

## **COMMITTEE OF THE WHOLE (WORKING SESSION)    OCTOBER 28, 2008**

### **2009 SCHEDULE OF MEETINGS**

(Referred from the Council meeting of October 27, 2008, Item 14, Report No. 49)

Council, at its meeting of October 27, 2008, adopted the following:

That this matter be referred to the Committee of the Whole (Working Session) meeting of October 28, 2008.

Report of the City Manager and the City Clerk, dated October 6, 2008.

### **Recommendation**

The City Manager and the City Clerk, in consultation with the Senior Management Team, recommend:

- (1) That the 2009 Schedule of Meetings be adopted in accordance with the calendar set out at Schedule 'A' to this report; and
- (2) That By-law No. 400-2002 as amended (the Procedure By-law) be amended accordingly.

### **Economic Impact**

There is no economic impact associated with the recommendation in this report.

### **Communications Plan**

The 2009 Schedule of Meetings will be posted on the City's website.

### **Purpose**

This report is to request Council's approval of the attached 2009 Schedule of Meetings for Committee of the Whole, Committee of the Whole (Closed Session), Committee of the Whole (Working Session), Committee of the Whole (Public Hearing), and Council. The Schedule has been modified from previous years to provide greater opportunity for the scheduling or accommodation of additional meetings, and for staff to research and submit additional reports to Council, where appropriate.

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

The Procedure By-law currently provides for Committee of the Whole and Committee of the Whole (Public Hearing) meetings to be scheduled on the first and third Monday of each month, and for Committee of the Whole (Working Session) meetings on the second and fourth Tuesday of each month. Meetings of Council are currently to be held on the second and fourth Monday of each month.

The modified schedule (attached) provides throughout the year a gap week between meetings of the Committee of the Whole meetings and the Council meeting for that cycle. The advantages of constructing the schedule in this manner include:

#### **1. Provision for the Scheduling of Additional Meetings**

The scheduled gap week is not intended to be a 'free week'. Rather, it is anticipated that the week will provide more opportunities for members of Council to schedule ad hoc meetings for constituency work or for special purpose bodies and other committees, task forces and boards. This would alleviate a serious deficiency in the current schedule. Particular benefit may be derived by scheduling time for additional meetings of Committee of the Whole (Working Session) throughout the year, to be held as needed.

2. Additional Reporting Time

The proposed cycle provides additional time for the preparation of supplementary information between Committee of the Whole and Council where required.

3. Management Flexibility

A consistent two-week meeting cycle provides few opportunities for staff to dedicate blocks of time to management issues not directly related to Council business.

4. Additional Public Notice

Currently, agendas for Committee of the Whole are made available to the public via the City's website on the Tuesday prior to the meeting [for Committee of the Whole (Public Hearing), on the Thursday prior to the meeting]. Agendas for meetings of City Council are not typically posted until late on the Friday prior to the Monday Council meeting. Modification to the schedule will result in accommodating production timeframes which will allow for more advanced notice to be given to the public in many cases.

Variations to the Schedule

Due to anticipated workloads, statutory holidays and significant faith days, variations to the base schedule are as follows:

January: One cycle of meetings is scheduled in January to accommodate the holiday season. This practice was established in 2005. The first Council meeting is scheduled on the fourth Tuesday of the month due to Chinese New Year.

February: Council has been scheduled on the third Tuesday due to Family Day.

March: No gap week is provided in early March in order to accommodate March Break.

April: Committee of the Whole, Committee of the Whole (Closed Session), and Committee of the Whole (Public Hearing) have been scheduled for the second Tuesday due to Easter, and Committee of the Whole (Working Session) has been scheduled for the third Tuesday to accommodate the concluding days of Passover.

May: Council has been scheduled for the third Tuesday due to Victoria Day.

June: To accommodate anticipated heavy workloads and the Federation of Canadian Municipalities Conference from June 5<sup>th</sup> to June 8<sup>th</sup>, Committee of the Whole meetings in June have been scheduled to commence at 11:00 a.m., and the first meetings of Committee of the Whole, Committee of the Whole (Closed Session), and Committee of the Whole (Public Hearing) have been scheduled for the second Tuesday. There are no gap weeks scheduled in June, and the Committee of the Whole (Working Session) meetings have been scheduled for the day following Council.

July/August: In accordance with past practice no meetings have been scheduled in July and August, with the exception of August 31<sup>st</sup>.

