

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 29, 2024

Item 11, Report No. 35 of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on October 29, 2024.

11. 2025 SCHEDULE OF MEETINGS

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated Tuesday, October 22, 2024:

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.

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

Adelina Bellisario, Legislative Specialist, ext. 8698

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 9:00 Committee of the Whole	17	18
19	20	21 1:00 pm – CW (1) 5:00 pm – CW (CS) 7:00 pm – CW (PM)	22 1:00 pm – CW (WS) 4:00 Agriculture & Agri-Food Advi. Committee	23 9:00 Housing York Inc. Board	24	25
26	27 10:00 am – Audit Committee	28 1:00 pm – Council	29 Chinese New Year	30 9:00 Regional Council 11:00 YR Rapid Transit Corporation 1:00 Audit Committee	31	

➤ * Jewish holidays begin at sundown of the previous day, unless otherwise indicated.

➤ Indicate York Region Meetings

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 1:00 pm – CW (1) 7:00 pm – CW (PM)	5 1:00 pm – CW (WS)	6	7	8
9	10	11 1:00 pm – CW (2) 5:00 pm – CW (CS)	12	13 9:00 Committee of the Whole	14	15
16	17 Family Day	18	19	20 9:00 YTN Telecom Network Inc. ((Private Mgt.))	21	22
23	24	25 9:30 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – Council	26 4:00 Accessibility Advisory Committee	27 9:00 Regional Council 11:00 YR Rapid Transit Corporation	28	

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➤ Indicate York Region Meetings

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 1:00 pm – CW (1) 7:00 pm – CW (PM)	5 1:00 pm – CW (WS)	6 9:00 Committee of the Whole	7	8
9 Daylight Saving Time (Spring Forward)	10 March Break	11 March Break	12 March Break	13 March Break	14 March Break * Purim	15
16	17	18 1:00 pm – CW (2) 5:00 pm – CW (CS)	19 4:00 Agriculture & Agri-Food Advi. Committee	20	21	22
23	24	25 1:00 pm – Council	26	27 9:00 Regional Council 11:00 YR Rapid Transit Corporation	28	29
30	31 10:00 am – Audit Committee					

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➤ Indicate York Region Meetings

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 1:00 pm – CW (1) 7:00 pm – CW (PM)	2 1:00 pm – CW (WS)	3	4	5
6	7	8 1:00 pm – CW (2) 5:00 pm – CW (CS)	9	10 9:00 Committee of the Whole	11	12
13 *First Day of Passover	14	15	16	17 9:00 YTN Telecom Network Inc. ((Private Mgt.))	18 Good Friday	19
20 Easter Last Day of Passover	21 Easter Monday	22	23 1:00 pm – Council 4:00 Accessibility Advisory Committee	24 9:00 Regional Council 11:00 YR Rapid Transit Corporation	25	26
27	28	29	30			

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➤ Indicate York Region Meetings

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 1:00 pm – CW (1) 7:00 pm – CW (PM)	7 1:00 pm – CW (WS)	8 9:00 Committee of the Whole	9	10
11	12	13 1:00 pm – CW (2) 5:00 pm – CW (CS)	14 4:00 Agriculture & Agri-Food Advi. Committee	15 9:00 Housing York Inc. Board	16	17
18	19 Victoria Day	20	21	22 9:00 Regional Council 11:00 YR Rapid Transit Corporation	23	24
25	26 10:00 am – Audit Committee	27 9:30 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – Council	28 FCM Conference	29 FCM Conference	30 FCM Conference	31 FCM Conference

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➤ Indicate York Region Meetings

