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Town of Aurora

# General Committee Report

No. CS23-062

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**Subject:** 2024 Council and Committee Meeting Schedule

**Prepared by:** Jaclyn Grossi, Deputy Town Clerk

**Department:** Corporate Services

**Date:** October 17, 2023

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## Recommendation

1. That Report No. CS23-062 be received; and
2. That the 2024 Meeting Schedule (Attachment No. 1) be approved; and
3. That the Town Clerk be authorized to make amendments to the Council and Committee meeting calendar as required.

## Executive Summary

The purpose of this report is to seek approval of the 2024 Meeting Schedule for Council and Committee meetings.

- Approval of the 2024 Meeting Schedule is required as per the Procedure By-law
- The proposed 2024 schedule was developed using dates established in the Procedure By-law and Committee Terms of Reference

## Background

### Approval of the 2024 Meeting Schedule is required as per the Procedure By-law

As per Section 20.c of the Town's Procedure By-law (By-law No. 6228-19, as amended), Council must approve a meeting schedule for each calendar year. In order to allow for report forecasting, agenda planning, and sufficient public notice, a 2024 Meeting Schedule must be approved before the end of 2023.

## **Analysis**

### **The proposed 2024 schedule was developed using dates established in the Procedure By-law and Committee Terms of Reference**

The proposed 2024 Meeting Schedule is provided as Attachment No. 1. Town Advisory Committees, Aurora Cultural Centre Board, Aurora Public Library Board, Aurora Economic Development Board, and Joint Council Committee will continue to be scheduled as outlined in their respective Terms of Reference or by-law. The Aurora Appeal Tribunal and Property Standards Committee have continued to establish monthly placeholder dates to assist with member scheduling. These placeholder dates are reflected in the Schedule.

Budget Committee meetings will be brought forward for Council approval in a future report.

### **Advisory Committee Review**

None.

### **Legal Considerations**

None.

### **Financial Implications**

None.

### **Communications Considerations**

Upon Council approval, the 2024 Meeting Schedule will be posted to the Town website.

### **Climate Change Considerations**

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

## **Link to Strategic Plan**

The proposed 2024 Meeting Schedule supports progressive corporate excellence and continuous improvement by implementing policy and processes that reflect sound and accountable governance.

## **Alternative(s) to the Recommendation**

1. Council may choose to approve an alternative Meeting Schedule.
2. Council may choose to provide direction on amendments they deem appropriate.

## **Conclusions**

This report has been prepared to provide Council with a proposed 2024 Meeting Schedule. In order to allow for report forecasting, agenda planning, and sufficient public notice, approval of the 2024 Meeting Schedule is required.

## **Attachments**

Attachment No. 1 – Proposed 2024 Meeting Schedule

## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Team review on September 28, 2023

## **Approvals**

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer