



REPORT FOR ACTION

2021 Schedule of Meetings

Date: November 10, 2020

To: Striking Committee

From: Interim City Clerk

Wards: All

SUMMARY

The purpose of this report is to establish the 2021 Schedule of Meetings for City Council and its committees.

RECOMMENDATIONS

The Interim City Clerk recommends that:

1. City Council approve the 2021 meeting schedule dates in Attachment 1 to the report (November 10, 2020) from the Interim 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.

At its July 2020 meeting, City Council extended its electronic participation rules for one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency:

2020.EX15.21 - Impact of Bill 197 on Meeting Rules

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.EX15.21>

COMMENTS

City Council has authorized continued electronic participation in meetings

It is anticipated that meetings throughout 2021 will include electronic participation.

The technology and staff resources needed to stage meetings with electronic participation require coordination and scheduling. There is a limit on the number of meeting rooms equipped with the required combination of video-conferencing and internet streaming technology. To ensure that meetings can be well supported, the 2021 calendar spaces meetings apart.

The City's Boards and special committees need time to meet

The proposed calendar preserves days for the City's agency boards and special committees to hold their own meetings. While these are not the only dates on which boards and committees can meet, they should provide the boards and committees with more options to schedule their meetings.

Scheduling assumptions and principles

The proposed meeting schedule is guided by a number of scheduling assumptions and principles:

- Electronic participation in meetings will continue.
- Include regular meeting dates for the Board of Health.
- Include days for special committees, agencies and special purpose bodies to schedule their own meetings.
- Avoid meeting dates of the FCM Annual Conference. FCM is currently considering 2 dates for the 2021 Annual Conference. The proposed calendar reflects both.
- Meetings have been scheduled on FCM Board of Director meeting dates. FCM may be conducting some of these meetings virtually.
- 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.
- Comply with the Council policy on respecting days of cultural or religious significance adopted by City Council on May 18, 19 and 20, 2004. (Attachment 2)

Features of the 2021 meeting schedule

- 18 Council meeting days over 10 meetings. Meetings will continue on additional days when necessary.
- A planning meeting cycle in February to enable City Council to consider planning items and other business before the March break.
- 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.
- The week following a Council meeting is preserved for meetings of the City's agency boards and special committees. These bodies may schedule meetings on other days as needed.
- Regular Council meetings are scheduled for two days. The days following a Council meeting are kept clear, where possible, 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.

2021 Budget Dates are included

Dates for consideration and approval of the 2021 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 Launch, 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 2021.

CONTACT

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SIGNATURE

John D. Elvidge
Interim City Clerk

ATTACHMENTS

Attachment 1 - Recommended 2021 Schedule of Meetings
Attachment 2 - Days of Cultural or Religious Significance