

## **COMMITTEE OF THE WHOLE – SEPTEMBER 13, 2011**

### **2012 SCHEDULE OF MEETINGS**

#### **Recommendation**

The City Clerk recommends:

1. That the 2012 Schedule of Meetings be adopted in accordance with the calendar set out as Attachment #1 to this report; 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 2012 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 2012 Schedule of Meetings for Council and its Ad Hoc Committees. Once adopted, 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 Ad Hoc Committees.

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

The Schedule of Meetings has been prepared in accordance with the Council adopted Committee Structure Report and Procedural By-law. The proposed schedule maintains the three-week cycle of meetings and features a consistent approach to scheduling. The Priorities and Key Initiatives Committee and Finance and Administration Committee will meet on Mondays, with Council and the various iterations of Committee of the Whole meeting on Tuesdays. To accommodate anticipated heavy workloads the Committee of the Whole meetings in June and September have been scheduled to commence at 11:00 a.m. Statutory and significant faith days have been taken into consideration when preparing the 2012 Schedule of Meetings.

In accordance with Council direction every effort will be made to avoid the scheduling of Council meetings on days of religious or cultural significance that Council and staff are made aware of or which are requested by a specific religious group.

#### **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 Finance and Administration Committee and the Priorities and Key Initiatives Committee have been scheduled on the same day to accommodate for the Chinese New Year.
- March: Meetings have been scheduled to accommodate for the March Break.
- April: Meetings have been scheduled to accommodate holidays.
- May: The Finance and Administration Committee and the Priorities and Key Initiatives Committee have been scheduled on the same day to accommodate for Victoria Day.
- June: Meetings have been scheduled to accommodate for the FCM Conference. To accommodate anticipated heavy workloads the Committee of the Whole meeting in June has been scheduled to commence at 11:00 a.m.
- July/August: In accordance with past practice no meetings have been scheduled in July and August.
- September: Meetings have been scheduled to accommodate holidays. To accommodate anticipated heavy workloads the Committee of the Whole meeting in September has been scheduled to commence at 11:00 a.m. To accommodate the budget process the Finance and Administration Committee has added meetings.
- October: Meetings have been scheduled to accommodate holidays. To accommodate the budget process the Finance and Administration Committee has added meetings.

The FCM Conference is scheduled for June 1 – 4, 2012 and the AMO Conference is scheduled for August 19 - 22, 2012.

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

This report is consistent with the priorities previously set by Council, particularly "Demonstrate Leadership and Promote Effective Governance".

### **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 Schedule of Meetings has been prepared in accordance with the Council adopted Committee Structure Report and Procedural By-law. Statutory and significant faith days have been taken into consideration when preparing the 2012 Schedule of Meetings. In view of the foregoing, it is recommended that Council approve the attached 2012 meeting schedule.

### **Attachments**

1. 2012 – 12 Month – Schedule of Meetings

### **Report prepared by:**

Adelina Bellisario, Assistant City Clerk

Respectfully submitted by:

Jeffrey A. Abrams, City Clerk

Schedule of Meetings

~ January 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 9:30 am – AR	5	6	7
New Year's Day						
8	9	10	11	12	13	14
15	16 9:30 am – PKI 1:30 pm – F&A	17 1:00 pm – CW ± 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	18	19	20	21
22	23	24 9:30 am – CW (WS)	25 9:30 am – AR	26	27	28
	Chinese New Year					
29	30	31 1:00 pm – Council				

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ February 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 9:30 am – PKI	7 1:00 pm - CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	8	9	10	11
12	13 9:30 am – F&A	14 9:30 am – CW (WS)	15 9:30 am – AR	16	17	18
19	20 <b>Family Day</b>	21 1:00 pm - Council	22	23	24	25
26	27 9:30 am – PKI	28 1:00 pm - CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	29 <b>Ash Wednesday</b>			

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ March 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 9:30 am – F&A	6 9:30 am – CW (WS)	7	8	9 MARCH BREAK	10
11	12	13	14	15 Purim *	16	17
Daylight Savings (Spring forward)	MARCH BREAK	MARCH BREAK	MARCH BREAK	MARCH BREAK	MARCH BREAK	
18	19	20 1:00 pm - Council	21 9:30 am – AR	22	23	24
25	26 9:30 am – PKI	27	28	29	30	31

