

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016

Item 26, Report No. 31, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 20, 2016.

26

2017 SCHEDULE OF MEETINGS

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Clerk, dated September 7, 2016:

Recommendation

The City Clerk in consultation with the Chief Financial Officer and City Treasurer recommends:

1. That the 2017 Schedule of Meetings as set out in Attachment 1 of this report be approved;
2. That the Committee Structure Task Force be requested to give consideration to the removal of the Priorities and Key Initiatives Committee from Council's Committee Structure; and
3. 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

The schedule of meetings for 2017 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 2017 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 2017 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 2017 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.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016

Item 26, CW Report No. 31 – Page 2

In keeping with the practice of the past two years, 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 of the Whole or 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 of the Whole or Special Council meeting may be summoned by giving 24 hours' notice in accordance with the Procedural By-law.

Deviations to the Schedule

Deviations to the structure of the schedule have been made to accommodate statutory holidays and significant faith days.

Some of the significant changes are noted below.

January	The three-week cycle has been shortened to two weeks and the Committee of the Whole (Working Session) and the Priorities and Key Initiatives Committee have been scheduled on a Wednesday to accommodate the end of the winter holidays. Due to the shortened cycle, the last week without meetings begins at the end of the month and ends at the start of the next month.
February	To allow a three week cycle, the last week without meetings begins at the end of the month and ends at the start of the next month.
March	Committee of the Whole (Working Session) and the Priorities and Key Initiatives Committee have been scheduled on a Wednesday to accommodate the elementary school spring break mid-month.
April	The schedule was structured to accommodate this month's significant faith days by scheduling the Council meeting on a Wednesday.
May/June	Additional meetings have been scheduled to accommodate the larger agendas prior to the summer hiatus.
July/August	No Committee of the Whole or Council meetings have been scheduled during July and August.
October	The Committee of the Whole (Working Session) has been scheduled to a Tuesday due to the statutory holiday. To maintain a three week cycle, the last week without meetings begins at the end of the month and ends at the start of the next month.
November	Meetings of the Finance, Administration and Audit Committee have been scheduled for budget deliberations.
December	The three-week cycle has been shortened to two weeks due to the winter holidays. A Council meeting dedicated to consideration of the 2018 budget has been scheduled.

Meetings of the Priorities and Key Initiatives Committee have been scheduled for 2017, however it should be noted that no meetings of that Committee have taken place so far in 2016, and only 3 occurred in 2015. This report recommends that the Committee Structure Task Force convene to

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016

Item 26, CW Report No. 31 – Page 3

give consideration to whether the Priorities and Key Initiatives Committee should be deleted from Council's standing committee structure. Alternatively, Council may at this time give direction to commence the process to amend the Procedure By-law to remove the Committee, and to delete references to it in the calendar.

The FCM Conference scheduled for June 1 – 4, 2017, the AMCTO Conference scheduled for June 11 – 14, 2017, and the AMO Conference scheduled for August 13 – 16, 2017 have also been considered in preparing the schedule.

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.

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 factors statutory holidays and significant faith days.

Attachments

Attachment 1 2017 Schedule of Meetings

Report prepared by:

Rose 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 7, 2016

2017 SCHEDULE OF MEETINGS

Recommendation

The City Clerk in consultation with the Chief Financial Officer and City Treasurer recommends:

1. That the 2017 Schedule of Meetings as set out in Attachment 1 of this report be approved;
2. That the Committee Structure Task Force be requested to give consideration to the removal of the Priorities and Key Initiatives Committee from Council's Committee Structure; and
3. 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

The schedule of meetings for 2017 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 2017 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 2017 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 2017 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.

In keeping with the practice of the past two years, 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 of the Whole or 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 of the Whole or Special Council meeting may be summoned by giving 24 hours' notice in accordance with the Procedural By-law.

Deviations to the Schedule

Deviations to the structure of the schedule have been made to accommodate statutory holidays and significant faith days.

