

Committee of the Whole (2) Report

DATE: Tuesday, September 20, 2022

WARD(S): ALL

TITLE: 2023 SCHEDULE OF MEETINGS

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To seek Council's approval of the 2023 schedule of meetings for the City of Vaughan's Council and its Standing Committees. Once adopted, the schedule of meetings will be posted on the City's website and will be the primary means of advising the public of the times and dates of meetings of Council and its Standing Committees.

Report Highlights

- This report seeks approval of the Council and Standing Committee meeting schedule for 2023.
- Monthly meetings have been structured on a three-week cycle, subject to variations due to scheduling conflicts.

Recommendations

1. That the 2023 schedule of meetings be adopted in accordance with the calendar as set out in Attachment 1; and
2. That the City Clerk be authorized to amend the schedule by cancelling meetings that are not required, or changing the time and/or date of a scheduled meeting, subject to posting such amendments on the City's website in accordance with the Procedure By-law.

Background

The 2023 schedule of meetings is structured based on a monthly three-week cycle and takes into consideration statutory holidays, significant faith days and Regional Council and Committee meetings. The schedule has been prepared in accordance with the

Procedure By-law 7-2011, as amended, and the dual Committee of the Whole meeting structure approved by Council in June 2019.

Previous Reports/Authority

N/A

Analysis and Options

Every effort has been made to avoid scheduling meetings of Committee and Council on significant faith and cultural days that Council and staff are made aware of. The FCM Conference scheduled from June 1 – 4, 2023; the AMCTO Conference scheduled from June 11 – 14, 2023; and the AMO Conference scheduled from August 20 – 23, 2023, have also been considered in preparing the schedule.

In keeping with past practice, the schedule has been structured to avoid the negative aspects of stacking three committee meetings on one day and to avoid scheduling meetings on the last full week of the month, where possible.

Committee and Council meetings have not been scheduled in July and August. Should a meeting be required to deal with any pressing matters that may arise, a Special Committee or Special Council meeting may be summoned by giving 24 hours' notice in accordance with the Procedure By-law.

2023 Budget Meeting Schedule

The following budget meetings have been incorporated into the proposed 2023 schedule of meetings:

Budget Meeting # 1	Special Committee of the Whole	Wednesday, January 18, 2023, at 7pm
Budget Meeting # 2	Special Committee of the Whole	Tuesday, January 24, 2023, at 7pm
Final Budget meeting	Special Council Meeting	Wednesday, February 8, 2023, at 7pm

To facilitate community input in the budget development process, public outreach occurs year-round, both in formal and informal settings.

A comprehensive communication plan will be developed to support the budget and to ensure Vaughan residents, businesses and stakeholders have the opportunities to be informed and involved in the budget development process.

2023 Council Orientation Session

In keeping with past practice, a full-day Council Orientation Session is scheduled on Thursday, February 9 at 8am.

Deviations to the Schedule

Deviations have been made to the structure of the schedule to accommodate statutory holidays and significant faith days.

Some of the significant changes are noted below:

January	Due to statutory holidays, the January meeting cycle starts on the third week of the month to allow time for the production and preparation of agenda materials.
February	Council is scheduled on a Wednesday instead of Tuesday to accommodate a statutory holiday on Monday.
March	To accommodate significant faith days and March Break, the March meeting cycle starts on the last week of February; CW2 and Closed Session are scheduled on a Wednesday instead of Tuesday; and Council is scheduled on the fourth week of the month.
April	CW2 and Closed Session are scheduled on the third week of the month to accommodate Easter Holidays and significant faith days.
June	The June meeting cycle starts on the last week of May to accommodate staff development opportunities in June.
September	Due to statutory holiday, the September meeting cycle starts on the third week of the month to allow time for the production and preparation of agenda materials.
October	CW2 and Closed Session are scheduled on a Wednesday instead of Tuesday to accommodate a statutory holiday on Monday.
November	The November meeting cycle starts on the last week of October.
December	The December meeting cycle starts on the last week of November to accommodate statutory holidays and significant faith days.

Financial Impact

There is no financial impact attributed to the approval of the recommendations in this report.

Broader Regional Impacts/Considerations

At the time of writing this report, the Regional Council and Committee meeting schedule is not yet available. Staff has avoided scheduling meetings on Thursdays that may conflict with Regional meetings.

Conclusion

The meeting schedule provided for consideration has been prepared in accordance with the Council adopted Committee structure, the Procedure By-law, statutory holidays and significant faith days.

For more information, please contact: Todd Coles, City Clerk, Extension 8281.

Attachments

1. 2023 Schedule of Meetings Calendar

Prepared by

Isabel Leung, Deputy City Clerk & Manager, Administrative Services, Ext. 8190.

Approved by



Wendy Law
Deputy City Manager
Administrative Services & City Solicitor

Reviewed by



Nick Spensieri, City Manager