



Date: November 4, 2024

To: Mayor and Council

Author: Angela Toole, Acting Manager of Municipal Governance & Clerk

RE: 2025 Regular Meeting of Council Schedule

RECOMMENDED ACTION

That Council **APPROVE** the 2025 Regular Council Meeting Schedule as outlined in Appendix A, attached hereto and forming part of this report.

BACKGROUND

On September 23, 2024, Council passed a new Procedure By-law, Procedure By-law 68-2024 (hereafter, "Procedure By-law") and this By-law provides how and when Regular Meetings of Council are scheduled. Section 3.2 of the Procedure By-law provides the following:

*"Regular Meetings of Council shall be held at 6:00 p.m. on **select Mondays twice a month**. The Clerk shall present a proposed Regular Council Meeting schedule to Council no later than December of the year preceding the year for which the schedule has been prepared. Only one Regular Meeting will be scheduled in the months of December, July and August."*

DISCUSSION

The provision respecting the scheduling of Regular Meetings in the current Procedure By-law gives the Clerk greater flexibility in determining the Regular Meeting schedule. The proposed 2025 Regular Meeting Schedule, attached hereto as Appendix A, was drafted with consideration to:

- Statutory holidays which typically fall on Mondays;
- The scheduling of conferences typically attended by members of Council and sometimes Administration including the Rural Ontario Municipal Association (ROMA), Ontario Good Roads Association (OGRA), Federation of Canadian Municipalities (FCM), and Association of Municipalities of Ontario (AMO); and,
- The Essex County Council Meeting dates for 2025.

With respect to the Essex County Council Meeting Schedule, Section 3.2 of the County's Procedure By-law 2024-26 provides that Regular Meetings will be held twice

per month, on the first (1st) and third (3rd) Wednesdays of each month. Previously, and in contrast, the Town's former Procedure By-law 77-2021 provided that Regular Meetings would be held on the second (2nd) and fourth (4th) Mondays of each month. Given these provisions, the Mayor and Deputy Mayor, who also sit on Essex County Council have typically had to attend meetings on a weekly basis every month except for July, August and December.

Further to the proposed 2025 Regular Meeting Schedule, Special Meetings may be called from time to time.

FINANCIAL CONSIDERATIONS

None.

ENVIRONMENTAL CONSIDERATIONS

None.

CONSULTATIONS

Senior Management Team (SMT)

PREPARED BY:



Angela Toole
Acting Manager of Municipal Governance & Clerk

REVIEWED BY:



Ryan McLeod
Director of Finance and Corporate Services

A handwritten signature in black ink, appearing to read 'John Norton', with a long horizontal stroke extending to the right.

John Norton
CAO