

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 17, 2023

Item 5, Report No. 39, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on October 17, 2023.

5. 2024 SCHEDULE OF MEETINGS

The Committee of the Whole recommends approval of the recommendations contained in the report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated October 3, 2023:

Recommendations

1. That the 2024 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 changing the time and/or date of a scheduled meeting or cancelling meetings that are not required, subject to posting such amendments on the City's website in accordance with the Procedure By-law.

Committee of the Whole (1) Report

DATE: Tuesday, October 3, 2023

WARD(S): ALL

TITLE: 2024 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 2024 Schedule of Meetings for the City of Vaughan's Council and Standing Committees. Upon adoption, 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 Standing Committees.

Report Highlights

- This report is to seek approval for the Council and Standing Committee meeting schedule for 2024.
- Monthly meetings have been structured on a three-week cycle, with some variations occurring due to scheduling conflicts.

Recommendations

1. That the 2024 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 changing the time and/or date of a scheduled meeting or cancelling meetings that are not required, subject to posting such amendments on the City's website in accordance with the Procedure By-law.

Background

The 2024 Schedule of meetings has been structured based on a monthly three-week cycle. It takes into consideration statutory holidays, significant faith days and Regional Council and Committee meetings. The schedule has been prepared with a dual

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

Previous Reports/Authority

N/A

Analysis and Options

Committee and Council meetings have been scheduled with every effort being made to avoid meetings on significant faith and cultural days, which Council and staff have been made aware of. The Federation of Canadian Municipalities (FCM) Conference scheduled from June 6-9, 2024; the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Conference scheduled from June 9 - 12, 2024; and the Association of Municipalities of Ontario (AMO) Conference scheduled from August 18-21, 2024 have also been considered in preparing the schedule. In keeping with past practice, the schedule has been structured to avoid the negative impacts of stacking three committee meetings on one day.

Committee and Council meetings have been scheduled in July and August to meet new legislative timelines. The 2024 Budget meetings are usually scheduled in November and December, and will be scheduled later, closer to the meeting dates.

Special Council (Closed Session) Education Sessions have been scheduled quarterly, based on an “if required” basis.

Deviations to the Schedule

Some 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 fourth 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 the March Break, there are no meetings scheduled the week of March 11-15, 2024. CW (2) has been scheduled on the third week of the month with Council scheduled the following week.

April	Due to statutory holidays, the April meeting cycle starts on the second week of the month and Council is scheduled on Monday to accommodate a significant religious holiday.
May	Council is scheduled on a Wednesday instead of Tuesday to accommodate a statutory holiday on Monday.
June	To accommodate the FCM Conference, the AMCTO Conference and significant religious holidays, the June CW (2) and CW (CS) have been scheduled on the third week with Council scheduled the following week.
July	A Committee of the Whole (Public Meeting) has been scheduled to meet new legislative timelines.
August	A Committee of the Whole (1), a Council meeting and a Committee of the Whole (Public Meeting) meeting have been scheduled to meet new legislative timelines.
September	Due to a statutory holiday, the September meeting cycle starts on the second week of the month to allow time for the production and preparation of agenda materials.
October	Due to statutory holidays, the October CW (2) and CW (CS) meetings have been scheduled on the third week with Council scheduled the following week.

Financial Impact

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

Operational Impact

No operational impact is expected.

Broader Regional Impacts/Considerations

At the time of writing this report, the Regional Council and Committee meeting schedule is not yet available, although, meetings have not been scheduled on Thursdays to avoid conflict with the scheduling of Regional meetings.

Conclusion

The 2024 Committee and Council meeting schedule is provided for adoption. It 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.

Attachment

1. 2024 Schedule of Meetings Calendar

Prepared by

Adelina Bellisario, Council / Committee Administrator, ext. 8698

Approved by



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

Reviewed by



Nick Spensieri, City Manager

ATTACHMENT 1

City of Vaughan – Schedule of Meetings

Updated: August 30, 2023

	January 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 1:00 pm – CW (1) 5:00 pm – CW (CS) 7:00 pm – CW (PM)	24 1:00 pm – CW (WS)	25	26	27
28	29	30 1:00 pm – Council	31			

Agenda Review Meeting + indicates Draft and Future Reports
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.
Indicate York Region Meetings

	February 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 1:00 pm – CW (1) 7:00 pm – CW (PM)	7 1:00 pm – CW (WS)	8	9	10
11	12	13 1:00 pm – CW (2) 5:00 pm – CW (CS)	14	15	16	17
18	19 Family Day	20	21 9:00 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – Council	22	23 Chinese New Year’s Eve	24 Chinese New Year
25	26	27	28	29		

Agenda Review Meeting + indicates Draft and Future Reports
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Indicate York Region Meetings

