



Report
Staff Report
The Corporation of the City of Brampton
9/25/2024

Date: 2024-09-18

Subject: **2025 Council and Committee Meeting Schedule**

Contact: Charlotte Gravlev, Deputy City Clerk, Legislative Services

Report number: Legislative Services-2024-760

RECOMMENDATIONS:

1. That the report from Charlotte Gravlev, Deputy City Clerk, Legislative Services to the Council Meeting of September 25, 2024, re: **2025 Council and Committee Meeting Schedule**, be received;
2. That the 2025 Brampton Council and Committee Meeting Schedule, as outlined in Appendix 1 of the report, be approved; and,
3. That at the discretion of the City Clerk, the time and weekday upon which various committee, board and tribunal meetings are convened be adjusted, as deemed appropriate, to facilitate upmost participation of members and the public.

OVERVIEW:

- **Procedure By-law 160-2004, as amended, outlines requirements for the annual meeting schedule for Council and its committees.**
- **This draft 2025 calendar provided as Appendix 1 schedules meetings of Brampton City Council, Committee of Council, Planning and Development Committee, and various other standing and advisory committees, boards and tribunals, as defined by the procedure by-law and terms of reference documentation.**
- **The proposed meeting schedule takes into consideration statutory holidays, significant observances, local school break periods and events such as annual municipal conferences.**
- **The schedule for the coming year has also been adapted to accommodate various other pertinent schedules, such as that of Peel Regional Council.**

BACKGROUND:

Procedure By-law 160-2004, as amended, states that the Council/Committee meeting schedule is to be established on an annual basis and be approved in September of the previous year. This report recommends a legislative meeting schedule for 2025

CURRENT SITUATION:

The Procedure By-law sets out the method for scheduling meetings for City Council and its standing committees, Committee of Council and the Planning and Development Committee. Meetings are generally scheduled every two weeks. The proposed 2025 meeting calendar follows this same approach, to provide scheduling certainty for the year ahead.

The proposed 2025 meeting schedule takes into account statutory holidays, significant religious observances, school break periods, and events such as annual municipal conferences, including:

- Rural Ontario Municipal Association Annual Conference – January 19 to 21, 2025
- Ontario Good Roads Association Annual Conference – March 31 to April 2, 2025
- Federation of Canadian Municipalities Annual Conference – May 29 to June 1, 2025
- Association of Municipalities of Ontario Annual Conference – August 17 to 20, 2025

Having regard for Remembrance Day, the Brampton draft meeting schedule continues the practice, akin to the Provincial Legislature and Federal Parliament, of not scheduling a meeting of Council in the week leading up to November 11th. Similarly, the proposed calendar is also not proposing meetings on the Wednesday prior to the statutory holidays of Thanksgiving Monday and Family Day Monday, as has been the case for the past several years.

The meeting schedule also includes reservation of potential Council Workshop dates for continuous learning, which will be utilized as needed or released when deemed appropriate.

This proposed calendar continues to preserve Thursdays for Peel Regional Council meetings, and subject to Regional Council approval of its 2025 meeting calendar, such meetings will be formally included on the 2025 Brampton Council and Committee Meeting Schedule. Of note, the proposed 2025 Regional Council schedule indicates the first meeting of Regional Council of the year will occur on Thursday, January 9, 2025, and correspondingly the first meeting of Brampton Committee of Council is proposed for the following week on Wednesday, January 15, 2025.

Other adjudicative bodies, such as the Brampton Appeal Tribunal and Committee of Adjustment are also included within the draft schedule to facilitate those distinct decision-making processes, along with the proposed meeting dates for the various

advisory committees primarily composed of citizen appointees. Consistency from this year to the next is recommended for the convening of these bodies.

It is currently anticipated that 2025 Council and Committee meetings will for the most part continue to be convened using the hybrid model with in-person and remote participation options given Council's decision in May 2023 to continue with hybrid meetings, unless or until Council decides otherwise.

CORPORATE IMPLICATIONS:

Financial Implications:

Any resources and funding required for the ongoing facilitation of meetings of Council and its Committees, including production of related agendas and the corporate reporting process to Council, have been identified and will continue to be considered as part of the 2025 Operating and Capital Budget submissions related to the Office of the City Clerk, Legislative Services.

STRATEGIC FOCUS AREA:

This report supports and furthers the strategic focus area of *Government & Leadership*, by focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency.

CONCLUSION:

The proposed 2025 Brampton City Council and Committee meeting schedule reflects the requirements of the Procedure By-law, addresses specific considerations, and seeks to maximize the efficiency of the legislative Council/committee decision-making process, and is hereby presented to Council for consideration and approval.

Upon approval, the final schedule will be circulated to Members of Council and staff, appropriate Outlook invitations will be issued, and the meetings will be posted on the City website. This schedule will be updated throughout the year as required pending future decisions made by Council with respect thereto.

Authored by:

Reviewed by:

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Legislative Services

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Legislative Services

Approved by:

Approved by:

Laura Johnston, Commissioner
Legislative Services

Marlon Kallideen
Chief Administrative Officer

Attachments:

- Appendix 1 – Proposed 2025 Brampton Council and Committee Meeting Schedule