



## STAFF REPORT ACTION REQUIRED

### 2013 Schedule of Meetings

<b>Date:</b>	September 13, 2012
<b>To:</b>	Striking Committee
<b>From:</b>	City Clerk
<b>Wards:</b>	All

### SUMMARY

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This report recommends the 2013 meeting schedule for Council and its Committees. The proposed schedule is guided by established scheduling assumptions and Council's directions. The proposed schedule reflects adjusted dates for approval of the 2013 Capital and Operating Budgets. It also includes a special Executive Committee meeting to elect the chairs of the Budget Committee and the Employee and Labour Relations Committee for the balance of the Council term.

### RECOMMENDATIONS

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#### The City Clerk recommends that:

1. City Council approve the 2013 meeting schedule dates in Attachment 1 to the report (September 13, 2012) 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.

### Implementation Points

The approved schedule will be circulated to the City's agencies and corporations and will also be accessible on the City's web site at:

[www.toronto.ca/council](http://www.toronto.ca/council).

## **Financial Impact**

There is no financial impact from this report.

## **ISSUE BACKGROUND**

### **Scheduling Considerations**

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.

### **Features of the Proposed 2013 Meeting Schedule**

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 (approx 2-3 days, 4 times per year) and the FCM annual conference (2-3 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 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; and
- Enable those committees that report to Executive Committee to report within the same cycle, where possible.

Features of the proposed schedule include:

- 20 Council meeting days over 10 meetings;
- The Executive Committee will now meet at the end of the committee cycle. This should enable those Committees that report to the Executive Committee to report within the same meeting cycle. Mayor Ford, as Chair of the Executive Committee, had requested the City Clerk to consider this scheduling option;
- Standing Committees are scheduled one day each. Committees can schedule additional meetings if necessary;

- Compressed meeting cycles are avoided;
- 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 generally 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.; and
- Meetings end before sundown where noted on the schedule, and meeting end times have been included on Fridays.

## **CONCLUSION**

The proposed 2013 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. The schedule accommodates the Federation of Canadian Municipalities Annual Conference and the meetings of its Board of Directors. The schedule reflects the adjusted dates for the 2013 Capital and Operating Budget process. It also avoids meetings on the days of significance identified by City Council.

## **CONTACT**

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## **SIGNATURE**

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Ulli S. Watkiss  
City Clerk

## **ATTACHMENTS**

Attachment 1 – 2013 Proposed Meeting Schedule

Attachment 2 – Revised November and December 2012 Meeting Schedule (provided for information only)