



2021 Schedule of Meetings

Date: December 15, 2020
 To: TTC Board
 From: Director – Commission Services

Summary

The purpose of this report is to establish the 2021 meeting schedule for the TTC Board and the Audit & Risk Management Committee.

Recommendations

It is recommended that:

1. The TTC Board approve the 2021 meeting dates for the TTC Board and the Audit & Risk Management Committee contained in Attachment 1 and as follows:

TTC Board:

February 10	July 7
April 14	September 15
May 12	November 17
June 16	December 8

Audit & Risk Management Committee:

February 25	September 9
June 3	December 2

2. The published schedule serve as notice for these meetings.

Financial Summary

This report has no financial impact.

The Interim Chief Financial Officer has reviewed this report and agrees with the financial summary information.

Equity/Accessibility Matters

Notice of meetings of the TTC Board is provided in the form of a meeting agenda posted on the TTC's website.

Meetings of the TTC Board are livestreamed and archived on the TTC's YouTube channel (www.youtube.com/OfficialTTCChannel). Meetings broadcast through YouTube are closed captioned.

TTC staff are in regular communication with the Advisory Committee on Accessible Transit (ACAT) Communications Subcommittee on means to enhance accessibility to meetings.

The 2021 meeting schedule avoids meetings on days of cultural or religious significance.

Decision History

The TTC Bylaw to Govern Board Proceedings Section 20, Regular meetings; annual schedule requires the Director – Commission Services to recommend an annual schedule of Board and Committee meetings to the Board each year.

City Council, at its meeting on November 25 and 26, 2020 approved Item ST6.1 2021 Schedule of Meetings for City Council and its Committees. The proposed 2021 TTC meeting dates have been prepared in consideration of the foregoing and in recognition of City Council's direction that City agencies avoid scheduling meetings, wherever possible, that conflict with the approved City meeting schedule and respecting days of cultural or religious significance.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.ST6.1>

Comments

Proposed Meeting Schedule

The approved City meeting schedule preserved days for the City's agency boards and special committees to hold meetings. Where possible, TTC Board meetings have been scheduled on the dates set aside for agencies, in order to avoid any potential conflicts with the City schedule and to facilitate the transmittal of key items to the City's Executive Committee.

The meeting schedule has been established, as follows:

- In response to feedback received from members over the past year, the 2021 Board meeting schedule has been condensed to eight meetings with October excluded from the schedule. Staff selected this month in consideration of the City's meeting schedule and annual reporting requirements.
- There are no meetings scheduled in March or August to allow for a winter and summer meeting break in keeping with the City Council schedule and past practice.
- As a result of Board member conflicts with the City schedule, no meeting is scheduled in January.
- In order to provide consistency for members of the Board and the public, all TTC Board meetings have been scheduled on Wednesday.

The TTC Chair may call a Special meeting, if required, to deal with any urgent items.

In accordance with its Terms of Reference, there are four recommended meeting dates for the Audit & Risk Management Committee during the months of February, June, September and December. This schedule takes into consideration anticipated timing of items such as annual financial and external auditor reporting.

Meetings of the TTC's two subsidiary companies, the Toronto Transit Commission Insurance Company Limited and the Toronto Coach Terminal Incorporated are scheduled in advance of the February and June Board meetings. These meetings are noted on the 2021 Schedule of Meetings (calendar view), included as Attachment 1 to this report.

TTC Board meetings will begin at 10 a.m. Audit & Risk Management Committee meetings will begin at 8:30 a.m.

Electronic Meetings

Electronic participation in meetings is anticipated to continue throughout 2021. TTC staff are monitoring advancements in technology and electronic meeting management processes in other jurisdictions in order to provide seamless, user-friendly and accessible meetings and to determine whether additional changes should be implemented. Any future modifications to the meeting process may require the development of policies, and implementation of new technologies.

Contact

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Signature

Chrisanne Finnerty
Director – Commission Services

Attachments

Attachment 1 – Proposed 2021 Schedule of Meetings (calendar view)

Attachment 1 – Proposed 2021 Schedule of Meetings

This is a proposed schedule only. To view the most up to date schedule visit www.ttc.ca

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <i>New Year's Day</i>	2
3	4 <i>School starts</i> General Government and Licensing Committee	5 Economic and Community Development Committee	6 Scarborough Community Council	7 <i>Orthodox Christmas (Eastern)</i>	8 Etobicoke York Community Council <i>Meetings end by 3:30pm</i>	9
10	11 Infrastructure and Environment Committee	12 Toronto and East York Community Council	13 North York Community Council	14 Budget Committee (2021 Budget Launch)	15 <i>Ward 22 By-election</i> <i>Meetings end by 3:30pm</i>	6
17	18 Board of Health	19 Planning and Housing Committee	20 Budget Committee (2021 Budget review)	21 Budget Committee (2021 Budget review)	22 Budget Committee (2021 Budget review) <i>Meetings end by 4:00pm</i>	23
24	25 Budget Committee (Public Presentations on the 2021 Budget)	26 Budget Committee (Public Presentations on the 2021 Budget)	27 Executive Committee	28 Budget Committee (2021 Budget wrap up)	29 <i>Meetings end by 4:00pm</i>	30
31						

