



Date: Wednesday, July 3, 2024

From: Carly Craig, Manager of Legislative Services/Clerk

Subject: COR2024-025 - 2025 Council Schedule

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That report COR2024-025 – 2025 Council Schedule be received for information; and

That the 2025 Council Schedule be approved as presented; and

That staff be directed to carry out all administrative actions necessary to call the meetings contained herein.

Background

Procedure By-law 2019-125 requires that the Clerk present annual meeting calendars, for Council and Committees, for approval of Council in the year prior.

These meeting dates and times are also included in the annual calendars circulated to Township residents at the end of each year.

Analysis

Regular Council and Committee of the Whole meetings are held every first, second, and third Wednesday of each month, commencing at 5:00 p.m. in accordance with the Procedure By-Law.

Committee of Adjustment meetings are held every Third Tuesday, commencing at 5:00 p.m. in accordance with the Committee of Adjustment's Procedure By-Law.

Staff are proposing that August be observed as a Council break to allow Council and staff time off from meeting preparation, consistent with breaks taken in previous years. It is also recommended that the number of meetings in December be reduced to 1 to allow an end-of-year break.



The following Strategic Sessions have been included in the Council schedule for approval:

- March 17, 2025, from 9:00 a.m. to 4:30 p.m. Topic: Levels of Service
- June 9, 2025, from 9:00 a.m. to 4:30 p.m. Topic: Asset Management
- September 15, 2025, from 9:00 a.m. to 4:30 p.m. Topic: Business Plan
- November 14, 2025, from 9:00 a.m. to 4:30 p.m. Topic: 2026 Budget

Additionally, the annual Township Tour is included, and staff are recommending it take place on May 13, 2025, from 10:30 a.m. to 4:00 p.m.

Dates have been shifted during a holiday or a municipal conference (which Council members may be attending) during the month. The following are the exceptions to the schedule:

- The first Committee of the Whole meeting in April is postponed a week to accommodate the Ontario Good Roads Association (OGRA) conference.

The calendar includes 2025 conferences, being Rural Ontario Municipal Association (ROMA), OGRA, Federation of Canadian Municipalities (FCM), Ontario Small Urban Municipalities (OSUM), and Association of Municipalities of Ontario (AMO). The dates for these conferences have been tentatively scheduled and are as follows:

- ROMA will take place from January 19 - 21, 2025
- OGRA will take place from March 30 - April 2, 2025
- OSUM will take place from April 30 – May 2, 2025
- FCM will take place from May 28 – June 1, 2025
- AMO has not yet been scheduled but is included in the calendar based on 2024 scheduling and may be subject to change.

The Township has omitted Grey Bruce OPP Detachment Joint Board from the calendar as the Board will be responsible for setting its own schedule and meeting frequency. It is anticipated the Board will meet monthly in 2025.

Additional meeting types such as BioGRID Joint Board of Management and Committee of Adjustment are included in this calendar for information purposes, both set their meeting schedules independently from the Council calendar.



Staff are recommending approval of this calendar as presented to create efficiency so that dates do not need to be canvassed individually. The attached calendar does not account for Special meetings that may be called throughout the year for which availability will be sought.

Financial Impact

N/A

Strategic Priorities

This report achieves the high-level 2020-2024 Strategic Plan priority of good governance.

Conclusion

This report recommends a schedule of Council and Committee meetings for 2025, accommodating conferences and holidays. Upon approval of the calendar, staff will ensure all meetings are included in Council and Committee members' calendars.

Respectfully Submitted: Carly Craig, Manager of Legislative Services/Clerk



Report Approval Details

Document Title:	COR2024-25 - 2025 Council Schedule.docx
Attachments:	- 2025 Council Calendar (1).docx
Final Approval Date:	Jun 27, 2024

This report and all of its attachments were approved and signed as outlined below:

Brittany Drury, Deputy CAO/Director of Corporate Services

Niall Loble, Chief Administrative Officer