

 Corporate Services Department Legislative Services Division	
Date & Time Received:	July 08, 2024 11:27 am
Original To:	CIP
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Take Appropriate Action	<input type="checkbox"/> File <input type="checkbox"/>
Notes/Comments:	



July 8, 2024

Angela Coleman, General Manager  
 Conservation Ontario  
 120 Bayview Parkway  
 Newmarket, ON L3Y 3W3

**Sent via email:**  
[acoleman@conservationontario.ca](mailto:acoleman@conservationontario.ca)

**RE: PROPOSED 2025 – 2026 TRCA MEETING SCHEDULE**

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Toronto and Region Conservation Authority’s (TRCA) Board of Directors is pleased to have endorsed the [Proposed 2025-2026 TRCA Meeting Schedule](#) at its meeting on June 21, 2024, adopting Resolution A#106/24 as follows:

**THAT the Proposed 2025 - 2026 TRCA Meeting Schedule, as outlined in Attachment 1, be approved;**

**AND FURTHER THAT any subsequent amendments to the approved March 2025 – February 2026 TRCA Meeting Schedule be done in consultation between the Chief Executive Officer and the Chair and/or Vice-Chair;**

**AND FURTHER THAT the schedule be distributed to the Minister of Natural Resources and Forestry, the Minister of the Environment, Conservation and Parks, municipalities within TRCA’s jurisdiction, and Conservation Ontario.**

A copy of the report on the Proposed 2025 - 2026 TRCA Meeting Schedule is enclosed for your convenience. If you have any questions or require additional information, please contact Joanne Hyde, Clerk and Manager, Policy at [joanne.hyde@trca.ca](mailto:joanne.hyde@trca.ca) or (437) 880-2328.

Sincerely,



Joanne Hyde  
 Clerk and Manager, Policy

Encl. Report on the Proposed 2025 – 2026 TRCA Meeting Schedule  
 Attachment 1: Proposed TRCA 2025-2026 Meeting Schedule

cc. John MacKenzie, Chief Executive Officer, TRCA  
Kathryn Lockyer, Director, Legislative and Property Services, TRCA, [kathryn.lockyer@trca.ca](mailto:kathryn.lockyer@trca.ca)  
Minister of Environment, Conservation and Parks, [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)  
Minister of Natural Resources and Forestry, [minister.mnrf@ontario.ca](mailto:minister.mnrf@ontario.ca)  
City of Toronto, [clerk@toronto.ca](mailto:clerk@toronto.ca)  
Regional Municipality of Durham, [clerks@durham.ca](mailto:clerks@durham.ca)  
Town of Ajax, [clerks@ajax.ca](mailto:clerks@ajax.ca)  
City of Pickering, [clerks@pickering.ca](mailto:clerks@pickering.ca)  
Township of Uxbridge, [cleroux@town.uxbridge.on.ca](mailto:cleroux@town.uxbridge.on.ca)  
Regional Municipality of Peel, [regional.clerk@peelregion.ca](mailto:regional.clerk@peelregion.ca)  
City of Brampton, [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)  
City of Mississauga, [city.clerk@mississauga.ca](mailto:city.clerk@mississauga.ca)  
Town of Caledon, [legislative.services@caledon.ca](mailto:legislative.services@caledon.ca)  
Regional Municipality of York, [regionalclerk@york.ca](mailto:regionalclerk@york.ca)  
City of Markham, [customerservice@markham.ca](mailto:customerservice@markham.ca)  
City of Richmond Hill, [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca)  
City of Vaughan, [clerks@vaughan.ca](mailto:clerks@vaughan.ca)  
Town of Aurora, [clerks@aurora.ca](mailto:clerks@aurora.ca)  
Township of King, [clerks@king.ca](mailto:clerks@king.ca)  
Town of Stouffville, [clerks@townofws.ca](mailto:clerks@townofws.ca)  
Township of Adjala-Tosorontio, [Clerk@adjtos.ca](mailto:Clerk@adjtos.ca)  
Town of Mono, [ClerksOffice@townofmono.com](mailto:ClerksOffice@townofmono.com)

