



Staff Report for Committee of the Whole Meeting

Date of Meeting: October 2, 2024

Report Number: SRCFS.24.041

Department: Corporate and Financial Services

Division: Office of the Clerk

Subject: **SRCFS.24.041 – 2025 Council and Committee Meeting Schedule**

Purpose:

To present the 2025 Council and Committee meeting schedule for Council's approval.

Recommendation(s):

- a) That Staff Report SRCFS.24.041 regarding the 2025 Council and Committee Meeting Schedule be received; and
- b) That the proposed 2025 Council and Committee meeting schedule as set out in Appendix 'A' to staff report SRCFS.24.041 be approved.

Contact Person(s):

- Ryan Ban, Manager, Legislative Services/Deputy City Clerk, extension 5547

Report Approval:

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

Section 4.8(a) of the Procedure By-law No. 125-23 (“Procedure By-law”), requires the City Clerk to prepare an annual Council and Committee meeting schedule for Council’s consideration.

Discussion:

Attached to this report as Appendix “A” is the proposed 2025 Council and Committee meeting schedule for Council’s approval. The proposed schedule includes all the regular Council, Committee of the Whole and Council Public Meetings required by the Procedure By-law. The proposed schedule also includes up to three (3) Tuesday meeting holds each month which can be used to schedule any Special Council Meeting or other Committee meetings (e.g. Budget Committee of the Whole).

In preparing the proposed 2025 meeting schedule, the City Clerk considered religious festivals/holidays, statutory and civic holidays, March Break as determined by the York Region School Boards, both summer and winter recess periods and other scheduled events such as the Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) annual conferences. Where scheduling conflicts may arise for any reason (such as due to a holiday or scheduled City event), the City Clerk adjusts and recommends alternative days within the proposed schedule.

Committees of Council and External Boards

The proposed meeting schedule will be updated once dates for other Committees of Council and external boards have been confirmed. For further clarity, Committees of Council generally utilize the meeting holds set forth in the proposed schedule.

Financial Implications:

There are no financial, staffing, or other implications to the recommendations contained in this staff report.

Relationship to Strategic Plan 2024-2027:

This report has no specific link to the 2024 – 2027 Strategic Plan.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix A – Proposed 2025 Council and Committee Meeting Schedule

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Report Approval Details

Document Title:	SRCFS.24.041 - 2025 Council and Committee Meeting Schedule - Final.docx
Attachments:	- 2025 Council and Committee Meeting Schedule - Accessible - Final.pdf
Final Approval Date:	Sep 24, 2024

This report and all of its attachments were approved and signed as outlined below:

Ryan Ban on behalf of Stephen Huycke - Sep 24, 2024 - 8:35 AM

Sherry Adams - Sep 24, 2024 - 12:34 PM

Darlene Joslin - Sep 24, 2024 - 1:33 PM