals for the Recreation Department requirements for capital and operational annual budgeting.

The committee serves as a liaison between the Parks and Recreation Department and Council and will make recommendations, if necessary, to Council regarding department goals and objectives.

Committee Composition

The Committee is composed of:

- Committee Chair (position elected within the membership);
- Committee Vice-Chair (position elected within the membership);
- Four (4) persons from the community at large appointed by resolution of Council;
- Two (2) members of Council (Champion and Alternate); and
- Departmental Representatives and Support: Manager of Parks, Recreation, and Facilities, Parks and Recreation Lead Hand.
- Administrative support will be provided by the Clerks office.

Fire Advisory Committee

Mandate

The Fire Committee will serve as a liaison between the Fire Department and Council. The Committee will also make recommendations, if necessary, to Council.

Committee Composition

The Committee is composed of:

- Committee Chair (position elected within the membership);
- Committee Vice-Chair (position elected within the membership);
- Two (2) members of council (Champion for Protection Services and Alternate); and
- Department Representatives: Fire Chief, Deputy Fire Chief and CAO/Treasurer.
- Administrative support will be provided by the Clerks Office.

Heritage Committee

Mandate

The Cramahe Heritage Committee is a volunteer advisory committee established by the Township of Cramahe in accordance with the provisions of the *Ontario Heritage Act*. Committee members are ultimately responsible to the Township of Cramahe Council and are bound by the by-law appointing the Committee and these Terms of Reference.

Committee Composition

The Committee is composed of:

- 1 Member of Council
- Minimum of 5 voluntary members who are appointed by Council for the term of Council

East Colborne Cemetery Board

Mandate

The Cemetery Board members are appointed by Council and are responsible for the administration, management, care, maintenance and improvement of the municipal cemeteries and make recommendations to Council on East Colborne Cemetery Board related issues.

Committee Composition

The Committee is composed of:

- 3-5 voluntary members who are appointed by for a term of four (4) years to coincide with the term of Council; and
- Municipal Council Liaison; and
- Municipal Staff Liaison.

Water & Wastewater Committee

Mandate

The Township of Cramahe Water and Wastewater Committee will advise Council on matters related to the short- term and long-term planning of the Township of Cramahe water and wastewater infrastructure. With the goal of developing the building blocks to set up the Township of Cramahe for future growth and development opportunities.

Committee Composition

The committee shall be comprised of voting members as follows:

- 2-3 members must be Cramahe residents who represent a broad diversity of the community and water and wastewater end user;
- One (1) Planning & Development Champion; and
- One (1) Infrastructure Champion.

The committee shall be comprised of non-voting members as follows:

- Public Works and Environmental Services Manager
- Lakefront Utilities Services Inc. staff as required
- CAO, Treasurer, Manager of Planning & Development as required; and
- Internal and external subject experts as required.

Transportation & Active Transportation Committee

Mandate

The Township of Cramahe Transportation Committee will advise Council on matters related to safety within the municipal road network, cycling networks, pedestrian, and connectivity. The committee will also encourage, promote, and participate in the planning of active transportation policies, programs, and infrastructure.

Committee Composition

The committee shall be comprised of voting members as follows:

- 2-3 members who must be Cramahe residents with a background or experience in municipal transportation networks and active transportation.
- One (1) Infrastructure Champion; and
- One (1) Recreation Champion.

The committee shall be comprised of non-voting members as follows:

- Public Works and Environmental Services Manager;
- CAO, Treasurer, Manager of Planning & Development (as required); and
- Internal and external subject experts as required.

Who Does What?

