



REPORT FOR ACTION

2020 Schedule of Meetings

Date: July 9, 2019
To: Striking Committee
From: City Clerk
Wards: All

SUMMARY

The purpose of this report is to establish the 2020 meeting schedule for City Council and its committees.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the 2020 meeting schedule dates in Attachment 1 to the report (July 9, 2019) 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

Toronto Municipal Code Chapter 27, Council 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.

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 or 5 days, 3 times per year) and the FCM annual conference (4 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)

Features of the 2020 meeting schedule

- 22 Council meeting days over 12 meetings. Meetings will continue on additional days when necessary.
- A partial meeting cycle in February to enable City Council to consider planning items and other business while the budget process is underway.
- The Executive Committee meets at the end of the committee cycle.

- Standing Committees are scheduled one day each. Committees can schedule additional meetings if necessary.
- Compressed meeting cycles are avoided where 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.
- Regular 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.

2020 Budget Dates are included

Dates for consideration and approval of the 2020 Tax Supported Capital and Operating Budgets have been included in the recommended schedule. These dates have been developed in consultation with the Chief Financial Officer and Treasurer. As in past years, the recommended dates provide for Budget Committee review, public presentations and special meetings of the Executive Committee and City Council to consider and approve the Capital and Operating Budgets in February 2020.

CONTACT

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SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Attachment 1 - Recommended 2020 Schedule of Meetings
Attachment 2 - Days of Cultural or Religious Significance