**Section I – Items for Board of Directors Action**

**TO:** Chair and Members of the Board of Directors  
Friday June 21, 2024 Meeting

**FROM:** John MacKenzie, Chief Executive Officer

**RE: PROPOSED 2025 – 2026 TRCA MEETING SCHEDULE**

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**KEY ISSUE**

Approval of the proposed March 2025 – February 2026 Toronto and Region Conservation Authority (TRCA) Board of Directors and Executive Committee meeting schedule.

**RECOMMENDATION:**

**THAT the proposed 2025 - 2026 TRCA Meeting Schedule, as outlined in Attachment 1, be approved;**

**AND FURTHER THAT any subsequent amendments to the approved March 2025 – February 2026 TRCA Meeting Schedule be done in consultation between the Chief Executive Officer and the Chair and/or Vice-Chair;**

**AND FURTHER THAT the schedule be distributed to the Minister of Natural Resources and Forestry, the Minister of the Environment, Conservation and Parks, municipalities within TRCA’s jurisdiction, and Conservation Ontario.**

**BACKGROUND**

Section C.2 of TRCA's Board of Directors Administrative By-Law ("By-Law") requires that TRCA’s Board of Directors approve an annual schedule for regular meetings of the Board of Directors and Executive Committee.

**RATIONALE**

The proposed March 2025 – February 2026 meeting schedule is provided to TRCA’s municipal partners, through their Clerks Office, well in advance of municipalities developing their own Council and Committee meeting schedules. The proposed meeting schedule takes into consideration the following:

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- Avoid conflicts, as much as possible, with municipal council, board, and committee meeting dates, which usually fall on days other than Friday;
- Avoid Federation of Canadian Municipalities (FCM) Annual Conference (May 28<sup>th</sup> to June 1<sup>st</sup>);
- Avoid statutory holidays and March Break;
- Provide enough notice to all municipal clerks offices as an attempt to avoid Fridays for other meetings; and
- Allow for summer and winter hiatus to better accommodate planned summer vacations and the December holiday season, in accordance with TRCA's Board of Directors and Executive Committee Terms of Reference, and in line with the practice in many municipalities.

Should any conflicts with municipal meeting dates arise following the release of meeting calendars for municipalities within TRCA's jurisdiction, the Clerk's Office will revise the 2025-2026 meeting schedule.

### **Annual Meetings**

At the Annual Meeting held on January 25, 2002, Resolution #A6/02 was approved in part as follows:

THAT the dates of future Annual Meetings be changed to accommodate the budget meeting schedule for our member municipalities, such that the Annual Meeting held following a municipal election be in January while the Annual Meetings in the interim two years between elections be moved to February.

In accordance with RES.#A6/02, the 2025 Annual Meeting for TRCA's Board of Directors meeting has been scheduled for Friday January 24, 2025, and Friday February 26, 2026, with the 2025 Annual Meeting having been previously approved by RES.#A182/23 on November 17, 2023.

Regional Board Meetings, which are not mandatory, have been scheduled for the following dates:

#### Meeting #1/25:

- Region of Peel, Township of Adjala/Torosontio and Town of Mono: Monday March 31, 2025 (9AM - 10:00AM)
- Region of Durham: Monday March 31, 2025 (10:30AM - 11:30AM)
- Region of York: Monday March 31, 2025 (1:30PM - 2:30PM)

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- City of Toronto: Monday March 31, 2025 (3PM – 4PM)

### Meeting #2/25:

- Region of Peel, Township of Adjala/Torosontio and Town of Mono: Monday October 27, 2025 (9AM - 10:00AM)
- Region of Durham: Monday October 27, 2025 (10:30AM - 11:30AM)
- Region of York: Monday October 27, 2025 (1:30PM - 2:30PM)
- City of Toronto: Monday October 27, 2025 (3PM – 4PM)

### **Delegated Authority for Summer and Winter Hiatus**

During periods of hiatus, the Administrative By-Law provides for delegated authority for the continuity of business.