The role of citizens, committees and staff

Committee Members

- Review or provide advice to Council and staff on mandated matters
- Assist in public consultation processes and committee work
- Liaise with other advisory committees

Council Champion

- Member of Council who is appointed as a Champion for a particular area (Infrastructure, Governance, Protection Services, Planning and Development, Recreation) and provides support to staff at the Committee of the Whole level for departmental reports
- Council Champions may also be the council appointee to various Advisory Committees
- Any meetings between Council Champions / Alternates and departments are recorded by the Clerks Office and included as meeting notes on the Committee of the Whole agenda
- Do not provide direction to staff

Committee Chair

- Provide leadership to the committee
- Work with Recording Secretary or Clerks Office to prepare agendas
- Preside over meetings to ensure that proceedings are conducted in an appropriate and orderly manner

Staff Liaisons

- Support committee members' awareness of the Township's activities
- Provide professional information
- Advise the committee of reports coming forward to Council
- Manage Committees' public outreach activities and budgets

Working with Township Council

Committees are accountable to Council. Any major undertakings must be approved by Council and are done through a formal report to Council. Any additional advice can be sought through the Clerk’s Office. All contacts with external bodies, groups or agencies shall be made with prior authorization of the Committee Chair in conjunction with the Clerk.

Township Council

Township Council meetings are chaired by the Mayor. Matters are considered, debated, and ratified at Council. At Council the recommendations are amended, adopted or defeated.

Calendars, Agendas, Minutes

Council agendas are posted on the Thursday prior to Council. Agendas are available on the Township webpage. Agendas can be accessed from the main page under “Agendas & Minutes”.

For more information about Council meetings, agendas or minutes, please call 905-355-2821 or send an email to info@CramaheTownship.ca.



Delegating at Township Council Meeting

How to bring issues and concerns to Township Council

1. Contact the Township of Cramahe municipal office and speak to the appropriate department to determine if your concerns can be addressed within the department's ongoing service plan. A list of key departmental numbers is contained in this guide.
2. Contact a Councillor and discuss your concerns directly with them. You will find that your Councillor may already be working to resolve the matter or can provide support and assistance.
3. Make an appearance before Council. Members of the public who wish to make a presentation on their own behalf or on behalf of organizations are referred to as delegations. Alternatively, the first fifteen (15) minutes of any regular Committee/Council meeting are set aside for Open Forum for items on the agenda. The last fifteen (15) minutes are also set aside at the end of each meeting. During this time any individual may address Committee/Council to voice concern or provide information on subjects of municipal concern. Members of the public must sign a register prior to the beginning of Council which allows them the opportunity to speak and acknowledges they understand the protocol for Open Forum.
4. At Committee/Council you will have an opportunity to present your concerns, along with your recommended action, for Council's consideration. Please call the Township office and request to speak with a staff from the Clerks Department and they will help you with this.

Delegations

Council welcomes and encourages public input. If you wish to appear before Council, you must provide written notice to the Clerk in the form of a Request to Delegate form. A hardcopy of this form can be obtained at the Township office, or a digital copy can be found on www.cramahe.ca

How to delegate

- Delegates are permitted to speak for 10 minutes, followed by a 10 minute period for clarification. Extensions to these limits will be at the discretion of Council.
- Debate is not permitted at this time.
- Individuals are asked to step forward to the podium and state their name.

- If there is a virtual presentation (Zoom), the Chair will advise when you are able to speak as all attendees are muted. You will be asked to state your name and address for the record.
- All concerns must be directed to Council through the microphone. The appropriate way to address Council is to preface their surname with Mayor, Deputy Mayor or Councillor.
- Delegates must provide a copy of their speaking notes and any additional information they present for inclusion in the public record.
- Applause and other displays of approval or disapproval during the Council session are considered inappropriate and are discouraged.

Your delegation preparation check list:

- You have 10 minutes to speak at Council, so ensure that your presentation falls within the allotted time. This time limit is important to ensure that we are fair to everyone presenting.
- You must provide a copy of your presentation no later than noon on the Wednesday preceding the Council meeting. The Clerk will ensure that copies are provided to Council and staff, and that it is included in the Agenda.
- Contact your Councillor(s) for support and assistance if needed.
- Speak to the staff members who prepared the report.
- Notify the Clerks Department of your wish to speak at Council by the Wednesday before the meeting. You can make your request in writing or by telephone. Include your full address and a telephone number where you can be reached during the day.
- Tell the Clerk what agenda item or topic you will address.
- Confirm the date and start time of the meeting.
- Notify the Clerk if you require any special assistance, i.e. audio-visual aids such as a projector or if you require to be seated during your presentation. Deliver your written presentation to the Clerks Department by hand or forward it by email to info@CramaheTownship.ca so that it may be added to the agenda for distribution when published.

