

COMMITTEE OF THE WHOLE DECEMBER 8, 2003

2004 SCHEDULE OF MEETINGS

Recommendation

The City Clerk recommends:

That the attached 2004 Schedule of Meetings (Attachment 1) be re-confirmed subject to the cancellation of the Committee of the Whole (Working Session) meeting scheduled for August 31, 2004.

Purpose

To provide the newly elected Council an opportunity to review the 2004 Schedule of Meetings adopted by Council on September 8, 2003.

Background - Analysis and Options

The 2004 Schedule of Meetings was adopted by Council on September 8, 2003. At that time Council directed that the schedule be approved subject to the cancellation of the Committee of the Whole meeting scheduled on August 23, 2004 and the Council meeting scheduled on August 30, 2004 (refer to Attachment 2). In view of the cancellation of the Committee/Council meetings in August 2004, staff is recommending that the Committee of the Whole (Working Session) meeting scheduled for August 31, 2004 also be cancelled.

Conclusion

Staff has placed this matter on the agenda to provide the newly elected Council an opportunity to review the 2004 Schedule of Meetings.

Attachments

1. 2004 Schedule of Meetings
2. Council Extract - Item 14, Committee of the Whole Report No. 61.

Report prepared by:

Sybil Fernandes, Manager of Administrative Services/Deputy City Clerk, Ext. 8628

Respectfully submitted,

John D. Leach
City Clerk

JANUARY 2004

Schedule of Meetings

Staff Meetings

November 28, 2004

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	6	7 9:30 am - AR	8 NEW YEAR'S DAY	9	10
11	12 1:00 pm - CL	13 9:30 am - CW (WS)	14 2:30 pm - Sign Variance	15 9:30 am - DRT	16	17
18	19 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	20	21 9:30 am - AR 9:30 am - Health & Safety 4:00 pm - Council/ School Board Liaison Committee	22	23	24
25	26 1:00 pm - CL	27 9:30 am - CW (WS)	28	29 9:30 am - DRT	30	31
				CHINESE NEW YEAR		

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

FEBRUARY 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	3	4 9:30 am - AIR	5	6	7
8	9 1:00 pm - CL	10 9:30 am - CW (WS)	11 2:30 pm - Sign Variance	12 9:30 am - DRT	13	14
15	16 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	17 5:30 pm - Keele Valley Landfill Site Liaison Committee	18 9:30 am - AIR	19	20	21
22	23 1:00 pm - CL	24 9:30 am - CW (WS)	25	26 9:30 am - DRT	27	28
29						

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

MARCH 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	2	3 9:30 am - AR	4	5	6
7	8 1:00 pm - CL	9 9:30 am - CW (WS)	10 2:30 pm - Sign Variance	11 9:30 am - DRT	12	13
PURIM*					MARCH BREAK	
14	15	16	17	18	19	20
	MARCH BREAK	MARCH BREAK	MARCH BREAK	MARCH BREAK	MARCH BREAK	
21	22 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	23	24 9:30 am - AR 9:30 am - Health & Safety	25	26	27
28	29 1:00 pm - CL	30 9:30 am - CW (WS)	31			

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

APRIL 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1 9:30 am - DRT	2	3
4	5	6	7	8	9	10
		PESACH (PASSOVER)*	PESACH (PASSOVER)		GOOD FRIDAY	
11	12	13	14 2:30 pm - Sign Variance	15	16	17
EASTER SUNDAY	EASTER MONDAY PESACH (PASSOVER)*	PESACH (PASSOVER)				
18	19 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	20	21 9:30 am - AIR	22	23	24
25	26 1:00 pm - CL	27 9:30 am - CW (WS)	28	29 9:30 am - DRT	30	

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

MAY 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	4	5 9:30 am - AR	6	7	8
9	10 1:00 pm - CL	11 9:30 am - CW (WS)	12 2:30 pm - Sign Variance	13 9:30 am - DRT	14	15
16	17 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	18	19 9:30 am - AR 9:30 am - Health & Safety	20	21	22
23	24	25	26	27	28	29
	VICTORIA DAY		SHAVUOT*	SHAVUOT	FCM	FCM
30	31 1:00 pm - CL					
FCM	FCM					

* Observance begins the previous day at sundown.

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

CW(Closed) - Committee of the Whole (Closed)
CW(WS) - Committee of the Whole (Working Session)

JUNE 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1 9:30 am - CW (WS)	2 2:30 pm - Sign Variance	3 9:30 am - DRT	4	5
6	7 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	8	9 9:30 am - AIR	10	11	12
13	14 1:00 pm - CL	15 9:30 am - CW (WS)	16 9:30 am - Health & Safety	17 9:30 am - DRT	18	19
20	21 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	22	23	24	25	26
27	28 1:00 pm - CL	29	30			

* Observance begins the previous day at sundown.

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

CW(Closed) - Committee of the Whole (Closed)
CW(WS) - Committee of the Whole (Working Session)

JULY 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5	6	7	CANADA DAY 8 9:30 am - DRT	9	10
11	12	13	14	15	16	17
18	19	20	21	22 9:30 am - DRT	23	24
25	26	27	28	29	30	31

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

AUGUST 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2	3	4	5 <i>9:30 am - DRT</i>	6	7
8	9 <i>CIVIC HOLIDAY</i>	10	11	12	13	14
15	16	17	18	19 <i>9:30 am - DRT</i>	20	21
22	23	24	25 <i>9:30 am - AR</i>	26	27	28
AMO	AMO	AMO	AMO			
29	30	31 <i>9:30 am - CW (WS)</i>				

