

## Committee of the Whole (1) Report

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**DATE:** Tuesday, September 14, 2021

**WARD(S):** ALL

**TITLE:** 2022 SCHEDULE OF MEETINGS

**FROM:**

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

**ACTION:** DECISION

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### **Purpose**

To seek Council's approval of the 2022 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 2022.
- Monthly meeting cycles have been structured on a three-week cycle, subject to variations due to scheduling conflicts.

### **Recommendations**

1. That the 2022 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 2022 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

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 Council on significant faith and cultural days that Council and staff are made aware of. The FCM Conference scheduled from June 2 – 5, 2022; the AMCTO Conference scheduled from June 12 – 15, 2022; and the AMO Conference scheduled from August 14 – 17, 2022 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 in 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.

To date, the "if required" Council Meetings usually scheduled at 1:00pm on the first Wednesday of each month have not been utilized. Therefore, staff is proposing to remove those meetings and schedule Committee of the Whole (Working Session) at 1:00 pm instead of 9:30 am.

Nomination Day is August 19, 2022, and one full cycle has been scheduled commencing on September 13, 2022, after this date. A Special Council (Closed Session) – Education Session has been scheduled for November 23, 2022.

### **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. No CW (2) is scheduled due to a compressed meeting cycle.
February	CW (1) & CW (PM) are scheduled on Wednesday, February 2 due to Chinese New Year. CW (Working Session) is scheduled on the second week to avoid Regional Council / Committee Meetings.
March	RRR Committee and Council Meeting are postponed one week due to the school break.
April	RRR Committee and Council Meeting are postponed one week due to religious holidays.
June	CW (2) and CW (CS) are postponed one week due to professional development for staff.
July & August	No meetings are scheduled during the summer hiatus.
September	One cycle of meetings is scheduled after Nomination Day on August 19 and before Election Day on October 24. In keeping with past practice, the meeting cycle begins on the 3rd week of the month.
October	No meetings.
November	The Inaugural Council meeting is scheduled for November 15 and a full cycle of meetings is scheduled to commence on November 22, 2022.
December	Meeting cycle is compressed to a 2-week period due to religious holidays.

### **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, significant faith days, as well as the 2022 Municipal Elections.

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

**Attachment**

1. 2022 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