Some of the significant changes are noted below.

January	The three-week cycle has been shortened to two weeks and the Committee of the Whole (Working Session) and the Priorities and Key Initiatives Committee have been scheduled on a Wednesday to accommodate the end of the winter holidays. Due to the shortened cycle, the last week without meetings begins at the end of the month and ends at the start of the next month.
February	To allow a three week cycle, the last week without meetings begins at the end of the month and ends at the start of the next month.
March	Committee of the Whole (Working Session) and the Priorities and Key Initiatives Committee have been scheduled on a Wednesday to accommodate the elementary school spring break mid-month.
April	The schedule was structured to accommodate this month's significant faith days by scheduling the Council meeting on a Wednesday.
May/June	Additional meetings have been scheduled to accommodate the larger agendas prior to the summer hiatus.
July/August	No Committee of the Whole or Council meetings have been scheduled during July and August.
October	The Committee of the Whole (Working Session) has been scheduled to a Tuesday due to the statutory holiday. To maintain a three week cycle, the last week without meetings begins at the end of the month and ends at the start of the next month.
November	Meetings of the Finance, Administration and Audit Committee have been scheduled for budget deliberations.
December	The three-week cycle has been shortened to two weeks due to the winter holidays. A Council meeting dedicated to consideration of the 2018 budget has been scheduled.

Meetings of the Priorities and Key Initiatives Committee have been scheduled for 2017, however it should be noted that no meetings of that Committee have taken place so far in 2016, and only 3 occurred in 2015. This report recommends that the Committee Structure Task Force convene to give consideration to whether the Priorities and Key Initiatives Committee should be deleted from Council's standing committee structure. Alternatively, Council may at this time give direction to commence the process to amend the Procedure By-law to remove the Committee, and to delete references to it in the calendar.

The FCM Conference scheduled for June 1 – 4, 2017, the AMCTO Conference scheduled for June 11 – 14, 2017, and the AMO Conference scheduled for August 13 – 16, 2017 have also been considered in preparing the schedule.

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.

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 factors statutory holidays and significant faith days.

Attachments

Attachment 1 2017 Schedule of Meetings

Report prepared by:

Rose Magnifico
Assistant City Clerk

Respectfully submitted,

Jeffrey A. Abrams
City Clerk

City of Vaughan – Schedule of Meetings

Updated:

January 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 9:30 am – FAA ± 2:00 pm – CW (CS)	17 1:00 pm - CW 7:00 pm – CW (PH) 6:30 pm – FAA	18 9:30 am – CW (WS) 1:00 pm – PKI	19	20	21
22	23	24 1:00 pm – Council	25	26	27	28 Chinese New Year
29	30	31				

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

February 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 9:30 am – FAA ± 2:00 pm – CW (CS)	7 1:00 pm - CW 7:00 pm – CW (PH)	8	9	10	11
12	13 9:30 am – CW (WS)	14	15	16	17	18
19	20 Family Day	21 1:00 pm – Council	22	23	24	25
26	27	28				

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

March 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 9:30 am – FAA ± 2:00 pm – CW (CS)	7 1:00 pm - CW 7:00 pm – CW (PH)	8 9:30 am – CW (WS) 1:00 pm – PKI	9	10	11 *
12 Purim	13 Spring Break	14 Spring Break	15 Spring Break	16 Spring Break	17 Spring Break	18
19	20	21 1:00 pm – Council	22	23	24	25
26	27	28	29	30	31	

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, [Regional Committee/Council Meetings](#)
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 9:30 am – FAA ± 2:00 pm – CW (CS)	4 1:00 pm - CW 7:00 pm – CW (PH)	5	6	7	8
9	10 9:30 am – CW (WS) *	11 1 st Day of Passover	12	13	14 Good Friday	15
16 Easter Sunday	17 Easter Monday	18 Last Day of Passover	19 2:00 pm – Council	20	21	22
23	24	25	26	27	28	29
30						