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February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 City Council	3 City Council	4 Budget Committee (2021 Budget Final wrap up)	5 <i>Meetings end by 4:00pm</i>	6
7	8 ←	9 <i>(Boards and Special Purpose Bodies)</i>	10 Subsidiary Companies TTC Board	11 Special Executive Committee (2021 Budget)	12 Lunar New Year	13
14	15 Family Day	16	17	18 Special City Council (2021 Budget)	19 <i>Meetings end by 4:30pm</i>	20
21	22 Planning and Housing Committee	23	24 Toronto and East York Community Council	25 Audit & Risk Management Committee	26 Scarborough Community Council <i>Meetings end by 4:30pm</i>	27
28					 <i>Meetings end by 4:30pm</i>	

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March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 North York Community Council	2	3 Etobicoke York Community Council	4	5 Meetings end by 5:00pm	6
7	8	9 <i>FCM Board of Directors (Virtual or Prince George BC)</i>	10 <i>FCM Board of Directors (Virtual or Prince George BC)</i> Special City Council (Community Councils, Planning and Housing, New Business and Member Motions on the main agenda)	11 <i>FCM Board of Directors (Virtual or Prince George BC)</i>	12 <i>FCM Board of Directors (Virtual or Prince George BC)</i> Meetings end by 5:00pm	13
14	15 <i>March Break</i>	16 <i>March Break</i>	17 <i>March Break</i>	18 <i>March Break</i>	19 <i>March Break</i>	20
21	22 Board of Health	23 Infrastructure and Environment Committee	24	25 Economic and Community Development Committee	26 Meetings end by 6:30pm	27 Passover at sundown
28 <i>Passover</i>	29 General Government and Licensing Committee	30 Executive Committee	31			

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April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <i>Good Friday</i>	3
4 <i>Easter</i>	5 <i>Easter Monday</i>	6	7 City Council (Regular meeting for Balance of Committees)	8 City Council (Regular meeting for Balance of Committees)	9 <i>Meetings end by 6:30pm</i>	10
11	12 Board of Health <i>Meeting end before sundown</i>	13	14 <i>(Boards and Special Purpose Bodies)</i> TTC Board	15	16 <i>Meetings end by 7:00pm</i>	17
18	19 Etobicoke York Community Council	20 North York Community Council	21 Toronto and East York Community Council	22 Planning and Housing Committee	23 Scarborough Community Council <i>Meetings end by 7:00pm</i>	24
25	26 General Government and Licensing Committee	27 Economic and Community Development Committee	28 Infrastructure and Environment Committee	29 Executive Committee	30 <i>Holy Friday (Eastern)</i>	

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May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Meetings end by 7:00pm	1
2 <i>Easter (Eastern)</i>	3	4	5 City Council	6 City Council	7 Meetings end by 7:00pm	8
9	10 Board of Health ←	11	12 <i>(Boards and Special Purpose Bodies)</i> TTC Board Meetings end before sundown	13 <i>Eid Al Fitr</i>	14 → Meetings end by 7:30pm	15
16	17 Etobicoke York Community Council	18 Scarborough Community Council	19 Toronto and East York Community Council	20 Planning and Housing Committee	21 North York Community Council Meetings end by 7:30pm	22
23	24 <i>Victoria Day</i>	25 Infrastructure and Environment Committee	26 Economic and Community Development Committee	27 General Government and Licensing Committee	28 Meetings end by 7:30pm	29
30	31					

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June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Executive Committee	2	3 <i>FCM Annual Conference (Montreal, QB)</i> Audit & Risk Management Committee	4 <i>FCM Annual Conference (Montreal, QB)</i>	5 <i>FCM Annual Conference (Montreal, QB)</i>
6 <i>FCM Annual Conference (Montreal, QB)</i>	7	8 City Council	9 City Council	10 <i>FCM Annual Conference (Alternate) (Montreal, QB)</i>	11 <i>FCM Annual Conference (Alternate) (Montreal, QB)</i>	12 <i>FCM Annual Conference (Alternate) (Montreal, QB)</i>
13 <i>FCM Annual Conference (Alternate) (Montreal, QB)</i>	14 Board of Health 	15	16 <i>(Boards and Special Purpose Bodies)</i> Subsidiary Companies TTC Board	17 	18 <i>Meetings end by 7:30pm</i>	19
20	21 <i>National Indigenous Peoples Day</i>	22 Etobicoke York Community Council	23 North York Community Council	24 Toronto and East York Community Council	25 Scarborough Community Council <i>Meetings end by 7:30pm</i>	26
27	28 Planning and Housing Committee	29 General Government and Licensing Committee	30 Economic and Community Development Committee			