October: The first Committee of the Whole, Committee of the Whole (Closed Session), and Committee of the Whole (Public Hearing) have been scheduled for the second Tuesday of October due to Thanksgiving Day, and Committee of the Whole (Working Session) has been scheduled for the following week.

December: There is no gap week in early December, and Committee of the Whole has been scheduled to start at 11:00 a.m.

The AMO Conference scheduled in August does not affect the schedule as no meetings have been scheduled for August.

It is to be noted that by providing a gap week in the calendar, the number of Committee / Council cycles over the course of the year will be reduced from 18 to 15. Offsetting this reduction is the opportunity to schedule additional meetings of the Committee of the Whole (Working Session) which would provide for in depth review of complex reports, without having to increase the number of Council meetings.

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

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

### **Regional Impact**

There is no Regional impact because no meetings have been scheduled for Wednesdays and Thursdays, the days on which Regional Committees and Regional Council meet.

### **Conclusion**

The 2009 meeting schedule has been prepared with a view to providing greater flexibility in the scheduling of meetings and in undertaking the work required to support Council. Implementation of the schedule will require modification to the Procedure By-law. 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 2009 meeting schedule.

### **Attachments**

1. 2009 – 12 Month – Schedule of Meetings

### **Report prepared by:**

G. Hardyck, Assistant City Clerk

Respectfully submitted by:

Jeffrey A. Abrams  
City Clerk

Michael DeAngelis  
City Manager

# JANUARY 2009

## Schedule of Meetings

, 2009

ATTACHMENT 1

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

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 2009

, 2009

## 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 9:30 am – CW (WS)	4	5	6	7
8	9	10	11	12	13	14
15	16 <i>Family Day</i>	17 1:00 pm – Council	18	19	20	21
22	23 1:00 pm – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	24 9:30 am – CW (WS)	25	26	27	28

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 2009

, 2009

## Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 1:00 pm – Council	3	4	5	6	7
8	9	10	11	12	13	14
15	16 MARCH BREAK	17	18 MARCH BREAK	19 MARCH BREAK	20 MARCH BREAK	21
22	23 1:00 pm – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	24 9:30 am – CW (WS)	25	26	27	28
29	30	31				

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 2009

## Schedule of Meetings

, 2009

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

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 2009

## Schedule of Meetings

, 2009

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 1:00 pm – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	5 9:30 am – CW (WS)	6	7	8	9
10	11	12	13	14	15	16
17	18 <i>Victoria Day</i>	19 1:00 pm - Council	20	21	22	23
24	25 1:00 pm – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	26 9:30 am – CW (WS)	27	28	29	30
31					<i>Shavuot</i>	<i>Shavuot</i>

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 2009

2009

## Schedule of Meetings

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

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 2009

## Schedule of Meetings

, 2009

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3	4
5	6	7	8 <i>Canada Day</i>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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 2009

, 2009

## Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3	4	5	6	7	8
	<i>Civic Holiday</i>					
9	10	11	12	13	14	15
16	17	18	19	20	21	22
AMO	AMO	AMO	AMO			
23	24	25	26	27	28	29
30	31					
	1:00 pm – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)					

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 2009

, 2009

## Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1 9:30 pm – CW (WS)	2	3	4	5
6	7 <b>Labour Day</b>	8	9	10	11	12
13	14 1:00 pm - Council	15	16	17	18	19
20	21 1:00 pm – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	22 9:30 pm – CW (WS)	23	24	25	26
<b>Rosh Hashanah</b>						<b>Rosh Hashanah</b>
27	28 <b>Yom Kippur</b>	29	30			

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 2009

, 2009

## Schedule of Meetings

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

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 2009

2009

## 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 9:30 am – CW (WS)	4	5	6	7
8	9	10	11 <i>Remembrance Day</i>	12	13	14
15	16 1:00 pm – Council	17	18	19	20	21
22	23 1:00 pm – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	24 9:30 am – CW (WS)	25	26	27	28
29	30 1:00 pm – Council					

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 2009

, 2009

## Schedule of Meetings

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 11:00 am – CW 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	8 9:30 am – CW (WS)	9	10	11	12 <i>Hanukkah</i>
13	14 1:00 pm – Council	15	16	17	18	19
20	21	22	23	24	25 <i>Christmas Day</i>	26 <i>Boxing Day</i>
27	28	29	30	31		

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

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