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

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ April 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 9:30 am – F&A	3 1:00 pm - CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	4	5	6 Good Friday	7 Passover
8 Easter Sunday Passover	9 Easter Monday	10 9:30 am – CW (WS)	11 9:30 am – AR	12	13 First Night of Passover	14 Passover
15	16	17 1:00 pm - Council	18	19	20 Passover	21 Passover
22	23 9:30 am – PKI	24 1:00 pm - CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	25	26	27	28
29	30 9:30 am – F&A	* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.				

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ May 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 9:30 am – CW (WS)	2 9:30 am – AR	3	4	5
6	7	8 1:00 pm - Council	9	10	11	12
13	14 9:30 am – PKI 1:30 pm – F&A	15 1:00 pm - CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	16	17	18	19
20	21 Victoria Day	22 9:30 am – CW (WS)	23 9:30 am – AR	24	25	26
27	28 Shavuot	29 1:00 pm - Council	30	31	* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.	

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings



**Schedule of Meetings**

~ June 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					FCM	FCM
3	4	5	6	7	8	9
FCM	FCM	11:00 am - CW ± 5:00 pm - CW (Closed) 7:00 pm - CW (PH)				
10	11	12	13	14	15	16
	9:30 am - PKI	9:30 am - CW (WS)				
17	18	19	20	21	22	23
Father's Day	9:30 am - F&A					
24	25	26	27	28	29	30
		1:00 pm - Council				

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI - Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A - Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ July 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Canada Day	Canada Day Holiday					
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 (Closed) - Committee of the Whole (Closed)  
 PKI - Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A - Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ August 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Civic Holiday	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 9:30 am - AR	23	24	25
	AMO	AMO	AMO			
26	27	28	29	30	31	

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI - Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A - Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ September 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Labour Day	4 11:00 am - CW + 5:00 pm - CW (Closed) 7:00 pm - CW (PH)	5	6	7	8
9	10 9:30 am - F&A	11 9:30 am - CW (WS)	12	13	14	15
16	17	18	19	20	21	22
	* Rosh Hashanah	Rosh Hashanah				
23	24 9:30 am - F&A	25 1:00 am - Council	26	27	28	29
30			Yom Kippur			
	* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.					
	*					

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI - Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A - Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ October 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 9:30 am – AR	4	5	6
	Sukkot	Sukkot				
7	8 Thanksgiving Day	9	10	11	12	13
	Sukkot	Shemini Atzeret				
14	15 9:30 am – F&A	16 1:00 pm – CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	17	18	19	20
		Simchat Torah				
21	22 9:30 am – PKI	23 9:30 am – CW (WS)	24 9:30 am – AR	25	26	27
28	29 9:30 am – F&A	30 1:00 pm – Council	31	* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.		

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ November 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 9:30 am – PKI	6 1:00 pm - CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	7	8	9	10
11	12 9:30 am – F&A	13 9:30 am – CW (WS)	14 9:30 am – AR	15	16	17
18	19	20 1:00 pm – Council	21	22	23	24
25	26 9:30 am – PKI	27 1:00 pm - CW + 5:00 pm – CW (Closed) 7:00 pm – CW (PH)	28	29	30	

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings

Schedule of Meetings

~ December 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3 9:30 am – F&A	4 9:30 am – CW (WS)	5	6	7	8	
9	10	11 1:00 pm – Council	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25 Christmas Day	26 Boxing Day	27	28	29	
30	31 New Year's Eve	* Jewish holidays begin at sundown of the previous day, unless otherwise indicated.					

CW - Committee of the Whole  
 CW (Closed) - Committee of the Whole (Closed)  
 PKI – Priorities and Key Initiatives Committee

CW (WS) - Committee of the Whole (Working Session)  
 CW (PH) - Committee of the Whole (Public Hearing)  
 F&A – Finance and Administration Committee

Regional Committee/Council Meetings