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

SEPTEMBER 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1 2:30 pm - Sign Variance	2 9:30 am - DRT	3	4
5	6 LABOUR DAY	7 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	8 9:30 am - AR	9	10	11
12	13 1:00 pm - CL	14 9:30 am - CW (WS)	15 9:30 am - Health & Safety	16 9:30 am - DRT	17	18
19	20 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	21	22 9:30 am - AR	23 ROSH HASHANAH*	24 ROSH HASHANAH	25 YOM* KIPPUR
26	27 1:00 pm - CL	28 9:30 am - CW (WS)	29	30 9:30 am - DRT		
				SUKKOT*		

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

OCTOBER 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1 SUKKOT	2
3	4 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	5	6 9:30 am - AIR	7	8 SIMCHAT TORAH*	9
10	11 THANKSGIVING DAY	12 1:00 pm - CL	13 9:30 am - CW (WS) 2:30 pm - Sign Variance	14 9:30 am - DRT	15	16
17	18 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	19	20 9:30 am - AIR	21	22	23
24	25 1:00 pm - CL	26 9:30 am - CW (WS)	27	28 9:30 am - DRT	29	30
31						

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(WS) - Committee of the Whole (Working Session)

NOVEMBER 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	2	3 9:30 am - AR	4	5	6
7	8 1:00 pm - CL	9 9:30 am - CW (WS)	10 2:30 pm - Sign Variance	11 9:30 am - DRT	12	13
14	15 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	16	17 9:30 am - AR 9:30 am - Health & Safety	18 REMEMBRANCE DAY	19	20
21	22 1:00 pm - CL	23 9:30 am - CW (WS)	24	25 9:30 am - DRT	26	27
28	29 1:00 pm - CW 5:00 pm - CW (Closed) 7:00 pm - CW(PH)	30				

* Observance begins the previous day at sundown.

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

CW(Closed) - Committee of the Whole (Closed)
 CW(WS) - Committee of the Whole (Working Session)

DECEMBER 2004

Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3	4
5	6 1:00 pm - CL	7	8	9 9:30 am - DRT	10	11
12	13	14	15	16	17	18
HANUKKAH	HANUKKAH	HANUKKAH	HANUKKAH*	HANUKKAH	HANUKKAH	HANUKKAH
19	20	21	22	23	24	25
26	27	28	29	30	31	
BOXING DAY					CHRISTMAS EVE	CHRISTMAS DAY
					NEW YEAR'S EVE	

* Observance begins the previous day at sundown.

CL - Council

CW - Committee of the Whole

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

CW(Closed) - Committee of the Whole (Closed)

CW(W/S) - Committee of the Whole (Working Session)

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 8, 2003

Item 14, Report No. 61, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 8, 2003.

14 2004 SCHEDULE OF MEETINGS

The Committee of the Whole recommends:

- 1) That the recommendation contained in the following report of the City Clerk, dated September 2, 2003, be approved subject to the cancellation of the Committee of the Whole meeting on August 23, 2004 and the Council meeting on August 30, 2004; and
- 2) That no further meetings be scheduled for December 2004.

Recommendation

The City Clerk recommends:

That the 2004 Schedule of Meetings be adopted; and

That direction be provided with respect to scheduling a Committee of the Whole meeting on December 13 and Council meeting on December 20, 2004.

Purpose

To request Council's approval of the attached 2004 schedule of meetings for Committee of the Whole, Committee of the Whole (Closed Session), Committee of the Whole (Working Session), and Committee of the Whole (Public Hearing).

Background - Analysis and Options

In accordance with the Procedure By-law, the Committee of the Whole and Committee of the Whole (Public Hearing) meetings have been scheduled on the first and third Monday of each month, Committee of the Whole (Working Session) has been scheduled on the second and fourth Tuesday of each month, and the Council meetings have been scheduled on the second and fourth Monday of each month. In adherence with past practice, Committee of the Whole (Closed Session) has been scheduled following Committee of the Whole. Due to statutory holidays and significant faith days, variations to the schedule are as follows:

- March: No meetings have been scheduled during March Break.
- April: No meetings have been scheduled for the second and third week of April due to Pesach (Passover) and Easter Monday.
- May: Due to Victoria Day and Shavuot, no meetings have been scheduled for the fourth week in May.
- July: No meetings have been scheduled in July.
- August: In accordance with past practice one regular cycle of meetings has been scheduled at the end of August.
- September: The first Committee of the Whole, Committee of the Whole (Closed Session), and Committee of the Whole (Public Hearing) meetings in September have been scheduled on Tuesday due to Labour Day.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 8, 2003

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- October: Due to Thanksgiving being on the second Monday of the month, the Council meeting has been scheduled on the second Tuesday, and the Committee of the Whole (Working Session) has been scheduled for the second Wednesday of the month.
- November: Meetings for Committee of the Whole, Committee of the Whole (Closed Session), and Committee of the Whole (Public Hearing) have been scheduled for the last Monday in November.
- December: The final Council meeting of the year is scheduled for the first week in December. Further meetings have not been scheduled, however Council direction is being requested with respect to scheduling a final cycle of meetings before the holidays.

The FCM Conference is scheduled for May 28 - 31, and the AMO Conference is scheduled for August 22 - 25. In accordance with past practice, the meeting schedule has not been altered to accommodate the conferences.

Conclusion

The 2004 meeting schedule has been prepared in accordance with the procedure by-law and past practice. Also, variations have been incorporated into the schedule to provide for statutory holidays and significant faith days. In view of the foregoing, it is recommended that Council approve the attached 2004 meeting schedule and provide direction with respect to scheduling a Committee of the Whole meeting on December 13 and a Council meeting on December 20, 2004.

The schedule, as adopted by Council, will be presented to the newly elected Council in December and may be amended then, if necessary.

Attachments

1. 2004 - 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.)