

Committee of the Whole (2) Report

DATE: Tuesday, October 22, 2024

WARD(S): ALL

TITLE: 2025 SCHEDULE OF MEETINGS

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To seek Council's approval of the 2025 Schedule of Meetings for the City of Vaughan's Council, Committee of the Whole and Standing Committees. Upon adoption, meetings will be posted on the City's website and will be the primary means of advising the public of the times and dates of meetings.

Report Highlights

- This report is to seek approval for the Council, Committee of the Whole and Standing Committee meeting schedule for 2025.
- Monthly meetings have been structured on a four-week cycle, with some variations occurring due to scheduling conflicts.

Recommendations

1. That the 2025 Schedule of Meetings be adopted in accordance with the calendar as set out in Attachment 1; and
2. That the City Clerk be authorized to amend the schedule by changing the time and/or date of a scheduled meeting or cancelling meetings that are not required, subject to posting such amendments on the City's website in accordance with the Procedure By-law.

Background

The 2025 Schedule of Meetings has been structured based on a monthly four-week cycle, in which there is a week between Committee of the Whole (2) and Council meetings. This allows time to process any further requests from Committee of the Whole to Council and processing of By-Laws. It takes into consideration statutory holidays, significant faith days and Regional Council and Committee meetings. The schedule has been prepared with a dual Committee of the Whole meeting structure which was approved by Council in June 2019 and in accordance with the Procedure By-law 7-2011, as amended.

Previous Reports/Authority

N/A

Analysis and Options

Council and Committee of the Whole meetings have been scheduled with every effort being made to avoid meetings on significant faith and cultural days, which Council and staff have been made aware of. The following Conferences have also been considered in preparing the schedule:

- The Federation of Canadian Municipalities (FCM) Conference scheduled from May 28-June 1, 2025;
- The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Conference scheduled from June 8-11, 2025; and
- The Association of Municipalities of Ontario (AMO) Conference scheduled from August 17-20, 2025.

Council and Committee of the Whole meetings have not been scheduled in July and August.

The 2026 Budget meetings are usually scheduled in November and December, which will be confirmed closer to the meeting dates.

Special Council (Closed Session) Education Sessions have been scheduled quarterly, based on an “if required” basis and a start time of 9:30 am.

In addition, the Audit Committee meetings have been added to the calendar, this will ensure no conflicts in scheduling. The Audit Committee meetings take place every other month, excluding July and August.

Deviations to the Schedule

Some deviations have been made to the structure of the schedule to accommodate statutory holidays and significant faith days.

Some of the significant changes are noted below:

January	Due to statutory holidays, the January meeting cycle starts on the fourth week of the month to allow time for the production and preparation of agenda materials.
March	To accommodate the March Break, there are no meetings scheduled the week of March 10-14, 2025. Committee of the Whole (2) and Committee of the Whole (Closed Session) have been scheduled on the third week of the month with Council scheduled the following week.
April	Due to significant religious holidays, Council is scheduled on Wednesday to allow time for preparation of any meeting material received.
June	To accommodate the AMCTO Conference and significant religious holidays, Committee of the Whole (1) and Committee of the Whole (Public Meeting) have been scheduled on the Wednesday. Committee of the Whole (Working Session) has been scheduling on the third Wednesday and Committee of the Whole (2) and Committee of the Whole (Closed Session) have been scheduled on the third week of the month with Council scheduled the following week.
September	Due to a statutory holiday and religious holidays, the September meeting cycle starts on the second week of the month. Committee of the Whole (Working Session) has been scheduled to the third week and Council has been scheduled on Monday with a start time of 9:30 am.
October	Due to significant religious holidays, the October cycle of meeting starts the last week of September with Committee of the Whole (1) and Committee of the Whole (Public Meeting) scheduled the last Tuesday of September and Committee of the Whole (Working Session) on the Wednesday. Committee of the Whole (2) and Committee of the Whole (Closed Session) have been scheduled on the third week of the month with Council scheduled the following week.
December	Due to statutory holidays, Council is scheduled the week immediately following Committee of the Whole (2).

Financial Impact

There is no financial impact related to the approval of the recommendations in this report.

Operational Impact

No operational impact is expected.

Broader Regional Impacts/Considerations

The Regional 2025 Council and Committee Meeting Calendar was adopted at the September 19, 2024 Regional Council meeting and has been amalgamated into the City's meeting calendar.

The 2025 Committee and Council meeting schedule is provided for adoption. It has been prepared in accordance with the Council-adopted committee structure, the Procedure By-law, statutory holidays and significant faith days.

For more information, please contact: Todd Coles, City Clerk, Extension 8281.

Attachment

1. 2025 Schedule of Meetings Calendar

Prepared by

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