



STAFF REPORT ACTION REQUIRED

2018 Committee Meeting Schedule

Date:	December 11, 2017
To:	TTC Board
From:	Chief Executive Officer

Summary

The purpose of this report is to establish the 2018 schedule for regular meetings of the Audit & Risk Management Committee and the Human Resources and Labour Relations Committee.

Recommendations

It is recommended that the Board approve:

1. the 2018 meeting schedule dates for the Audit & Risk Management Committee and the Human Resources and Labour Relations Committee as set out below; and
2. that the published schedule serve as notice for these meetings.

Audit & Risk Management

Thursday, February 15, 2018*
Tuesday, May 29, 2018

Tuesday, July 10, 2018*
Wednesday, December 19, 2018

Human Resources and Labour Relations

Tuesday, January 30, 2018
Wednesday, April 11, 2018*

Monday, June 11, 2018

*dates that align with Board meetings

Financial Summary

This report has no financial impact.

Accessibility/Equity Matters

Meetings are held at Toronto City Hall or the TTC Head office location (1900 Yonge Street). These facilities are accessible and attendant support services are on-hand to assist members of the public with personal care needs.

The 2018 meeting schedule avoids meetings on days of cultural or religious significance.

Decision History

The TTC Board at its meeting on Monday, November 13, 2017 approved the regular meeting schedule for TTC Board meetings to be held in 2018. The Board also approved the calling of Budget Committee meetings, as required, to ensure meeting dates more accurately reflect the timing of business items being brought forward for consideration.

[2018 TTC Board and Committee Meeting Schedule](#)

On this same item, the TTC Board requested staff to report back on aligning the Audit & Risk Management Committee and the Human Resources and Labour Relations Committee meetings with TTC Board meeting dates at 8:00 a.m., where possible.

Comments

An assessment of the recommended meeting dates for both the Audit & Risk Management Committee and the Human Resources and Labour Relations Committee has been undertaken.

In the case of the Audit & Risk Management Committee, two of the four meetings (February and July) are now recommended to take place on the same day as the TTC Board meetings in those respective months.

The May 29, 2018 meeting of the committee is not recommended for change as an earlier meeting date does not provide sufficient time for preparation and audit requirements related to the TTC's consolidated financial statements.

The December 19, 2018 meeting of the committee is not recommended for change as membership on the committee following the municipal election will first need to be established at the inaugural meeting of the Board on December 12, 2018.

In the case of the Human Resources and Labour Relations Committee, one of the three meetings (April) is recommended to take place on the same day as the TTC Board meeting in April.

The January 30, 2018 and June 11, 2018 meetings of the committee are not recommended for change as meetings of the TTC subsidiary companies (Toronto Coach Terminal Inc.

(TCTI) and Toronto Transit Insurance Company Ltd. (TTICL) are required to take place prior to the Board meetings in those months.

In summary, staff is recommending that three of seven committee meeting dates be re-scheduled to take place on the same days as the TTC Board meetings. The remaining four committee meeting dates are not recommended for change for the reasons set out above.

The recommendation section of this report reflects those changes.

Contact

Kevin Lee
Head – Commission Services
416-393-3744
kevin.lee@ttc.ca