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 FCM Conference	2 *Shavuot	3 Shavuot	4 1:00 pm – CW (1) 7:00 pm – CW (PM)	5 9:00 Housing York Inc. Board 11:00 YTN Telecom Network Inc. ((Private Mgt.))	6	7
8 AMCTO Conference	9 AMCTO Conference	10 AMCTO Conference	11 AMCTO Conference	12 9:00 Committee of the Whole 1:00 Audit Committe	13	14
15	16	17 1:00 pm – CW (2) 5:00 pm – CW (CS)	18 1:00 pm – CW (WS) 4:00 Accessibility Advisory Committee	19	20	21
22	23	24 1:00 pm – Council	25	26 9:00 HYI, YRRTC, YTN Shareholder Meetings Regional Council (immediately following) 11:00 YR Rapid Transit Corporation	27	28
29	30					

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➤ Indicate York Region Meetings

July 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Canada Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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➤ Indicate York Region Meetings

August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Civic Holiday	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
AMO Conference	AMO Conference	AMO Conference	AMO Conference			
24	25	26	27	28	29	30
31						

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➤ Indicate York Region Meetings

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labour Day	2	3	4	5	6
7	8	9 1:00 pm – CW (1) 7:00 pm – CW (PM)	10 4:00 Agriculture & Agri-Food Advi. Committee	11 9:00 Committee of the Whole	12	13
14	15	16 1:00 pm – CW (2) 5:00 pm – CW (CS)	17 9:30 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – CW (WS)	18 9:00 Housing York Inc. Board 11:00 YTN Telecom Network Inc. ((Private Mgt.))	19	20
21	22 9:30 am – Council	23 *Rosh Hashana	24 4:00 Accessibility Advisory Committee *Rosh Hashana	25 9:00 Regional Council 11:00 YR Rapid Transit Corporation	26 9:00 Human Services Planning Board	27
28	29 10:00 am – Audit Committee	30 1:00 pm – CW (1) 7:00 pm – CW (PM)				

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➤ Indicate York Region Meetings

October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 9:30 am – CW (WS)	2 *Yom Kippur	3	4
5	6	7 *Sukkot	8 *Sukkot	9 9:00 Committee of the Whole	10	11
12	13 Thanksgiving	14 *Shemini Atzeret	15 *Shemini Atzeret	16 9:00 Housing York Inc. Board Simchat Torah	17	18
19	20	21 1:00 pm – CW (2) 5:00 pm – CW (CS)	22	23 9:00 Regional Council 11:00 YR Rapid Transit Corporation	24	25
26	27	28 1:00 pm – Council	29	30	31	

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➤ Indicate York Region Meetings

November 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Daylight Saving Time (Fall Back)	3	4 1:00 pm – CW (1) 7:00 pm – CW (PM)	5 1:00 pm – CW (WS)	6 9:00 Committee of the Whole (1) (Budget)	7	8
9	10	11 Remembrance Day 1:00 pm – CW (2) 5:00 pm – CW (CS)	12 9:00 Committee of the Whole (2) (Budget)	13	14	15
16	17	18	19 4:00 Agriculture & Agri-Food Advi. Committee	20 9:00 Housing York Inc. Board 11:00 YTN Telecom Network Inc. ((Private Mgt.))	21	22
23	24 10:00 am – Audit Committee	25 9:30 am – Sp. Council (Closed Session) Education Session (if required) 1:00 pm – Council	26 4:00 Accessibility Advisory Committee	27 9:00 Regional Council 11:00 YR Rapid Transit Corporation	28	29
30						

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➤ Indicate York Region Meetings

December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 1:00 pm – CW (1) 7:00 pm – CW (PM)	3 1:00 pm – CW (WS)	4 9:00 Committee of the Whole	5	6
7	8	9 1:00 pm – CW (2) 5:00 pm – CW (CS)	10 9:00 Regional Council 11:00 YR Rapid Transit Corporation	11	12	13
14	15 *First Day of Hanukkah	16 1:00 pm – Council	17	18	19	20
21	22 Last Day of Hanukkah	23	24 Christmas Eve	25 Christmas	26 Boxing Day	27
28	29	30	31			

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➤ Indicate York Region Meetings