### **Hybrid Meetings and Participation by Electronic Means**

Due to voting considerations, TRCA is scheduled to have the Annual General Meeting in January 2025 as a mandatory in-person meeting with hybrid regular meetings to follow subject to Board direction.

For members who participate in-person, meetings will be held at TRCA's Head Office. All meetings will begin at 9:30 a.m. Board members are required to schedule to be in attendance at all meetings, from the start of the meeting until at least 1:30 p.m., in order to ensure quorum is maintained and continuity of TRCA operations is preserved.

### **Relationship to TRCA's 2023-2034 Strategic Plan**

This report supports the following Pillar and Outcome set forth in TRCA's 2023-2034 Strategic Plan:

#### **Pillar 4 Service Excellence:**

4.4 Transparent decision making and accountable results

### **FINANCIAL DETAILS**

There are no financial implications associated with this report.

### **DETAILS OF WORK TO BE DONE**

Once the schedule is approved, a copy will be circulated to the Minister of Natural Resources and Forestry, Minister of the Environment, Conservation and Parks, municipalities within TRCA's jurisdiction, and Conservation Ontario

## **Item 8.8**

**Report prepared by: Joanne Hyde, Clerk and Manager, Policy**

**Email: joanne.hyde@trca.ca**

**For Information contact: Joanne Hyde, (437) 880-2328**

**Email: joanne.hyde@trca.ca**

**Date: April 21, 2024**

**Attachment: 1**

Attachment 1: Proposed 2025-2026 Toronto and Region Conservation Authority Schedule of Meetings

**ATTACHMENT 1: PROPOSED TORONTO AND REGION CONSERVATION AUTHORITY 2025 - 2026 SCHEDULE OF MEETINGS  
BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

January 25																																
Su	M	Tu	W	Th	F	Sa																										
			1	2	3	4																										
5	6	7	8	9	10	11	2	3						8	2	3	4	5							6	7					11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9									15	13	14	15	16	17		19		
19	20	21	22	23	24 *AGM	25	16						22	16	17	18		20			22	20	21	22	23	24		26				
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30									
													30																			

  

May 25																												
Su	M	Tu	W	Th	F	Sa																						
				1	2	3	1	2	3	4	5	6	7				8	3	4	5							1	2
4	5	6	7	8	9	10	8	9	10	11	12			7	8			10	11	12	3		5	6	7			9
11	12	13	14	15	16	17	15	16	17	18	19	20		14	15	16	17	18	19	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	22	23	24	25	26			21	22	23	24	25	26	17	18	19	20	21	22	23		
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	
																				31								

  

September 25																											
Su	M	Tu	W	Th	F	Sa																					
	1	2	3	4	5	6				1	2	3							1		1	2	3	4			
7	8	9	10	11	12	13	5	6	7	8	9					4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12		14	15	16	17			11	12	13		15	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	19	20	21	22	23		25	16	17	18	19	20	21	21	22	23	24			27	
28	29	30					26		28	29	30	31				26	27			29							

**\*Annual General Meeting (AGM)  
(mandatory in-person)**

- BoD = Board of Directors
- EXEC = Executive Committee

<span style="background-color: #808080; border: 1px solid black; padding: 2px;">Statutory Holiday</span>	<span style="border: 1px dashed black; padding: 2px;">Festive Closure</span>	<span style="border: 1px solid black; padding: 2px;">March Break</span>	<span style="background-color: #FF0000; border: 1px solid black; padding: 2px;">Regional Board Meeting</span>
			9AM-10AM PEEL 10:30AM-11:30AM DURHAM 1:30PM-2:30PM YORK 3:00PM - 4:00PM TORONTO