



REPORT FOR ACTION

2019 Schedule of Meetings

Date: December 10, 2018
To: Striking Committee
From: City Clerk
Wards: All Wards

SUMMARY

The purpose of this report is to establish the 2019 meeting schedule for City Council and its committees.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the 2019 meeting schedule dates in Attachment 1 to the report (December 10, 2018) 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

Chapter 27, Council's Procedures requires the City Clerk to recommend to the Striking Committee an annual schedule for regular meetings of City Council and committees.

The chapter requires that the schedule:

- permit City 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.

City Council at the December 5, 2018 session of the First Meeting, adopted an interim committee structure:

2019.CC1.1 - Recalibrating City Council's Governance System for 26 Members
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.CC1.1>

The recommended calendar reflects the committee structure approved by Council.

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 (4-5 days, 3 times per year) and the FCM annual conference (3 days per year).
- Allow for a March, summer and winter holiday break.
- Leave time in the schedule for Members and staff to prepare and review meeting materials.
- Avoid scheduling standing committees on Fridays 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)

Features of the 2019 meeting schedule

- 22 Council meeting days over 12 meetings. Meetings will continue on additional days when necessary.
- The Executive Committee meets at the end of the committee cycle.
- Standing Committees and Community Councils are scheduled one day each. Committees and Community Councils can schedule additional meetings if necessary.

- Compressed meeting cycles are avoided where possible.
- Standing Committee meetings have not been scheduled on Fridays. 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 6:00 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.

Council sessions are scheduled until at 6:00 p.m.

The recommended schedule includes a 6:00 p.m. end time for City Council meeting sessions. This will provide Members with additional time in the evenings to attend community meetings and deal with constituency business in their wards, if needed.

2019 Budget Dates are included

Dates for consideration and approval of the 2019 Capital, Operating and Rates budgets have been included in the recommended schedule. Details on the recommended 2019 budget schedule are included in a supplementary report from the Chief Financial Officer.

CONTACT

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SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Attachment 1 - 2019 Proposed Meeting Schedule
Attachment 2 - Days of cultural or religious significance