

2024 Schedule of Meetings

Date: September 22, 2023

To: Striking Committee

From: City Clerk

Wards: All Wards

SUMMARY

The purpose of this report is to establish the 2024 meeting schedule for City Council and its committees.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the 2024 meeting schedule in Attachment 1 to the report (September 22, 2023) from the City Clerk and that the published schedule serve as notice for these meetings.
2. City Council request the City Clerk to distribute the approved schedule to the City's agencies and special purpose bodies with a request that they:
 - a. avoid scheduling meetings, whenever possible, that conflict with the approved schedule; and
 - b. avoid scheduling public meetings, forums, public consultations and large scale meetings on days of cultural or religious significance as noted in the approved schedule and listed in Attachment 2 to the report (September 22, 2023) from the City Clerk.
3. City Council shorten the 30-day period that City Council may pass a resolution making an amendment to the Mayor's proposed budget to coincide with the completion of the special City Council meeting scheduled on February 15, 2024.

FINANCIAL IMPACT

This report has no financial impact.

DECISION HISTORY

Chapter 27, Council Procedures requires the City Clerk to recommend to the Striking Committee an annual schedule for regular meetings of City Council and committees.

The Chapter requires that the schedule:

- permit City Council to meet at least 10 times for at least 20 meeting days per year;
- enable committees to meet at different times whenever possible; and
- comply with the Council policy on respecting days of cultural or religious significance.

COMMENTS

Scheduling assumptions and principles

The proposed meeting schedule is guided by a number of scheduling assumptions and principles:

- Include regular meeting dates for the Board of Health.
- Allow time on the schedule for special committees, agencies and special purpose bodies to schedule their own meetings.
- Avoid meeting dates of the Federation of Canadian Municipalities' Board of Directors meetings and the FCM annual conference. The dates of the May 2024 (virtual) Board Meeting and the November 2024 Board Meeting have not yet been confirmed.
- Allow for a March, summer and winter holiday break.
- Leave time in the schedule for Members and staff to prepare and review meeting materials.
- Avoid scheduling standing committees on Fridays where possible to enable Members to attend other meetings of special committees and boards and look after constituency matters.
- Comply with the Council policy on respecting days of cultural or religious significance.

Features of the 2024 meeting schedule

- There are 29 Council meeting days over 11 meetings. Meetings will continue on additional days when necessary.
- The Executive Committee meets at the end of the committee cycle.
- Standing Committees and Community Councils are scheduled one day each. Committees and Community Councils can schedule additional meetings if necessary.

- Community Councils meet towards the end of the committee cycle to maximize the number of days City Planning has to review and make recommendations on planning applications against new legislated timelines.
- A special meeting of City Council is scheduled in early September for the purpose of considering urgent planning and heritage matters; this meeting is preceded by special meetings of the Community Councils to consider urgent planning and heritage matters.
- Compressed meeting cycles are avoided where possible.
- Standing Committee meetings have not been scheduled on Fridays where possible. This will enable Members to attend other meetings of special committees and boards, including those boards that traditionally meet on a Friday. It also acknowledges that Members need time in the calendar to deal with constituency matters.
- Council meetings are scheduled for three days.
- Council meeting times are as follows:
 - 9:30 a.m. to 12:30 p.m.
 - 2:00 p.m. to 6:00 p.m.
- Committee meeting times are as follows:
 - 9:30 a.m. to 12:30 p.m.
 - 1:30 p.m. to 6:00 p.m.
 - 7:30 p.m. to 10:00 p.m.
- Meetings end before sundown where noted on the schedule, and meeting end times have been included on Fridays.

CONTACT

Kathleen Bartha, Acting Deputy City Clerk, Secretariat, City Clerk's Office,
Kathleen.Bartha@toronto.ca, 416-397-4104

SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

Attachment 1 - 2024 Proposed Meeting Schedule
Attachment 2 - Days of cultural or religious significance