

## **2022 Schedule of Meetings**

**Date:** October 22, 2021

**To:** Striking Committee

**From:** City Clerk

**Wards:** All

### **SUMMARY**

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The purpose of this report is to establish the 2022 Schedule of Meetings for City Council and its committees.

### **RECOMMENDATIONS**

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The City Clerk recommends that:

1. City Council approve the 2022 meeting schedule dates in Attachment 1 to the report (October 22, 2021) 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**

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This report has no financial impact.

## **DECISION HISTORY**

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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.

Council's schedule must also comply with the Council policy on respecting days of cultural or religious significance.

## **COMMENTS**

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### **Electronic participation in meetings will continue**

City Council has 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. As a result, it is anticipated that electronic participation in meetings will continue in 2022.

The recommended 2022 calendar spaces meeting apart to ensure that the required meeting rooms and technology resources are available to support electronic participation in meetings.

### **Providing time for Boards and special committees to meet**

The City's agency boards and special committees also need time to hold their own meetings. The proposed calendar builds in time for these meetings. Although boards and special committees are not limited to only meeting on these dates, preserving time in the calendar will give them more options.

### **Election Year Considerations**

#### **Council may need to consider urgent heritage matters after Nomination Day**

Nomination Day is August 19, 2022. The municipal election will take place on Monday, October 24, 2022.

Changes to the Heritage Act have imposed strict timelines on Council's consideration of certain designation matters. The typical election recess period will prevent City Council from making decisions on these matters within the prescribed timelines. While it has been Council's practice to not meet in August or past Nomination Day, the recommended schedule includes special meetings for urgent heritage matters in the months of August and September. These special meetings will enable City Council to consider urgent heritage matters in accordance with the timelines set out in the Heritage Act.

## **Council's New Term now starts in November**

The 2022 Term starts on November 15, 2022. To enable the incoming Council to organize itself and begin its work, the First Meeting will be held on November 16 and 17, 2022.

The recommended schedule also includes a mini cycle in November/December 2022 to consider urgent business.

## **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 FCM Board of Director meeting dates and the FCM Annual Conference.
- 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 2022 meeting schedule**

- 17 Council meeting days over 11 meetings. Meetings will continue on additional days when necessary.
- A planning meeting cycle in February/March 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.
- Time in the calendar 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.

## **2022 Budget Dates are included**

Dates for consideration and approval of the 2022 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's Office. 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 2022.

## **CONTACT**

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Kelly McCarthy, Deputy City Clerk, Secretariat, City Clerks' Office, 416-392-8676, e-mail: [Kelly.McCarthy@toronto.ca](mailto:Kelly.McCarthy@toronto.ca)

## **SIGNATURE**

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John D. Elvidge  
City Clerk

## **ATTACHMENTS**

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Attachment 1 - Recommended 2022 Schedule of Meetings  
Attachment 2 - Days of Cultural or Religious Significance