

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.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 9, 2014

Item 23, CW Report No. 36 – Page 2

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.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 9, 2014

Item 23, CW Report No. 36 – Page 3

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.)

COMMITTEE OF THE WHOLE SEPTEMBER 2, 2014

2015 SCHEDULE OF MEETINGS

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.

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.

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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

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Some of the significant changes are noted below.

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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.
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

Respectfully submitted,

Jeffrey A. Abrams,
City Clerk

January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12 7:00 pm – FAA	13 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	14	15	16	17
18	19 9:30 am – FAA	20 9:30 am – CW (WS)	21	22	23	24
25	26 9:30 am – PKI	27 1:00 pm - Council	28	29	30	31

CW - Committee of the Whole
 CW (PH) - Committee of the Whole (Public Hearing)

CW (WS) - Committee of the Whole (Working Session)
 PKI – Priorities and Key Initiatives Committee
 Regional Committee/Council Meetings

CW (Closed) - Committee of the Whole (Closed)
 FAA – Finance, Administration & Audit Committee

(* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.)

February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 7:00 pm – FAA	3 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	4	5	6	7
8	9 9:30 am – FAA	10 9:30 am – CW (WS)	11	12	13	14
15	16 Family Day	17 1:00 pm - Council	18 Ash Wednesday	19 Chinese New Year	20	21
22	23 9:30 am – FAA	24 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	25	26	27	28

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March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9:30 am – FAA	3 9:30 am – CW (WS)	4	5 * Purim	6	7
8	9 9:30 am – PKI	10 1:00 pm - Council	11	12	13	14
15	16 Mid-Winter Break for Elementary Schools Begins	17	18	19	20 Mid-Winter Break Ends	21
22	23	24 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	25	26	27	28
29 Palm Sunday	30 9:30 am – FAA	31 9:30 am – CW (WS)				

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April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Good Friday *	4 Passover
5 Easter Sunday Passover	6 Easter Monday	7 1:00 pm - Council	8	9	10 Passover	11 Passover
12	13	14 1:00 pm - CW ± 5:00 pm - CW (Closed) 7:00 pm - CW (PH)	15	16	17	18
19	20 9:30 am - FAA	21 9:30 am - CW (WS)	22	23	24	25
26	27	28 1:00 pm - Council	29	30		

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May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	6	7	8	9
10	11 9:30 am – FAA	12 9:30 am – CW (WS)	13	14	15	16
17	18 Victoria Day	19 1:00 pm - Council	20	21	22	23 *
24 Shavout	25 9:30 am – PKI	26 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	27	28	29	30
31						

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June 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 1:00 pm - Council	3	4	5 FCM	6 FCM
7 FCM AMCTO	8 FCM AMCTO	9 AMCTO	10 AMCTO	11	12	13
14	15	16 11:00 am - CW ± 5:00 pm - CW (Closed) 7:00 pm - CW (PH)	17	18	19	20
21	22 9:30 am - FAA	23 9:30 am - CW (WS) 11:00 am - CW - if required	24	25	26	27
28	29	30 11:00 am - Council				

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July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			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	

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August 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 AMO	17 AMO	18 AMO	19 AMO	20	21	22
23	24	25	26	27	28	29
30	31					

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September 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	9	10	11	12
13 *	14 Rosh Hashanah	15 1:00 pm - Council	16	17	18	19
20	21 9:30 am – FAA 1:00 pm – PKI	22 9:30 am – CW (WS) *	23 Yom Kippur	24	25	26
27 *	28 Sukkot	29 Sukkot	30 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)			

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October 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Sukkot	Shmini Atzeret	6 Simchat Torah	7	8	9	10
11	12 Thanksgiving	13 1:00 pm - Council	14	15	16	17
18	19	20 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	21	22	23	24
25	26 9:30 am – FAA	27 9:30 am – CW (WS)	28	29	30	31

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November 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 1:00 pm - Council	4	5	6	7
8	9	10 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	11 Remembrance Day	12	13	14
15	16 9:30 am – FAA	17 9:30 am – CW (WS)	18	19	20	21
22	23 9:30 am – PKI	24 1:00 pm - Council	25	26	27	28
29	30					