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July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <i>Canada Day</i>	2 <i>Meetings end by 7:30pm</i>	3
4	5 Infrastructure and Environment Committee	6 Executive Committee	7 TTC Board	8	9 <i>Meetings end by 7:30pm</i>	10
11	12	13	14 City Council	15 City Council	16 <i>Meetings end by 7:30pm</i>	17
18	19 <i>Meetings end before sundown</i>	20 <i>Eid Al Adha</i>	21 <i>Boards and Special Purpose Bodies have available days throughout the month)</i>	22	23 <i>Meetings end by 7:30pm</i>	24
25	26	27	28	29	30 <i>Meetings end by 7:30pm</i>	31

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August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Civic Holiday</i>	3	4	5	6 <i>Meetings end by 7:30pm</i>	7
8	9	10	11	12	13 <i>Meetings end by 7:00pm</i>	14
15	16	17	18 <i>Boards and Special Purpose Bodies have available days throughout the month)</i>	19	20 <i>Meetings end by 7:00pm</i>	21
22	23	24	25	26	27 <i>Meetings end by 7:00pm</i>	28
29	30	31			 <i>Meetings end by 6:30pm</i>	

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September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 <i>Meetings end by 6:30pm</i>	4
5	6 <i>Labour Day</i>	7 <i>Rosh Hashanah</i>	8 <i>Rosh Hashanah</i>	9 Toronto and East York Community Council Audit & Risk Management Committee	10 Etobicoke York Community Council <i>Meetings end by 6:30pm</i>	11
12	13 North York Community Council	14 <i>FCM Board of Directors (Brandon, MB)</i> Infrastructure and Environment Committee	15 <i>FCM Board of Directors (Brandon, MB)</i> General Government and Licensing Committee TTC Board	16 <i>Yom Kippur FCM Board of Directors (Brandon, MB)</i>	17 <i>FCM Board of Directors (Brandon, MB)</i> Scarborough Community Council <i>Meetings end by 6:00pm</i>	18
19	20 Board of Health	21 Planning and Housing Committee	22 Economic and Community Development Committee	23 Executive Committee	24 <i>Meetings end by 5:30pm</i>	25
26	27	28	29	30 City Council		

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October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 City Council <i>Meetings end by 5:30pm</i>	2
3	4 	5	6 <i>(Boards and Special Purpose Bodies)</i>	7 	8 <i>Meetings end by 5:30pm</i>	9
10	11 Thanksgiving Day	12 Etobicoke York Community Council	13 North York Community Council	14 Toronto and East York Community Council	15 Scarborough Community Council <i>Meetings end by 5:00pm</i>	16
17	18 Planning and Housing Committee <i>Meeting ends before sundown</i>	19 Mawlid al Nabi	20 General Government and Licensing Committee	21 Economic and Community Development Committee	22 <i>Meetings end by 5:00pm</i>	23
24	25 Board of Health	26 Infrastructure and Environment Committee	27 Executive Committee	28	29 <i>Meetings end by 5:00pm</i>	30
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November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 <i>Diwali</i>	5 <i>Meetings end by 3:30pm</i>	6
7	8	9 City Council	10 City Council	11 <i>Remembrance Day</i>	12 <i>Meetings end by 3:30pm</i>	13
14	15 ←	16 <i>(Boards and Special Purpose Bodies)</i>	17 <i>FCM Board of Directors (Ottawa, ON)</i> TTC Board	18 <i>FCM Board of Directors (Ottawa, ON)</i>	19 <i>FCM Board of Directors (Ottawa, ON)</i> <i>Meetings end by 3:30pm</i>	20
21	22 Etobicoke York Community Council	23 North York Community Council	24 <i>FCM Board of Directors (Ottawa, ON)</i> Toronto and East York Community Council	25 <i>FCM Board of Directors (Ottawa, ON)</i> Planning and Housing Committee	26 <i>FCM Board of Directors (Ottawa, ON)</i> Scarborough Community Council <i>Meetings end by 3:30pm</i>	27
28	29 <i>Hanukkah</i>	30 General Government and Licensing Committee				

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December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Economic and Community Development Committee	2 Infrastructure and Environment Committee Audit & Risk Management Committee	3 <i>Meetings end by 3:30pm</i>	4
5	6 Board of Health	7 Executive Committee (Includes 2022 Rate Budgets)	8 ← TTC Board	9 <i>(Boards and Special Purpose Bodies)</i>	10 →	11
12	13	14	15 City Council (Includes 2022 Rate Budgets)	16 City Council (Includes 2022 Rate Budgets)	17 <i>Meetings end by 3:30pm</i>	18
19	20	21	22	23	24	25 <i>Christmas Day</i>
26 <i>Boxing Day Kwanzaa</i>	27 <i>Holiday</i>	28 <i>Holiday</i>	29	30	31	