

2018 Schedule of Meetings

Date: June 15, 2017

To: City Council

From: City Clerk

Wards: All

SUMMARY

The purpose of this report is to establish the 2018 meeting schedule for City Council and its committees.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the 2018 meeting schedule dates in Attachment 1 to the report (June 15, 2017) 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

Section 27-25 of 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.

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 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)
- Enable those committees that report to Executive Committee to report within the same cycle, where possible.

Election Year considerations

The municipal election will take place on Monday, October 22, 2018. In all past election years since amalgamation, Council has never met past Nomination Day. With recent changes to the Municipal Elections Act, Nomination Day in 2018 will fall on July 27, 2018.

The recommended schedule adheres to Council's practice of not meeting past Nomination Day. Accordingly, the last legislative cycle of the current term occurs in late July. The City Clerk has consulted with the City Manager and senior staff on the potential impacts of a shortened legislative calendar. Staff will monitor the impacts in the event that an additional cycle of meetings is required in August of next year.

The 2018-2022 Term starts on December 1, 2018. Under Council's Procedures, City Council holds its First Meeting after an election on the first Tuesday in December. In 2018, the First Meeting will be held on December 4 and 5, 2018.

The recommended schedule also includes a mini cycle in December 2018 to consider urgent business.

Features of the 2018 meeting schedule

- 20 Council meeting days over 7 meetings. Meetings will continue on additional days when necessary.
- First Meeting in December for the organization of the new Council.
- A mini cycle of Community Councils, Executive Committee and City Council in December to consider urgent business before the end of the year.
- 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 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.
- Council meetings are scheduled for three 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.
 - 6:30 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.

2018 Budget dates

City Council at its May 24, 25 and 26, 2017 meeting adopted a schedule for approval of the 2018 Operating and Capital Budgets:

2017.EX25.18 - 2018 Budget Process - Budget Directions and Schedule
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.EX25.18>

The recommended 2018 schedule in Attachment 1 includes these dates.

CONTACT

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SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Attachment 1 - 2018 Proposed Meeting Schedule
Attachment 2 - Days of cultural or religious significance