What to expect the day-of:

- You will be requested to come forward to the podium. Feel free to adjust the microphone to your needs. We all want to hear your presentation.
- You will be given 10 minutes to speak at Council.

- You may read your prepared presentation, or you may speak without notes. Use the method that is most comfortable for you. You do not have to be a professional speaker.
- After your presentation remain at the podium. The Mayor will ask Council members if there are any questions.
- When answering questions for Council, you have the right to ask that a question be repeated or clarified if you do not hear or understand the question properly. If you don't know the answer to a particular question, just say so.
- Once questions are completed, you will be thanked for your presentation and answers, and asked to return to your seat.

Protecting your Personal Information

Personal information on the delegation form is collected under the authority of the Municipal Act, S.O. 2001, C.25 and will be used to document delegates names, addresses, and key messages for Council. The disclosure of this information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M.56. Inquiries may be directed to the Clerk's Office at 905-355-2821 ext. 222 or email jhyde@CramaheTownship.ca.

Call the Township office at 905-355-2821 if you need further clarification.

Procedural By-law 2020-29, as amended, is the Township of Cramahe By-Law which governs the proceedings of Council and its Committees, to provide rules for members' conduct and to outline standards for adequate notice. If you are interested in further details, please visit the Township of Cramahe website, www.cramahe.ca.

What is a “meeting”?

The Municipal Act, 2001, s.238(1) defines “meeting” as any regular, special or other meeting of a council, of a local board or of a committee of either of them, where:

- a) A quorum of members is present, and**
- b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board, or committee.**

To determine whether a discussion “materially advances” council business or decision-making, the Ombudsman considers the extent to which the discussions moved forward the business of the municipality. Discussions, debates or decisions that are intended to lead to specific outcomes are likely to materially advance business or decision-making, whereas mere receipt or exchange of information is unlikely to do so.

Closed Meetings

Meetings which are closed to the public may also be referred to as ‘in-camera’ or ‘closed session.’ This means that there are times where a municipal council, board or committee may enter debate which is not open to the public.

What are the exceptions?

A municipal or local board meeting, or part of a meeting, may be closed to the public if the subject of the meeting falls within one of the 14 exceptions set out in s. 239 of the Act. In brief, these include matters that relate to:

- The security of the property of the municipality
- Personal matters about an identifiable individual
- Acquisition or disposition of land
- Labour relations
- Litigation
- Advice subject to solicitor-client privilege
- Education or training
- Information explicitly supplied in confidence to the municipality
- A trade secret or certain specific information supplied in confidence to the municipality, or that belongs to the municipality and has monetary value
- A plan or instruction to be applied to negotiations

Municipalities have been required to hold open meetings throughout Ontario's history – and rightly so, given the importance of local governments to our everyday lives.

But the average person had little recourse to question meetings that were closed to the public until a complaints system was established in 2008.

Since then, all municipalities have been required to have an investigator to deal with complaints about closed meetings and determine whether or not the open meeting rules were violated. The Ombudsman is the investigator for all municipalities that have not appointed their own, with some limited exceptions. The Act recognizes that there may be situations in which the privacy of an individual should be respected, or where open meetings would not serve the public interest or the interests of the municipality.

If a subject fits within one of the exceptions, it can be discussed in a closed meeting, provided that the municipality follows all the procedural rules, including giving notice of the meeting, passing a resolution to close the meeting, and keeping closed session minutes. During the closed meeting, the discussion should stay on topic and be limited to the subject area stated in the resolution.

