

Committee of the Whole (2) Report

DATE: Tuesday, September 24, 2019

WARD(S): ALL

TITLE: 2020 SCHEDULE OF MEETINGS

FROM:

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

ACTION: DECISION

Purpose

To submit for Council's approval the attached 2020 Schedule of Meetings for City of Vaughan 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

- Council and Standing Committee meeting schedule for 2020.
- Monthly meeting cycles have been structured on a three-week cycle subject to variations due to scheduling conflicts.

Recommendations

1. That the 2020 Schedule of Meetings be adopted in accordance with the calendar 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

New Committee Schedule and Structure as of September 2019

In June of 2019, Council approved the establishment of a Dual Committee of the Whole meeting model to allow for timely decisions on development applications to meet Provincially legislated requirements. Committee of the Whole (1) Meetings will have a focus on Planning and Growth Management items, which will be held in the Council Chamber. Committee of the Whole (2) Meetings will consist of items that would normally be considered by the Finance, Administration and Audit Committee (FA&A), the Working Session and the Priorities and Key Initiatives Committee (although not currently active). Committee of the Whole (2) Meetings will be held in Committee Rooms 242/243.

Staff has also scheduled Committee of the Whole (Working Session) Meetings and Council Meetings, on an “if required” basis, outside of the regular meeting schedule for the consideration of development applications when necessary to meet legislated timelines.

Scheduling Considerations

The 2020 Schedule of Meetings is structured on a monthly three-week cycle and takes into consideration statutory holidays, significant faith days, Regional Council and Committee of the Whole meetings, and major corporate events. The schedule has been prepared in accordance with Procedure By-law 7-2011, as amended.

Committee and Council meetings have not been scheduled during the months of July and August. If required, a Special Committee or Special Council Meeting may be summoned to deal with any pressing issues that may arise by giving 24 hours’ notice in accordance with the Procedure By-law.

In keeping with past practice, unless unavoidable due to scheduling variations, the calendar has been structured to avoid stacking three committee meetings on one day and avoids scheduling meetings on the last full week of the month.

Previous Reports/Authority

[Item 3, Report No. 23, Committee of the Whole \(Working Session\) – Committee Structure Review](#)

Analysis and Options

Statutory Holidays, Significant Faith Days, and Major Corporate Events

Every effort has been made to avoid scheduling meetings of Council on significant faith and cultural days that Council and staff are made aware of. Staff has also taken into consideration major corporate events, including the FCM Conference scheduled June 4 - 7, 2020, the AMCTO Conference scheduled for June 7 – 10, 2020, and the AMO Conference scheduled for August 16 – 19, 2020.

Other significant deviations to the regular schedule are as follows:

January 2020	Due to the holidays, the cycle of meetings starts on the third week of the month to allow for the production and preparation of agenda materials.
February 2020	Council is scheduled on Wednesday due to Family Day holiday.
March 2020	CoW (2) is scheduled on Wednesday due to a faith day. Council is scheduled on the fourth week due to March Break being on the third week of the month.
April 2020	CoW (2) is scheduled on Wednesday due to Easter Monday holiday.
May 2020	Council is scheduled on Wednesday due to Victoria Day holiday and will start at 2 p.m. due to internal scheduling conflicts.
September 2020	Due to the holidays, the cycle of meetings starts on the third week of the month to allow for the production and preparation of agenda materials.
October 2020	CoW (2) is scheduled on Wednesday due to Thanksgiving Monday holiday. Council is scheduled on Monday due to internal scheduling conflicts.

Financial Impact

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

Broader Regional Impacts/Considerations

No meetings have been scheduled that may conflict with Regional Council and Committee of the Whole meetings. There are no Regional implications.

Conclusion

The adoption of the Schedule of Meetings will support the conduct of Council business and inform members of the public on the time and dates of meetings of Council and its Standing Committees.

The proposed meeting schedule has been prepared in accordance with the Council adopted Committee Structure contained in the Procedure By-law, as amended, and takes into consideration statutory holidays, significant faith days, and any internal scheduling conflicts.

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

Attachments

1. Draft 2020 Schedule of Meetings

Prepared by

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