

## **Proposed 2009 Schedule of Meetings**

<b>Date:</b>	August 28, 2008
<b>To:</b>	Striking Committee
<b>From:</b>	City Clerk
<b>Wards:</b>	All
<b>Reference Number:</b>	

### **SUMMARY**

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This report recommends the 2009 meeting schedule for Council and its Committees. The proposed schedule meets most of the scheduling directions of Council. The schedule also includes the approval dates for the 2009 Operating Budget.

### **RECOMMENDATIONS**

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**The City Clerk recommends:**

1. City Council approve the attached 2009 meeting schedule dates (Attachment 1) and that the published schedule serve as notice for these meetings.
2. The City Clerk distribute the approved schedule to the City's agencies and special purpose bodies with a request that they:
  - a. avoid scheduling meetings, whenever possible, that conflict with the approved schedule; and
  - b. avoid scheduling public meetings, forums, public consultations and large-scale meetings on days of cultural or religious significance as noted in the approved schedule.

### **Implementation Points**

The approved 2009 schedule will be circulated to the City's agencies and special purpose bodies and will also be posted on the City's Web site.

## **Financial Impact**

There is no financial impact from this report

## **ISSUE BACKGROUND**

Section 27-25 of Council's procedure by-law requires the City Clerk to recommend to the Striking Committee an annual meeting schedule for regular meetings of Council and committees. The by-law requires that the schedule:

- permit Council to meet at least 10 times for at least 20 meeting days per year;
- enable committees to meet at different times whenever possible; and
- comply with the Council policy on respecting days of cultural or religious significance.

## **COMMENTS**

The proposed meeting schedule is guided by a number of assumptions:

- include regular meeting dates for the Board of Health;
- allow time on the schedule for the City's special committees, agencies, and special purpose bodies to schedule their own meetings;
- avoid where possible, meeting dates of the Federation of Canadian Municipalities' Board of Directors and annual conference;
- allow for a March, summer and winter holiday break;
- schedule Council meetings to start on a Monday, whenever possible; and
- leave enough time in the schedule for Councillors and staff to prepare and review meeting materials.

The features of the proposed 2009 schedule reinforce the current schedule model:

- Council is scheduled to meet on 20 days over 11 meetings;
- the Executive Committee meets at the beginning of the cycle to reinforce its leadership responsibilities in the committee system;
- Whenever possible, Standing Committees are scheduled one day each. Committees can schedule additional meetings if necessary;
- Council meetings are scheduled for two days. The days following a Council meeting are kept clear in case a Council meeting should continue;
- Compressed meeting cycles are avoided whenever possible;
- Council meeting times are as follows:
  - 9:30 a.m. to 12:30 p.m.
  - 2:00 p.m. to 8:00 p.m.
- Committee meeting times are as follows:
  - 9:30 a.m. to 12:30 p.m.
  - 1:30 p.m. to 6:00 p.m.
  - 7:30 p.m. to 10:00 p.m.; and
- Friday meetings end before sundown.

The Chair of the Striking Committee has been asked to look at the issue of the June meeting schedule as it relates to primary and secondary school graduation ceremonies. The proposed schedule provides for some additional days without meetings in June to reflect this, although it should be noted that schools set their own dates for these ceremonies and it is not practical for the City Clerk to track these dates formally.

The proposed 2009 meeting schedule adheres to most of the assumptions and directions of Council. It also satisfies the requirements of Council's Procedures. It accommodates the Federation of Canadian Municipalities' annual conference and the meetings of its Board of Directors. The schedule accommodates the 2009 Operating budget schedule and the date for approval of the 2010 Capital Budget. The schedule also allows time for Council's special committees and agencies to meet.

### **CONTACT**

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### **SIGNATURE**

Ulli S. Watkiss  
City Clerk

### **ATTACHMENT**

Attachment 1 – Proposed 2009 Meeting Schedule