

## **2025 Schedule of Meetings**

**Date:** July 17, 2024

**To:** City Council

**From:** City Clerk

**Wards:** All Wards

### **SUMMARY**

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The purpose of this report is to establish the 2025 meeting schedule for City Council and its committees.

### **RECOMMENDATIONS**

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The City Clerk recommends that:

1. City Council approve the 2025 meeting schedule in Attachment 1 to the report (July 17, 2024) 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 observance as noted in the approved schedule and listed in Attachment 2 to the report (July 17, 2024) from the City Clerk.
3. City Council shorten the 30-day period in which 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 11, 2025.

### **FINANCIAL IMPACT**

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This report has no financial impact.

## **DECISION HISTORY**

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Chapter 27, Council Procedures requires the City Clerk to recommend 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 observance.

## **COMMENTS**

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### **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' Annual Conference and Board of Directors meetings. The 2025 Board meeting dates 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 observance.

### **Features of the 2025 meeting schedule**

- There are 27 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 are scheduled one day each. Two Community Councils will meet concurrently to allow additional days in the cycle for other meetings of special committees and boards, and greater time for Members and staff to prepare for meetings.

- 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.

## **2025 budget date**

Under the so-called "strong mayor powers" in the City of Toronto Act:

- the Mayor is required to propose a budget by February 1 in each year;
- City Council has 30 days to consider the budget and propose any amendments it considers appropriate; and
- City Council may shorten the 30-day period to accelerate the adoption of the budget.

As it did in 2024, City Council should shorten its 30-day window to coincide with the conclusion of the Special Council meeting on the budget, currently proposed for February 11.

## **CONTACT**

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## **SIGNATURE**

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John D. Elvidge  
 City Clerk

## **ATTACHMENTS**

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Attachment 1 - 2025 Proposed Meeting Schedule

Attachment 2 - Days of cultural or religious observance