



## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU24-127  
**Attachments:** Draft 2025 Council, Committee, and Sub-committee Meeting Schedule

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**Title:** 2025 Council, Committee, and Sub-committee Meeting Schedule

**Objective:** To approve the 2025 schedule of Council, Committee and Sub-committee meetings.

**Background:** Each year a report, along with a proposed meeting schedule, is presented to Council for consideration and adoption in accordance with the City's Procedural By-law 140-2007, which provides:

**"4.13 Meeting Schedule – Clerk to provide**

Prior to the end of the current year, the Clerk shall provide Council with a report setting out the meeting schedule for the next year, noting the exceptions to the Regular Council, Standing Committee and Sub-committee meeting schedules, including but not limited to March break, holiday schedules and year-end. Members of Council are requested to advise the Clerk of changes required at the time the Report is presented by the Clerk."

The purpose of this report is to review and approve the 2025 meeting schedule.

**Analysis:** The 2025 meeting schedule has been drafted on the same basis as the 2024 schedule. The draft schedule continues to consider the following:

- Cancelling the first Regular Council meeting in March as it falls within March Break. It has varied over the years whether Council has wished to hold meetings on March Break or cancel/move them to travel with their families during this week. Staff are proposing the first meeting be cancelled and that only one Council meeting be held on March 24. Staff further recommend rescheduling the Social Services Sub-committee and Community Services Sub-committee meetings to March 4 and 6 respectively.

- Scheduling only one Council meeting in August and cancelling all Sub-committee meetings. This will permit a short summer recess between the first Council meeting in August and the first meeting in September.
- Holding only one Regular Council meeting in December and cancelling Sub-committee meetings.

The draft schedule also includes the following changes:

- Moving the second Regular Council meeting in May to Tuesday, May 27 as May 26 is the Stratford Festival Gala Opening.
- Moving the October Social Services Sub-committee meeting to October 7. The reason this meeting is being moved up a week is because of the Thanksgiving Holiday and the use of Council Chambers by the Committee of Adjustment on the third Wednesday of the month.
- Moving the November Social Services Sub-committee meeting to November 12 as November 11<sup>th</sup> is Remembrance Day and Administration Offices are closed.
- Inclusion of dates for consideration of the draft 2026 budget.

Staff request Council members cross-reference the proposed schedule with both their personal schedules and their Council responsibilities, such as attendance at advisory committee and local board meetings, once known. Any amendments to the schedule should be made prior to adoption.

### **Financial Implications:**

#### **Financial impact to current and future years operating budget:**

There are no financial implications should the proposed meeting schedule be approved. Should the meeting frequencies be increased or decreased following completion of the Procedural By-law review beyond the proposed schedule, there could be a financial impact.

#### **Alignment with Strategic Priorities:**

**Not applicable:** The preparation of a meeting schedule is a requirement of the City's Procedural By-law 140-2007 and to facilitate the holding of Council related meetings. Advance scheduling also provides members of the public with information on meetings to be held in the upcoming year. Amendments to the schedule are communicated on the City's website.

#### **Alignment with One Planet Principles:**

**Not applicable:** The advance scheduling is required under the City's Procedural By-law and there is no direct correlation to any of the One Planet Principles.

**Staff Recommendation: THAT the 2025 Council, Committee and Sub-committee meeting schedule be approved, and staff be directed to schedule the meetings accordingly.**

**Prepared by:** Tatiana Dafoe, City Clerk

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer