

2016 Schedule of Meetings

Date: September 9, 2015
To: Striking Committee
From: City Clerk
Wards: Wards All
Reference:

SUMMARY

This purpose of this report is to establish the 2016 meeting schedule for Council and its Committees.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the 2016 meeting schedule dates in Attachment 1 to the report (September 9, 2015) 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

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.

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 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 2016 meeting schedule

- 19 Council meeting days over 10 meetings. Meetings will continue on additional days when necessary.
- An additional Council meeting in March to consider Community Council Items and urgent business.
- 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.

2016 Budget Dates

City Council has already approved dates for the consideration and approval of the 2016 Capital and Operating Budgets:

Executive Committee Item EX5.18 - Recommended Multi Year Service Based Planning and Budgeting Process

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.EX5.18>

The proposed schedule includes these dates.

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

www.toronto.ca/council

CONTACT

John D. Elvidge
 Director, Secretariat
 City Clerks' Office
 416-392-8641
 e-mail: jelvidge@toronto.ca

SIGNATURE

Ulli S. Watkiss
 City Clerk

ATTACHMENT

Attachment 1 – 2016 Proposed Meeting Schedule
 Attachment 2 - Days of cultural or religious significance