

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 27, 2021

Item 24, Report No.39, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 27, 2021.

24. 2022 SCHEDULE OF MEETINGS

The Committee of the Whole recommends approval of the recommendations contained in the report of the Deputy City Manager, Administrative Services and City Solicitor dated September 14, 2021:

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.

Committee of the Whole (1) Report

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

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

**Attachment 1
Draft 2022 Schedule of Meetings**

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

JANUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 1:00 PM - CW(1) 5:00 PM - CS 7:00 PM - PM	19 1:00 PM - WS (if required)	20	21	22
23	24	25 9:30 AM - RRR 1:00 PM - Council	26	27	28	29
30 Chinese New Year's Eve	31	1	2	3	4	5

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 Chinese New Year's Eve	1 Chinese New Year	2 1:00 PM - CW(1) 7:00 PM - PM	3	4	5
6	7	8 1:00 PM - CW(2) 5:00 PM - CS	9 1:00 PM - WS (if required)	10	11	12
13	14	15 9:30 AM - RRR 1:00 PM - Council	16	17	18	19
20	21 Family Day	22	23	24	25	26
27	28	1	2	3	4	5

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	1 1:00 PM - CW(1) 7:00 PM - PM	2 1:00 PM - WS (if required)	3	4	5
6	7	8 1:00 PM - CW(2) 5:00 PM - CS	9	10	11	12
13	14	15	16	17	18	19
March Break						
20	21	22 9:30 AM - RRR 1:00 PM - Council	23	24	25	26
27	28	29	30	31	1	2

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5 1:00 PM - CW(1) 7:00 PM - PM	6 1:00 PM - WS (if required)	7	8	9
10	11	12 1:00 PM - CW(2) 5:00 PM - CS	13	14	15 Good Friday	16 *First Day of Passover
17 Easter	18 Easter Monday	19	20	21	22	23 Last Day of Passover
24	25	26 9:30 AM - RRR 1:00 PM - Council	27	28	29	30

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 1:00 PM - CW(1) 7:00 PM - PM	4 1:00 PM - WS (if required)	5	6	7
8	9	10 1:00 PM - CW(2) 5:00 PM - CS	11	12	13	14
15	16	17 9:30 AM - RRR 1:00 PM - Council	18	19	20	21
22	23 Victoria Day	24	25	26	27	28
29	30	31	1	2	3	4

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
				FCM	FCM	FCM
5	6	7	8	9	10	11
FCM		1:00 PM - CW(1) 7:00 PM - PM	1:00 PM - WS (if required)			
12	13	14	15	16	17	18
AMCTO	AMCTO	AMCTO	AMCTO			
19	20	21	22	23	24	25
		1:00 PM - CW(2) 5:00 PM - CS				
26	27	28	29	30	1	2
		9:30 AM - RRR 1:00 PM - Council				

JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	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
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2022

S	M	T	W	T	F	S
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

AUGUST 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Civic Holiday	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
AMO	AMO	AMO	AMO			
21	22	23	24	25	26	27
28	29	30	31	1	2	3

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5 Labour Day	6	7	8	9	10
11	12	13 1:00 PM - CW(1) 7:00 PM - PM	14 1:00 PM - WS (if required)	15	16	17
18	19	20 1:00 PM - CW(2) 5:00 PM - CS	21	22	23	24
25	26 *Rosh Hashana	27 9:30 AM - RRR 1:00 PM - Council	28	29	30	1

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5 *Yom Kippur	6	7	8
9	10 Thanksgiving	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Election Day	25	26	27	28	29
30	31	1	2	3	4	5

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
		7:00 PM - Inauguration				
20	21	22	23	24	25	26
		1:00 PM - CW(1) 5:00 PM - CS 7:00 PM - PM	9:30 AM - WS (if required) 1:00PM Special Council (CS) - Education Session			
27	28	29	30	1	2	3
		9:30 AM - RRR 1:00 PM - Council				

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6 1:00 PM - CW(1) 7:00 PM - PM	7 1:00 PM - WS (if required)	8	9	10
11 1:00 PM - CW(2) 5:00 PM - CS	12	13 9:30 AM - RRR 1:00 PM - Council	14	15	16	17
18	19 First Day of Hanukkah	20	21	22	23	24 Christmas Eve
25 Christmas	26 Boxing Day	27	28	29	30	31 New Year's Eve