

# Staff Report



Corporate Services Department

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**REPORT TO:** Finance and Corporate Services Committee

**DATE OF MEETING:** September 25, 2023

**SUBMITTED BY:** Dianna Saunderson, Manager, Council and Committee Services / Deputy Clerk, 519-741-2200 ext 7278

**PREPARED BY:** Dianna Saunderson, Manager, Council and Committee Services / Deputy Clerk, 519-741-2200 ext 7278

**WARD(S) INVOLVED:** N/A

**DATE OF REPORT:** August 3, 2023

**REPORT NO.:** COR-2023-273

**SUBJECT:** 2024 Council and Committee Schedule

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## RECOMMENDATION:

That the 2024 Council and Committee Calendar, as attached as Appendix 'A' to Corporate Services Department report COR-2023-273, be approved; and,

That the Mayor in consultation with the Chief Administrative Officer and the Clerk will be delegated the authority to schedule additional Planning and Strategic Initiatives Committee (PSIC) meetings on Council meeting dates, where required, necessary to address legislated Planning Act timelines arising from Bill 109; and further,

That Council be permitted by resolution to reschedule meetings identified on the 2024 calendar where necessary.

## REPORT HIGHLIGHTS:

- The purpose of this report is to establish the Council and Committee Schedule for 2024.
- This report supports the delivery of core services.

## BACKGROUND:

Each year, a schedule of Council and Standing Committee meetings is adopted. Meetings are scheduled on rotating Mondays and generally include a one-week recess between Standing Committee and Council. This break provides Council with additional time to consider agenda items and connect with constituents on matters of public interest while also providing an opportunity for staff to gather further information as requested by Council. Where possible, the 2024 schedule was designed to consider the Region of Waterloo's pattern of Committee meetings on the second Tuesday and Council meetings on the third Wednesday.

The schedule also considers factors that Council has historically taken into account when scheduling meetings, such as all Statutory Holidays, March Break, a summer break in July, and the Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) conferences.

**REPORT:**

The proposed 2024 calendar, attached as Appendix ‘A’, was developed based on the factors outlined above, and also incorporates the following list of Holidays, March Break, and municipal conferences:

- New Year's Day - Jan. 1, 2024
- Rural Ontario Municipalities Association (ROMA) Conference - Jan. 21 to 23, 2024
- Family Day Canada - Feb. 19, 2024
- March Break - Mar. 11 to 15, 2024
- Good Friday - Mar. 29, 2024
- Easter Monday - Apr.1, 2024
- Ontario Good Roads Association (OGRA) Conference - April 21 to 24, 2024
- Victoria Day - May 20, 2024
- FCM Conference - June 6 to 9, 2024
- Canada Day - Jul. 1, 2024
- Civic Holiday - Aug. 5, 2024
- AMO Conference - Aug. 18 to 21, 2024
- Labour Day - Sep. 2, 2024
- Thanksgiving - Oct. 14, 2024
- Remembrance Day - Nov. 11, 2024
- Christmas Day - Dec. 25, 2024
- Boxing Day - Dec. 26, 2024

The calendar also takes feedback from City business units including Planning, Engineering, Procurement, and Financial Planning and Reporting.

It should be noted in consultation with the Mayor, an additional Audit Committee meeting still is anticipated to be scheduled in August or September 2024, where time permits.

Additionally, the schedule and staff recommendation continues to take into consideration the timelines of Planning Act Bill 109, *More Homes for Everyone Act, 2022* came into effect in April 2022. Bill 109 is a first step response to the Ontario Housing Affordability Task Force Report, which require municipalities to refund application fees paid for development applications as follows:

	<b>No Refund</b>	<b>50% Refund</b>	<b>75% Refund</b>	<b>100% Refund</b>
<b>Zoning By-law Amendment</b>	Decision within 90 days	Decision within 91 and 149 days	Decision within 150 and 209 days	Decision made after 210 days
<b>Official Plan Amendment &amp; Zoning By-law Amendment (combined)</b>	Decision within 120 days	Decision within 121 and 179 days	Decision within 180 and 239 days	Decision made after 240 days

**STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

**FINANCIAL IMPLICATIONS:**

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

**COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

**PREVIOUS REPORTS/AUTHORITIES:**

There are no previous reports/authorities related to this matter.

**APPROVED BY:** Victoria Raab, General Manager, Corporate Services

**ATTACHMENTS:**

Attachment A - Proposed 2024 Council and Standing Committee Schedule