Top 10 tips for municipal officials

1. Know and follow the Municipal Act, 2001 and your procedure by-law's open meeting requirements.
2. Make sure you have a procedure by-law that complies with the Municipal Act – every municipality and local board is required to have one.
3. Give adequate and advance public notice of all meetings, including the time and location of all meetings.
4. Keep meetings open to the public unless closure is specifically authorized under the Municipal Act and there is a real need to exclude the public.
5. Council must pick the right (s. 239) exception before closing a meeting.
6. Pass a resolution in public that includes meaningful information about the issue to be considered (not just the exception) – before closing the doors.
7. Record the meeting, including all decisions, by taking minutes, and preferably also by recording audio or video.
8. Stay on topic – don't stray from the subject stated in the resolution.

9. Do not hold a vote in closed session unless it is for a procedural matter or to give directions to staff or officials.
10. To the extent possible, report back publicly in open session about what occurred in closed session.

Accessibility

The Township strives to be recognized as an accessible and inclusive community. Care is taken to ensure a coordinated and consistent approach to make buildings, programs and services accessible for people with disabilities. The Township Office and most other Township facilities are accessible to people who use personal mobility devices. Our Accessible Customer Service Policy ensures that the Township provides its goods and services in a way that respects the dignity and independence of people with disabilities. People are welcome to use their assistive devices, their service animal and/or their support person as needed to access goods and services at the Township. Township of Cramahe documents can be made available in alternative formats upon request.

Please provide advance notice if you require accessibility accommodations to attend or participate in Council Meetings, or to access information in an alternate format please contact the Township Office at 905-355-2821.

Appendix A: Contact Information

Who does what?

Service	County or Township	Contact
Animal Municipal Services	Port Hope	905-885-4131
Building Department	Cramahe Township	905-355-2821 Ext-233
Clerk's Office	Cramahe Township	905-355-2821 Ext-222
County Roads	Northumberland County	905-372-3329 Toll Free: 1-800-354-7050 After Hours Toll Free: 1-866-856-3251
Economic Development	Cramahe Township	905-355-2821 Ext-227
Emergency Medical Services	Northumberland County	905-372-3329 Ext-6302 Toll Free: 1-800-354-7050 Ext-6302
Facilities	Cramahe Township	905-355-2821 Ext-121
Fire Services	Cramahe Township	905-355-1219
Housing Programs & Services	Northumberland County	905-372-6846 Toll Free: 1-800-354-7050
Municipal By-Law Enforcement	Cramahe Township	905-355-2821 Ext-239
Municipal Elections	Cramahe Township	905-355-2821 Ext-222
Municipal Planning and Zoning	Cramahe Township	905-355-2821 Ext-227
Municipal Water Billing	Lakefront Utilities (LUSI)	905-372-2193
Parks and Recreation	Cramahe Township	905-355-2821 Ext-121
Property Assessment (for purposes of municipal taxation)	Municipal Property Assessment Corporation (MPAC)	1-866-296-6722
Property Standards	Cramahe Township	905-355-2821 Ext-233
Public Health	HKPR District Health Unit	Toll Free: 1-866-888-4577 After Hours: 1-888-255-7839
Tax Collection	Cramahe Township	905-355-2821 Ext-231
Township Roads	Cramahe Township	905-355-2821 Ext-126
Waste Management	Northumberland County	Toll Free: 1-866-293-8379

Jan 2021						
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Feb 2021						
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Mar 2021						
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Jul 2021						
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Nov 2021						
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Dec 2021						
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Important dates

Committee of the Whole (CoW) 6:00pm

Committee of Adjustment (CofA) 5:00pm

Second Tuesday of the Month

CofA scheduled every second Tuesday when required prior to CoW

Council Meetings 6:00pm

Third Tuesday of the Month

Conferences

ROMA - Jan 24th to 26th

OGRA - Feb 21st to 24th

OAPSB - May 26th to 29th

AMCTO - June 2nd week

AMO - Aug 15th to 18th