

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 9, 2014**

Item 23, Report No. 36, of the Committee the Whole, which was adopted, as amended, by the Council of the City of Vaughan on September 9, 2014, as follows:

***By approving:***

1. ***That the City Clerk be delegated the authority to establish a 2015 Council schedule of meetings based upon the following principles:***
  - a. ***A three week cycle of meetings, where possible;***
  - b. ***Committee of the Whole and Committee of the Whole (Public Hearing) meeting the same day with Committee of the Whole (Closed Session) meeting on a separate day;***
  - c. ***The scheduling of City of Vaughan meetings on Wednesdays; and***
  - d. ***Harmonization with the Region of York calendar where possible; and***
2. ***That the City Clerk be directed to post the 2015 calendar as soon as possible.***
3. ***That the City Clerk prepare an orientation/education session early in the next term of Council, to address specifically:***
  - 1) ***powers, duties and responsibilities of chairs;***
  - 2) ***best management by chairs of public meetings;***
  - 3) ***schedules of meetings;***
  - 4) ***time allotted to Council members to ask questions, make comments, etc.; and***
  - 5) ***any related matters as identified by current and future Members of Council; and***
4. ***That the report of the City Clerk, dated September 2, 2014, be received.***

**23**

**2015 SCHEDULE OF MEETINGS**

The Committee of the Whole recommends that consideration of this matter be deferred to the Council meeting of September 9, 2014.

**Recommendation**

The City Clerk recommends:

1. That direction be provided with respect to the preferred Option for the 2015 Schedule of Meetings, as set out in Attachments 1 and 2; 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 as soon as practicable.

**Contribution to Sustainability**

N/A

**Economic Impact**

N/A

**Communications Plan**

The 2015 Schedule of Meetings will be posted on the City's website.

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#### **Purpose**

The purpose of this report is to request Council direction with respect to the selection of either Option 1 or 2 as the 2015 Schedule of Meetings for Council and its Standing Committees. The options provided are set out as Attachment 1 and 2 and once an option has been selected, the Schedule of Meetings will be the primary method of informing members of the public as to the time and dates of meetings of Council and its Standing Committees.

#### **Background – Analysis and Options**

Schedule of meeting Options 1 and 2 provided for consideration have been prepared in accordance with the Council adopted Committee Structure and the Procedure By-law. Both options maintain the three-week cycle of meetings while taking into consideration statutory holidays and significant faith days as well as Regional Council and Committee meetings. 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 status quo is provided for in Option 1.**

In Option 1, the Priorities and Key Initiatives Committee and the Finance, Administration and Audit Committee meetings have been scheduled on Mondays and the Council, Committee of the Whole, Committee of the Whole (Closed Session), and Committee of the Whole (Public Hearing) meetings have been scheduled on Tuesdays.

#### **Option 2 avoids the negative aspects of ‘stacking’ three committee meetings on one day.**

In Option 2, the Committee of the Whole (Closed Session) meeting which has been traditionally scheduled on Tuesday between the Committee of the Whole and Committee of the Whole (Public Hearing) meetings has been scheduled on Mondays following the Finance, Administration and Audit Committee meeting. Option 2 is responsive to the frequently delayed start time for Committee of the Whole (Public Hearing) arising from the time required to complete the business of the two other standing committees that day. Moving Committee of the Whole (Closed Session) provides for more predictable meeting times and avoids delays to members of the public attending Committee of the Whole (Public Hearing) meetings. Deviations to the schedule for Option 2 have been made in September and December to avoid significant faith dates.

#### **Variations to the Schedule**

Due to statutory holidays, significant faith days and anticipated workload volume, variations to the base schedule have been made. Additional Finance, Administration and Audit Committee meetings have been scheduled in January and February for budget deliberations and public consultation.

Some of the significant changes are noted below.

January & February	Additional Finance, Administration and Audit Committee meetings have been scheduled in anticipation of the 2015 Budget deliberations.
March	Meetings have been scheduled to accommodate the mid-Winter elementary school break.
April	In scheduling the meetings, consideration was given to this month's significant faith days.

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June	To accommodate the anticipated volume of agenda items, the last Committee of the Whole meeting and Council meeting in June have been scheduled to commence at 11:00 am.
July/August	No Committee of the Whole or Council meetings have 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 of the Whole or Special Council meeting may be summoned by giving 24 hours' notice in accordance with the Procedural By-law.
September	The Priorities and Key Initiatives Committee meeting has been scheduled following the Finance, Administration and Audit Committee meeting to accommodate significant faith days. The last Committee of the Whole meeting in September is scheduled on Wednesday to accommodate significant faith days.

The schedule of meetings also takes into consideration the FCM Conference scheduled for June 5 – 8, 2015, the AMCTO Conference scheduled for June 7 – 10, 2015, and the AMO Conference scheduled for August 16 – 19, 2015.

#### **Relationship to Vaughan Vision 2020**

The adoption of the Schedule of Meetings will support the conduct of Council business and inform members of the public of the time and dates of meetings of Council and its Standing Committees.

This is consistent with the priorities previously set by Council as set out in Vaughan Vision 2020, particularly:

MANAGEMENT EXCELLENCE –  
Demonstrate Leadership and Promote Effective Governance

#### **Regional Impact**

There is no Regional impact 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, Statutory holidays and significant faith days.

#### **Attachments**

Attachment 1     Option 1: 2015 – 12 Month – Schedule of Meetings  
Attachment 2     Option 2: 2015 – 12 Month – Schedule of Meetings

#### **Report prepared by:**

R. Magnifico  
Assistant City Clerk

(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.)