

Section I – Items for Board of Directors Action

TO: Chair and Members of the Executive Committee
Friday June 13, 2025 Meeting

FROM: John MacKenzie, Chief Executive Officer

**RE: PROPOSED 2026 – MARCH 2027 TORONTO AND REGION
CONSERVATION AUTHORITY MEETING SCHEDULE**

KEY ISSUE

Approval of the proposed 2026 – March 2027 Toronto and Region Conservation Authority (TRCA) Board of Directors and Executive Committee meeting schedule.

RECOMMENDATION:

THAT the proposed 2026 – March 2027 TRCA Meeting Schedule, as outlined in Attachment 1, be approved;

AND FURTHER THAT any subsequent amendments to the approved 2026 – March 2027 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 the Environment, Conservation and Parks (MECP), municipalities within TRCA's jurisdiction, and Conservation Ontario (CO).

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 2026 – March 2027 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.

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The proposed meeting schedule takes into consideration the following:

- Avoid conflicts with municipal council, board, and committee meeting dates;
- Avoid Federation of Canadian Municipalities (FCM) Annual Conference (June 4–7, 2026);
- Avoid statutory holidays and March Break;
- Provide advance notice to all municipal clerks offices to avoid meeting conflicts on Fridays; 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.

In line with previous years, an Executive meeting has not been scheduled for February 2026 as the Annual General Meeting (AGM) falls on February 20, 2026. The AGM, January and February 2026 meetings have previously been approved by TRCA's Board of Directors on June 21, 2024.

Due to the 2026 Municipal Election, only one Regional Board Meeting is scheduled and will take place on June 1, 2026. Fall Executive Committee and Board of Directors meetings are scheduled around the municipal election, which falls on October 26, 2026, and take into consideration inaugural meetings of Council which will take place by the second week of November.

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 2026 – March 2027 meeting schedule.

Annual Meetings

Resolution #A6/02 was approved at the Annual Meeting held on January 25, 2002, 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 2026 Annual General Meeting for TRCA's Board of Directors meeting has been scheduled for February 20, 2026, and January 22, 2027, with the 2026 Annual Meeting having been previously approved by RES.#A106/24 on June 21, 2024.

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Regional Board Meetings, which are not mandatory, are scheduled as follows:

Meeting #1/26:

- Peel Region, Township of Adjala/Torosontio and Town of Mono: Monday, June 1, 2026 (9:00AM – 10:00AM)
- Durham Region: Monday, June 1, 2026 (10:30AM – 11:30AM)
- York Region: Monday, June 1, 2026 (1:30PM – 2:30PM)
- City of Toronto: Monday, June 1, 2026 (3:00PM – 4:00PM)

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 on February 20, 2026 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 attend all meetings, from the start of the meeting until at least 1:30 p.m., in order to ensure quorum is maintained and the 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 Ministry of Environment, Conservation and Parks municipalities within TRCA's jurisdiction, and Conservation Ontario.

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Date: May 22, 2025

Attachment: 1

Attachment 1: Proposed 2026-2027 Toronto and Region Conservation
Authority Schedule of Meetings