

2012 Schedule of Meetings

Date:	October 7, 2011
To:	Striking Committee
From:	City Clerk
Wards:	All

SUMMARY

This report recommends the 2012 meeting schedule for Council and its Committees. The proposed schedule is guided by established scheduling assumptions and Council's directions. In April 2011, City Council established meeting dates for approval of the 2012 Capital and Operating Budgets. Those dates are reflected in this schedule. Executive Committee and City Council dates for the approval of the 2013 Capital and Operating Budgets have also been included.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the attached 2012 meeting schedule dates (Attachment 1) 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.

Implementation Points

The approved 2012 schedule will be circulated to the City's agencies and special purpose bodies and will also be accessible 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 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 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 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; and
- leave enough time in the schedule for Councillors and staff to prepare and review meeting materials.

The features of the proposed 2012 schedule include:

- 24 Council meeting days over 11 meetings;
- the Executive Committee meets at the beginning of the cycle to reinforce its leadership responsibilities in the committee system;
- 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
- Meetings end before sundown, where noted on the schedule, and meeting end times have been included on Fridays.

CONCLUSION

The proposed 2012 meeting schedule adheres to most of the assumptions and directions of Council. It also reflects to the extent possible, 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 includes the dates for the 2012 Capital and Operating Budget processes, as previously approved by City Council. Executive Committee and City Council dates for approval of the 2013 Capital and Operating Budgets have also been included.

CONTACT

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SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENT

Attachment 1 – Proposed 2012 Meeting Schedule