



REPORT

Council

Meeting Date: October 21, 2024

FROM: Clerk's Department

DATE: October 8, 2024

SUBJECT: 2025 Council and Committee Calendar

LOCATION: Town - wide

WARD: Town-wide

Page 1

RECOMMENDATION:

That the 2025 Council Meeting Calendar attached as Appendix A to the report from the Clerk's Department, 2025 Council and Committee Meeting Calendar, dated October 8, 2024, be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Procedure By-law establishes standard meeting dates and times for regular Council, Planning and Development Council and other committees, subject to amendments by Council and the Mayor where appropriate.
- Council approves a schedule of Council and Committee meetings on an annual basis which is posted on the town's website allowing for public notice of the meeting dates, and enables the dates to be scheduled in members' and staff calendars.
- To accommodate a condensed summer schedule, Council and Planning and Development Council meetings are scheduled on separate days in July within the same week and on the same day in August with Council starting at 4 p.m. and Planning and Development Council to start at 7:00 p.m.
- Should business matters arise that Council must address, a special Council meeting may be scheduled in accordance with the Procedure By-Law.
- The 2026 Budget meetings will be brought a future meeting in 2025.
- Additional Planning and Development Council meetings have been added to February, March, April, May, June, September and October to meet legislated timelines in the *Planning Act* and may be cancelled if determined they are not required. Notification of cancellation will be provided on the Town's website.

- While preparing the calendar of meetings, staff considered the 2025 Diversity Calendar from Canadian Centre for Diversity and Inclusion and did not observe any significant conflicts.
- Region of Halton Council Meetings, Statutory Holidays/Town Closures, March Break, Association of Municipal Officers and Federation of Canadian Municipalities have been added to this calendar as a reference only and are not for approval.

BACKGROUND:

Council's Procedure By-law establishes the schedule of regular Council, Planning and Development Council and other committee meetings. Each year Council adopts a modified schedule of meetings recognizing the March Break of the Boards of Education, the Federation of Canadian Municipalities (FCM), the Association of the Municipalities of Ontario (AMO) conferences and a reduced meeting schedule during the summer months.

In accordance with the current procedure by-law, regular Council and Planning and Development Council meetings are scheduled on Monday evenings within a four-week cycle. Where a meeting would fall on a holiday Monday, it is rescheduled to the Tuesday.

COMMENT/OPTIONS:

A condensed summer meeting schedule has Council and Planning and Development Council meetings scheduled on separate days in July within the same week and on the same day in August with Council starting at 4 p.m. and Planning and Development Council to start at 7:00 p.m. Should business matters arise that Council must address, a special meeting of Council may be called.

To date this year, an additional four special meetings of Council were held in 2024 to deal with Midtown and TOC with five more scheduled to come before the end of the year to deal with the Mayor's annual address, Parks, Recreation and Library Master Plan and Community Activation Grant and the Budget matters. In addition to the special Council meetings and regularly scheduled meetings, Council will have attended five additional workshop sessions for Parks, Recreation and Library Master Plan, the Security Plan, Rainwater and Midtown.

The agendas for both Council, Planning and Development Council meetings, and Special Council, usually go out to Council and the public two weeks prior to the meeting date, and addendums go out the next week prior to the meeting date.

Although the public review period is beneficial, there are notable administrative issues in preparing reports so far in advance of the meeting, resulting in additional or new information often being introduced in an addendum or at the meeting, ensuring that Council and the public receive the most current information. Planning

and Development Council meetings have certain statutory requirements and strict timelines afforded by the legislation are often difficult to achieve within the four-week cycle, however, these difficulties can be remedied by the option of adding special meetings or distributing memos containing more current information at or prior to the meetings or, by adding planning matters to the regular Council agenda.

CONSIDERATIONS:

(A) PUBLIC

Notification of this report was provided at the time of the published agenda and upon approval, the calendar will be posted on the town website.

(B) FINANCIAL

Additional and special meetings being added to the schedule will affect overtime budgeting within the Clerk's department and affected departments.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

All departments rely on Council's annual schedule of meetings to facilitate the business of the Corporation. Upon approval, calendar invitations will be issued to Members of Council and staff.

(D) COUNCIL STRATEGIC PRIORITIES

This report supports the Council Strategic Priority to be an Accountable Government that provides the community:

- With timely information;
- Open and Transparent decision-making; and
- With opportunities to engage with Council.

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A- Draft 2025 Council and Committee Calendar

Prepared by and Recommended by:
Andrea Holland
Manager, Council and Committee Services

Submitted by:
Vicki Tytaneck
Town Clerk