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, [Regional Committee/Council Meetings](#)
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

May 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 9:30 am – FAA ± 2:00 pm – CW (CS)	2 1:00 pm - CW 7:00 pm – CW (PH)	3	4	5	6
7	8 9:30 am – CW (WS) 1:00 pm – PKI	9	10	11	12	13
14	15	16 1:00 pm – Council	17	18	19	20
21	22 Victoria Day	23 1:00 pm – CW ± 5:00 pm – CW (CS) 7:00 pm – CW (PH)	24	25	26	27
28	29	30	31 *			

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Shavout FCM	2 FCM	3 FCM
4 FCM	5 1:00 pm – Council	6 9:30 am – FAA 1:00 pm – CW (WS)	7	8	9	10
11 AMCTO	12 AMCTO	13 AMCTO	14 AMCTO	15	16	17
18	19 9:30 am – FAA 2:00 pm – CW (CS) (if required)	20 1:00 pm - CW 7:00 pm – CW (PH)	21	22	23	24
25	26	27 1:00 pm – Council	28	29	30	

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, [Regional Committee/Council Meetings](#)
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

July 2017						
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					

CW - Committee of the Whole, CW(Ws) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
** Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(Ws), PKI meetings.*
** Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.*

City of Vaughan – Schedule of Meetings

Updated:

August 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Civic Holiday	8	9	10	11	12
13 AMO	14 AMO	15 AMO	16 AMO	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
** Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.*
** Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.*

City of Vaughan – Schedule of Meetings

Updated:

September 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5	6	7	8	9
10	11 9:30 am – CW (WS) 1:00 pm – PKI	12 1:00 pm - CW 7:00 pm – CW (PH)	13 9:30 am – FAA ± 2:00 pm – CW (CS)	14	15	16
17	18	19 1:00 pm – Council	20 *	21 Rosh Hashana	22 Rosh Hashana	23
24	25	26	27	28	29 *	30 Yom Kippur

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

October 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9:30 am – FAA ± 2:00 pm – CW (CS)	3 1:00 pm - CW 7:00 pm – CW (PH)	4	5 * Sukkot	6 Sukkot	7
8	9 Thanksgiving Day	10 9:30 am – CW (WS)	11 * Shemini Atzeret *	12	13 Simchat Torah	14
15	16	17	18	19	20	21
22	23	24 1:00 pm – Council	25	26	27	28
29	30	31				

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

November 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 9:30 am – FAA ± 2:00 pm – CW (CS) 7:00 pm – FAA	7 1:00 pm - CW 7:00 pm – CW (PH)	8	9	10	11 Remembrance Day
12	13 9:30 am – CW (WS) 1:00 pm – PKI 7:00 pm – FAA	14	15	16	17	18
19	20	21 1:00 pm – Council	22	23	24	25
26	27 7:00 pm – FAA	28	29	30		

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.

City of Vaughan – Schedule of Meetings

Updated:

December 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 9:30 am – FAA ± 2:00 pm – CW (CS)	5 1:00 pm - CW 7:00 pm – CW (PH)	6 9:30 am – CW (WS)	7	8	9
10	11 1:00 pm – Council 7:00 pm – Council (Budget Meeting)	12 *	13 First Day of Hanukah	14	15	16
17	18	19 *	20 Last Day of Hanukah	21	22	23
24	Christmas Day	26	27	28	29	30
31						

CW - Committee of the Whole, CW(WS) - Committee of the Whole (Working Session), CW(CS) - Committee of the Whole (Closed Session), CW(PH) - Committee of the Whole (Public Hearing)
PKI – Priorities and Key Initiatives Committee, FAA – Finance, Administration & Audit Committee, Regional Committee/Council Meetings
* Refer to “Agenda Management Cycles” document. **Agendas are posted to City of Vaughan Website +/-5 business days prior to the CW, FAA, CW(WS), PKI meetings.
* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.** Meetings held one day prior to a Council meeting will be considered at the next Council meeting.