

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 24, 2017**

Item 9, Report No. 35, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on October 24, 2017.

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#### **2018 SCHEDULE OF MEETINGS**

**The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Clerk, dated October 3, 2017:**

##### **Recommendation**

The City Clerk recommends:

1. That the 2018 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.

##### **Contribution to Sustainability**

The schedule of meetings for 2018 will ensure the seamless continuation of the Council/Committee meetings thereby facilitating the business of Council.

##### **Economic Impact**

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

##### **Communications Plan**

The 2018 Schedule of Meetings will be posted on the City's website.

##### **Purpose**

The purpose of this report is to submit for Council's approval the attached 2018 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.

##### **Background - Analysis and Options**

The 2018 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 and the adopted Standing Committee Structure.

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 1 – 3, 2018, the AMCTO Conference scheduled for June 11 – 13, 2018, and the AMO Conference scheduled for August 19 – 22, 2018 have also been considered in preparing the schedule.

In keeping with the practice of the past two years, 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.

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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 Procedural By-law.

Nomination Day is July 27, 2018, and one full cycle has been scheduled commencing September 4, 2018, after this date.

A Special Council (Closed Session) – Education Session has been scheduled for December 14, 2018.

#### **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 2018	Due to the Holidays, the meeting cycle begins on the last full week of the month.
March 2018	Committee of the Whole (Working Session) has been scheduled on Wednesday instead of the following Monday due to Spring Break.
June 2018	Due to the FCM and AMCTO Conferences, it was necessary to stack 3 meetings on Tuesday, June 5 <sup>th</sup> and schedule the Finance, Administration and Audit Committee and the Committee of the Whole (Working Session) meetings on Wednesday of the same week instead of the following Monday.
September 2018	One cycle of meetings is scheduled for the first week of September after Nomination Day on July 27 and before Election Day on October 22.
December 2018	The Inaugural Council meeting is scheduled for December 4 and a full cycle of meetings is scheduled to commence on December 5, 2018.

#### **Relationship to Term of Council Service Excellence Strategy Map (2014-2018)**

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.

This is consistent with the Term of Council Service Excellence Strategy Map: Citizen Experience and Service Delivery, Citizens Engaged in Decision Making.

#### **Regional Implications**

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

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**Conclusion**

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

**Attachments**

Attachment 1     2018 Schedule of Meetings

**Report prepared by:**

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Council / Committee Administrator

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)