

Committee of the Whole (2) Report

DATE: Wednesday, October 14, 2020

WARD(S): ALL

TITLE: 2021 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 2021 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 2021.
- Monthly meeting cycles have been structured on a three-week cycle subject to variations due to scheduling conflicts.

Recommendations

1. That the 2021 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

The 2021 Schedule of Meetings is structured 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 Procedure By-law 7-2011, as amended, and the Dual Committee of the Whole meeting model approved by Council in June 2019. In addition, the Ready, Resilient and Resourceful (RRR) Committee was established in May 2020 in response to the COVID-19 pandemic.

Previous Reports/Authority

N/A

Analysis and Options

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. The FCM Conference scheduled June 3 – 6, the AMCTO Conference usually scheduled on the first or second week of June (Date is yet to be confirmed) and the AMO Conference scheduled for August 15 - 18, 2021 have also been considered in preparing the schedule.

In keeping with past practice, unless necessary, the schedule 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.

Committee and Council meetings have not been scheduled during July and August. Should a Committee or Council meeting be required to deal with any pressing issues 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.

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 the Holidays, the meeting cycle begins on the third full week of the month.
February	Council scheduled for Wednesday the 17th due to the Family Day long weekend.

March	Cycle compressed into 2 weeks due to the school break. RRR Committee and Council scheduled on a Wednesday due to the compressed cycle.
April	CW(1) & CW(PM) scheduled on Wednesday due to the Easter long weekend. CW(WS), if required and Council, if required meetings are not scheduled due to conflicts with Regional Committee Meetings.
May	CW(2) and CW(CS) scheduled on a Wednesday.
July & August	No meetings are scheduled during the summer hiatus.
September	In keeping with past practice, the cycle of meetings was scheduled the 3rd week of the month. CW(1), CW(CS) and CW(PM) are scheduled on one day as no suitable dates were found to schedule a CW(2). The RRR Committee and the Council meetings were scheduled on Monday to avoid a conflict with significant faith days on Tuesday and Wednesday.
October	CW(2), CW(CS), RRR Committee and Council meetings scheduled on Wednesdays.
December	Due to the festive holidays and closure at the end of the month, the first meetings of the December cycle have been scheduled on Tuesday, November 30th.

Financial Impact

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

Broader Regional Impacts/Considerations

There are no Regional implications as no meetings have been scheduled that may conflict with Regional Council and Committee meetings.

Conclusion

The meeting schedule options provided for consideration have been prepared in accordance with the Council adopted Committee Structure, the Procedure By-law and considerations of statutory holidays and significant faith days.

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

Attachments

1. 2021 Schedule of Meetings Calendar

Prepared by

Rose Magnifico
Council / Committee Administrator, Extension 8030

Approved by



Wendy Law
Deputy City Manager
Administrative Services & City
Solicitor

Reviewed by



Jim Harnum, City Manager