

Item:



## Committee of the Whole Report

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**DATE:** Monday, September 17, 2018

**WARD(S):** ALL

### **TITLE: 2019 SCHEDULE OF MEETINGS**

#### **FROM:**

Nick Spensieri, Deputy City Manager, Corporate Services  
Michael Coroneos, Chief Financial Officer and City Treasurer

#### **ACTION:** DECISION

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#### **Purpose**

To submit for Council's approval the attached 2019 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 2019.
- Monthly meeting cycles have been structured on a two-week cycle subject to variations due to scheduling conflicts.

#### **Recommendations**

1. That the 2019 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 Procedural By-law.

## **Background**

The 2019 Schedule of Meetings is structured on a monthly two-week cycle and takes into consideration statutory holidays, significant faith days, Regional Council and Committee meetings, and major corporate events. The schedule has been prepared in accordance with Procedure By-law 7-2011, as amended.

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. Also taken into consideration in preparing the schedule are the FCM Conference scheduled May 30 - June 2, 2019, the AMCTO Conference scheduled for June 10 – 12, 2019, and the AMO Conference scheduled for August 18 – 21, 2019.

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 Procedural By-law.

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

## **2019 Budget Meeting Schedule**

The following budget meeting schedule has been incorporated into the recommended 2019 Schedule of Meetings:

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Deliverable</b>	<b>Comments</b>
<b>Monday, January 21, 2019 7 pm</b>	Finance, Administration and Audit Committee	Budget Deliberation	Tabling of Budget, Budget Overview Presentation and Public Deputations
<b>Monday, February 4, 2019 7 pm</b>	Finance, Administration and Audit Committee	Budget Deliberation	Programs/Services Review and Public Deputations
<b>Wednesday, February 20, 2019 7 pm</b>	Council (Special)	Budget Approval	Adoption of the 2019 Budget & 2020-2022 Financial Plan

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

A comprehensive multi-channel public communication plan has been developed to support the budget and to help ensure Vaughan residents, businesses and stakeholders have opportunities to be informed and involved in the budget development process.

### Deviations to the Schedule

Deviations have been made to the schedule to accommodate statutory holidays, significant faith days, and major corporate events.

Some of the significant deviations to the schedule are as follows:

January 2019	Due to the holidays, the meetings have been scheduled the last two weeks of the month to allow for the production and preparation of agenda materials.
March 2019	Council has been scheduled on the third week due to Spring Break being on the second week of the month.
April 2019	Council has been scheduled on the last Monday of the month to due to internal scheduling conflicts.
June 2019	Council is scheduled on a Wednesday instead of Tuesday to accommodate the traditionally heavier agenda prior to summer hiatus.
September 2019	The cycle of meetings for the month starts the third week due to internal scheduling conflicts.
October 2019	The cycle begins on Wednesday and the Finance, Administration and Audit Committee and the Committee of the Whole (Working Session) have been scheduled prior to the Council meetings to accommodate significant faith days.
November 2019	The cycle has been scheduled for the third week due to internal scheduling conflicts.

### Previous Reports/Authority

None.

## **Analysis and Options**

Refer to “Background”.

## **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 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 meeting schedule options provided for consideration have been prepared in accordance with the Council adopted Committee Structure contained in the Procedure By-law, and takes into consideration statutory holidays, significant faith days, and any internal scheduling conflicts.

**For more information**, please contact: Rose Magnifico, Acting Deputy City Clerk, Extension 8030.

## **Attachments**

1. Draft 2019 Schedule of Meetings

## **Prepared by**

Rose Magnifico  
Acting Deputy City Clerk  
Extension 8030