	March 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 1:00 pm – CW (1) 7:00 pm – CW (PM)	6 1:00 pm – CW (WS)	7	8	9
10	11 March Break	12 March Break	13 March Break	14 March Break	15 March Break	16
17	18	19 1:00 pm – CW (2) 5:00 pm – CW (CS)	20	21	22	23
24 Daylight Saving Time (Spring Forward) *Purim	25	26 1:00 pm – Council	27	28	29 Good Friday	30
31 Easter						

Agenda Review Meeting + indicates Draft and Future Reports
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Indicate York Region Meetings

	April 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Easter Monday	2	3	4	5	6
7	8	9 1:00 pm – CW (1) 7:00 pm – CW (PM)	10 1:00 pm – CW (WS)	11	12	13
14	15	16 1:00 pm – CW (2) 5:00 pm – CW (CS)	17	18	19	20
21	22 1:00 pm – Council	23 *First Day of Passover	24	25	26	27
28	29	30 Last Day of Passover				

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Indicate York Region Meetings

	May 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 1:00 pm – CW (1) 7:00 pm – CW (PM)	8 1:00 pm – CW (WS)	9	10	11
12	13	14 1:00 pm – CW (2) 5:00 pm – CW (CS)	15	16	17	18
19	20 Victoria Day	21	22 9:00 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – Council	23	24	25
26	27	28	29	30	31	

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Indicate York Region Meetings

City of Vaughan – Schedule of Meetings

Updated: August 30, 2023

	June 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 1:00 pm – CW (1) 7:00 pm – CW (PM)	5 1:00 pm – CW (WS)	6 FCM Conference	7 FCM Conference	8 FCM Conference
9 AMCTO Conference FCM Conference	10 AMCTO Conference	11 AMCTO Conference	12 AMCTO Conference *Shavuot	13 Shavuot	14	15
16	17	18 1:00 pm – CW (2) 5:00 pm – CW (CS)	19	20	21	22
23	24	25 1:00 pm – Council	26	27	28	29
30						

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Indicate York Region Meetings

	July 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Canada Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 7:00 pm – CW (PM)	24	25	26	27
28	29	30	31			

Agenda Review Meeting + indicates Draft and Future Reports
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Indicate York Region Meetings

City of Vaughan – Schedule of Meetings

Updated: August 30, 2023

	August 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Civic Holiday	6	7	8	9	10
11	12	13 1:00 pm – CW (1) ± 5:00 pm – Council 7:00 pm – CW (PM)	14	15	16	17
18 AMO Conference	19 AMO Conference	20 AMO Conference	21 AMO Conference	22	23	24
25	26	27	28	29	30	31

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Indicate York Region Meetings

	September 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labour Day	3	4	5	6	7
8	9	10 1:00 pm – CW (1) 7:00 pm – CW (PM)	11 1:00 pm – CW (WS)	12	13	14
15	16	17 1:00 pm – CW (2) 5:00 pm – CW (CS)	18	19	20	21
22	23	24 9:00 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – Council	25	26	27	28
29	30					

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Indicate York Region Meetings

City of Vaughan – Schedule of Meetings

Updated: August 30, 2023

	October 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
				*Rosh Hashana	Rosh Hashana	
6	7	8 1:00 pm – CW (1) 7:00 pm – CW (PM)	9 1:00 pm – CW (WS)	10	11	12 *Yom Kippur
13	14 Thanksgiving	15	16	17 *Sukkot	18 *Sukkot	19
20	21	22 1:00 pm – CW (2) 5:00 pm – CW (CS)	23	24 *Shemini Atzeret	25 *Shemini Atzeret	26 Simchat Torah
27	28	29 1:00 pm – Council	30	31		

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Indicate York Region Meetings

City of Vaughan – Schedule of Meetings

Updated: August 30, 2023

	November 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3 Daylight Saving Time (Fall Back)	4	5 1:00 pm – CW (1) 7:00 pm – CW (PM)	6 1:00 pm – CW (WS)	7	8	9
10	11 Remembrance Day	12 1:00 pm – CW (2) 5:00 pm – CW (CS)	13	14	15	16
17	18	19 9:00 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – Council	20	21	22	23
24	25	26	27	28	29	30

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Indicate York Region Meetings

City of Vaughan – Schedule of Meetings

Updated: August 30, 2023

	December 2024					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 1:00 pm – CW (1) 7:00 pm – CW (PM)	4 1:00 pm – CW (WS)	5	6	7
8	9	10 1:00 pm – CW (2) 5:00 pm – CW (CS)	11	12	13	14
15	16	17 1:00 pm – Council	18	19	20	21
22	23	24 Christmas Eve	25 Christmas	26 Boxing Day *First Day of Hanukkah	27	28
29	30	31 Last Day of Hanukkah – January 2, 2025				

Agenda Review Meeting + indicates Draft and Future Reports
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Indicate York Region Meetings