
MEMORANDUM

November 8, 2024

TO: Nomination Subcommittee

FROM: Katrina Leckovic
City Clerk

CC: Tina Penney, Director, Legislation Operations; Deputy City Clerk
Kevin Burris, Manager, Civic Agencies

SUBJECT: 2025 Nomination Subcommittee Meeting Schedule

Under the *Procedure By-law*, Council must establish, by resolution, the dates and times for Council meetings. The following dates for the Nomination Subcommittee are proposed for your consideration. Staff recommend scheduling placeholder meetings approximately every two months, to address emerging appointments related to term expirations, resignations, or changes in External Liaisons' portfolios and responsibilities. If a meeting date is not required, members will be notified in advance.

RECOMMENDATION

THAT the Nomination Subcommittee recommend to Council

THAT meetings of the Nomination Subcommittee be held on the following dates and times:

- February 11, 2025, 1:00 – 3:00 PM
- April 8, 2025, 1:00 – 3:00 PM
- June 10, 2025, 1:00 – 3:00 PM
- September 9, 2025, 1:00 – 3:00 PM
- November 7, 2025, 9:30 AM – 12:00 PM

FURTHER THAT Nomination Subcommittee meeting dates may be cancelled at the discretion of the Manager, Civic Agencies, in consultation with the Chair.

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