

Staff Report



Corporate Services Department

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REPORT TO: Committee of the Whole

DATE OF MEETING: October 21, 2024

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: September 17, 2024

REPORT NO.: COR-2024-459

SUBJECT: 2025 Council and Committee Schedule

RECOMMENDATION:

That the 2025 Council and Committee Calendar, as attached as Appendix 'A' to Corporate Services Department report COR-2024-459, 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, to address legislated Planning Act timelines; and further,

That Council be permitted by resolution to reschedule meetings identified on the 2025 calendar where necessary.

REPORT HIGHLIGHTS:

- The purpose of this report is to establish the Council and Committee Schedule for 2025.
- 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 2025 schedule also takes into consideration the Region of Waterloo's Council and Committee meetings.

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, conferences such as Federation of Canadian Municipalities (FCM), Association of Municipalities of Ontario (AMO) and Association of Municipal Clerks and Treasurers of Ontario (AMCTO).

*** This information is available in accessible formats upon request. ***
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

REPORT:

The proposed 2025 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: Wednesday, January 1, 2025
- Family Day: Monday, February 17, 2025
- Good Friday: Friday, April 18, 2025
- Easter Monday: Monday, April 21, 2025
- Victoria Day: Monday, May 19, 2025
- Canada Day: Tuesday, July 1, 2025
- Civic Holiday: Monday, August 4, 2025
- Labour Day: Monday, September 1, 2025
- Thanksgiving Day: Monday, October 13, 2025
- Remembrance Day: Tuesday, November 11, 2025
- Christmas Day: Thursday, December 25, 2025
- Boxing Day: Friday, December 26, 2025

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

Additionally, the schedule and staff recommendation continue 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 have the following approval requirements:

Application Type	Approval Requirement
Zoning By-law Amendment	Decision within 90 days
Official Plan Amendment & Zoning By-law Amendment (combined)	Decision within 120 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 2025 Council and Standing Committee Schedule