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Town of Aurora
Committee of the Whole Report
No. CS24-023

Subject: 2025 Council and Committee Meeting Schedule

Prepared by: Ishita Soneji, Deputy Town Clerk

Department: Corporate Services

Date: October 1, 2024

Recommendation

1. That Report No. CS24-023 be received; and
2. That a bylaw to amend section 20(f)(i) of the Procedure Bylaw No. 6228-19, as amended, be enacted at a future Council meeting to change the Public Planning meeting day from the second Tuesday of the month to the third Tuesday; and
3. That Council request the Mayor, in accordance with the powers under section 284.8 of the *Municipal Act, 2001*, to amend the Committee of the Whole meeting date from the first Tuesday of the month to the second Tuesday; and
4. That the 2025 Meeting Schedule (Attachment No. 1) be approved; and
5. 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 2025 Meeting Schedule for Council and Committee meetings.

- Approval of the 2025 Meeting Schedule is required as per the Procedure By-law
- Proposed revisions are being recommended to the Committee of the Whole and Public Planning meeting schedule
- Approval of proposed revisions will require both an amendment to the Procedure Bylaw and a Mayoral decision

- The proposed 2025 schedule was developed using dates established in the Procedure By-law and Committee Terms of Reference

Background

Approval of the 2025 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 2025 Meeting Schedule must be approved before the end of 2024.

Analysis

Proposed revisions are being recommended to the Committee of the Whole and Public Planning meeting schedule

Since the establishment of Committee of the Whole in March 2024, as per [Mayoral Decision 2024-03](#), all Committee of the Whole meetings have been scheduled on the first Tuesday of the month. The Public Planning and Council meetings have been scheduled on the second and fourth Tuesdays of the month respectively as per Procedure Bylaw No. 6228-19, as amended.

To enhance continuity and facilitate efficient agenda planning, it is recommended that, subject to the exceptions set out below, the Committee of the Whole and Public Planning meetings be scheduled on the second and third Tuesdays of the month, with no meetings scheduled on the first Tuesday of the month.

Additional time between the Council meeting at the end of one month and the Committee of the Whole the next month will provide staff more time to report back on any relevant matters for the following month, should it be required. Additionally, the release of Committee of the Whole agendas to Council and the public will change to the first Tuesday of the month, rather than the same day as the Council meeting. This adjustment will prevent any communication overlap between meeting day notifications (revised agendas) and the upcoming Committee of the Whole meeting.

The following months would be an exception to the proposed changes as outlined in Attachment No. 2:

- **March:** Committee of the Whole meeting scheduled on first Tuesday due to School Mid-Winter Break
- **July:** Council scheduled on third Tuesday as no Public Planning meeting for this month
- **December:** Committee of the Whole and Council scheduled on first and second Tuesdays respectively to avoid overlap with the holiday season

Approval of proposed revisions to the meeting schedule will require both an amendment to the Procedure Bylaw and a Mayoral decision

Since there are two authorities (the Mayor, through the Strong Mayor Power legislation, and Council) directing the meeting schedule, approval of the proposed revisions will require both an amendment to the Procedure Bylaw and a separate Mayoral decision.

To implement the change to the Public Planning meeting schedule from the second to the third Tuesday of the month, an amendment to section 20(f)(i) of the Procedure Bylaw No. 6228-19, as amended, will be required.

[Mayoral Decision 2024-03](#) was exercised in accordance with section 284.8 of the *Municipal Act, 2001* (the "Act"). This provision grants the Mayor the authority to establish Committees of Council, assign their functions, and appoint Chairs and Vice-Chairs to committees comprised solely of Members of Council. To implement the change to the Committee of the Whole meeting schedule from the first to the second Tuesday of the month, a Mayoral Decision will be required.

Staff recommend that Council approve Attachment No. 1 for next year's meeting schedule even though this schedule includes Committee of the Whole on the first Tuesday of month (except where adjusted due to holiday or another factor). Then should the Mayor change Committee of the Whole to the second Tuesday of the month, Attachment No. 2 will be the official meeting schedule for next year and posted on the Town's website.

The proposed 2025 schedule was developed using dates established in the Procedure Bylaw and Committee Terms of Reference

If Council approves the staff recommendation above and the Mayor issues a Mayoral Decision, as requested above, the final 2025 Meeting Schedule will be as provided in Attachment No. 2. 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 2025 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 alternate Meeting Schedule.
2. Council may choose to provide direction on amends they deem appropriate.

Conclusions

This report has been prepared to provide Council with a proposed 2025 Meeting Schedule with proposed changes to the Committee of the Whole and Public Planning schedule. In order to allow for report forecasting, agenda planning, and sufficient public notice, approval of the 2025 Meeting Schedule is required.

Attachments

Attachment No. 1 – 2025 Council and Committee Meeting Schedule

Attachment No. 2 – Proposed Final 2025 Council and Committee Meeting Schedule
with changes

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on September 12, 2024

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer