

2017 Schedule of Meetings

Date: June 28, 2016
To: Striking Committee
From: City Clerk
Wards: All

SUMMARY

The purpose of this report is to establish the 2017 meeting schedule for Council and its committees.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the 2017 meeting schedule dates in Attachment 1 to the report (June 28, 2016) from the City Clerk and that the published schedule serve as notice for these meetings.
2. City Council request the City Clerk to 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.

FINANCIAL IMPACT

This report has no financial impact.

DECISION HISTORY

Section 27-25 of Council's Procedure by-law requires the City Clerk to recommend to the Striking Committee an annual 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

Scheduling assumptions and principles

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

- Include regular meeting dates for the Board of Health.
- Allow time on the schedule for special committees, agencies and special purpose bodies to schedule their own meetings.
- Avoid meeting dates of the Federation of Canadian Municipalities' Board of Directors (4 days, 3 times per year) and the FCM annual conference (3 days per year).
- Allow for a March, summer and winter holiday break.
- Leave enough time in the schedule for Members and staff to prepare and review meeting materials.
- Avoid scheduling standing committees on Fridays where possible to enable Members to attend other meetings of special committees and boards and look after constituency matters.
- Comply with the Council policy on respecting days of cultural or religious significance adopted by City Council on May 18, 19 and 20, 2004. (See Attachment 2)
- Enable those committees that report to Executive Committee to report within the same cycle, where possible.

Features of the 2017 meeting schedule

- 19 Council meeting days over 10 meetings. Meetings will continue on additional days when necessary.
- A special Council meeting in March to consider Community Council Items and urgent New Business items.

- The Executive Committee meets at the end of the committee cycle. This enables those Committees that report to the Executive Committee to report within the same meeting cycle.
- Standing Committees are scheduled one day each where possible. Committees can schedule additional meetings if necessary.
- Compressed meeting cycles are avoided as much as possible.
- Standing Committee meetings have not been scheduled on Fridays where possible. This will enable Members to attend other meetings of special committees and boards, including those boards that traditionally meet on a Friday. It also acknowledges that Members need time in the calendar to deal with constituency matters.
- Council meetings are scheduled for two days. The days following a Council meeting are kept clear in case a Council meeting should continue.
- 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.
- Meetings end before sundown where noted on the schedule, and meeting end times have been included on Fridays.

2017 Budget Dates

Executive Committee Item EX16.37 proposes the dates for approval of the 2017 Capital and Operating Budgets:

2017 Budget Process - Budget Directions and Schedule

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016.EX16.37>

The recommended 2017 schedule in Attachment 1 includes these dates.

CONTACT

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SIGNATURE

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City Clerk

ATTACHMENTS

Attachment 1 - 2017 Proposed Meeting Schedule
Attachment 2 - Days of cultural or religious significance