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December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 1:00 pm - CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	2	3	4	5
6	7 * Hanukkah	8 9:30 am – FAA 1:00 pm – CW (WS)	9	10	11	12
13	14 Hanukah	15 1:00 pm - Council	16	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30	31 New Year's Eve		

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January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12 7:00 pm – FAA	13 1:00 pm - CW 7:00 pm – CW (PH)	14	15	16	17
18	19 9:30 am – FAA ± 2:00 pm – CW (Closed)	20 9:30 am – CW (WS)	21	22	23	24
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February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 7:00 pm – FAA	3 1:00 pm - CW 7:00 pm – CW (PH)	4	5	6	7
8	9 9:30 am – FAA ± 2:00 pm – CW (Closed)	10 9:30 am – CW (WS)	11	12	13	14
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March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9:30 am – FAA ± 2:00 pm – CW (Closed)	3 9:30 am – CW (WS)	4	5 * Purim	6	7
8	9 9:30 am – PKI	10 1:00 pm - Council	11	12	13	14
15	16 Mid-Winter Break for Elementary Schools Begins	17	18	19	20 Mid-Winter Break Ends	21
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April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Good Friday *	4 Passover
5 Easter Sunday Passover	6 Easter Monday	7 1:00 pm - Council	8	9	10 Passover	11 Passover
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May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 1:00 pm - CW 7:00 pm - CW (PH)	6	7	8	9
10	11 9:30 am - FAA ± 2:00 pm - CW (Closed)	12 9:30 am - CW (WS)	13	14	15	16
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7 FCM AMCTO	8 FCM AMCTO	9 AMCTO	10 AMCTO	11	12	13
14	15	16 11:00 am - CW 7:00 pm - CW (PH)	17	18	19	20
21	22 9:30 am - FAA ±2:00 pm - CW (Closed)	23 9:30 am - CW (WS) 11:00 am - CW - if required	24	25	26	27
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PKI - Priorities and Key Initiatives Committee

Regional Committee/Council Meetings

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FAA - Finance, Administration & Audit Committee

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July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			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	

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(* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.)

August 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 AMO	17 AMO	18 AMO	19 AMO	20	21	22
23	24	25	26	27	28	29
30	31					

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		1	2	3	4	5
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 FAA - Finance, Administration & Audit Committee

(* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.)

October 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Sukkot	Shmini Atzeret	6 Simchat Torah	7	8	9	10
11	12 Thanksgiving	13 1:00 pm - Council	14	15	16	17
18	19	20 1:00 pm - CW 7:00 pm - CW (PH)	21	22	23	24
25	26 9:30 am - FAA ± 2:00 pm - CW (Closed)	27 9:30 am - CW (WS)	28	29	30	31

CW - Committee of the Whole
 CW (PH) - Committee of the Whole (Public Hearing)

CW (WS) - Committee of the Whole (Working Session)
 PKI – Priorities and Key Initiatives Committee
 Regional Committee/Council Meetings

CW (Closed) - Committee of the Whole (Closed)
 FAA – Finance, Administration & Audit Committee

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November 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 1:00 pm - Council	4	5	6	7
8	9	10 1:00 pm - CW 7:00 pm - CW (PH)	11 Remembrance Day	12	13	14
15	16 9:30 am - FAA ± 2:00 pm - CW (Closed)	17 9:30 am - CW (WS)	18	19	20	21
22	23 9:30 am - PKI	24 1:00 pm - Council	25	26	27	28
29	30					

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CW (WS) - Committee of the Whole (Working Session)
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Regional Committee/Council Meetings

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December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 11:00 am - CW ± 5:00 pm - CW (Closed) 7:00 pm - CW (PH)	2	3	4	5
6 *	7 Hanukkah	8 9:30 am - FAA 1:00 pm - CW (WS)	9	10	11	12
13	14 Hanukah	15 1:00 pm - Council	16	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30	31 New Year's Eve		

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