

**Subject:** 2025 Legislative Schedule of Meetings

**Report to:** Corporate Services

**Report date:** Wednesday, September 11, 2024

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## Recommendations

1. That the 2025 Legislative Schedule of Regular Meetings (attached as Appendix 1 to Report CLK 4-2024) **BE APPROVED.**

## Key Facts

- The purpose of this report is to seek Council's approval of the 2025 Legislative Schedule of Regular Meetings.
- The proposed schedule continues the cycle of monthly meetings for both Council and Standing Committees that was the preference of Council and staff when the 2024 calendar was adopted.
- Similar to the 2024 schedule, the proposed 2025 schedule offers a gap week between Committee and Council meetings except in the month of December. This gap week allows for earlier issuance of the Council agenda and provides additional time for members of the public and Councillors to review material.
- In accordance with Sections 5.1, 5.2 and 22.2 of the Region's Procedural By-law, Council meetings are held on specific dates and times and the meeting schedule is set annually and approved by Council.
- The draft 2025 Legislative Schedule of Regular Meetings has been approved by the Corporate Leadership Team.

## Financial Considerations

As the proposed schedule includes the same number of meetings as was held in 2024, there are no financial considerations associated with the adoption of the proposed meeting schedule.

## Analysis

Staff have prepared a draft 2025 Legislative Meeting Schedule for Council's consideration (attached as Appendix 1). The schedule was prepared in accordance with the applicable provisions of the Region's Procedural By-law. Section 5.1 of the Region's Procedural By-law provides that "All meetings of Council and Committee of the Whole

shall be held...according to the schedule to be set annually and approved by Council or at such other time or place as may be designated by Council from time to time.” Section 5.2 provides that “Regular meetings of Council shall be held on a Thursday, commencing at 6:30 p.m. in Open Session or at such other time as may be designated by the Regional Chair from time to time.” Section 22.2 provides that “Standing Committees shall meet on days and times according to the schedule set annually and approved by Council.” In 2018, Council approved moving to the established monthly cycle of Council and Standing Committee meetings.

The proposed schedule for 2025 includes the gap week between Standing Committee and Council meetings except for the month of December that was implemented in 2024. This gap week allows for earlier issuance of the Council agenda and provides additional time for members of the public and Councillors to review material in advance of Council meetings. This gap week mitigates the number of addendum items aside from those that are deemed urgent and requiring a decision prior to the next Council meeting. It also allows any items required for follow up from Standing Committee to be prepared and placed on the initial Council agenda as staff would have additional time to prepare this information. The gap week continues to allow for the Council addendum agenda to be issued earlier than the day of the meeting as was being done in 2023.

The proposed meeting schedule results in 24 days of Standing Committee meetings, 12 Regional Council Meetings, and four Committee of the Whole meetings. There is one Budget Review Committee of the Whole meeting currently scheduled July 24, 2025, pertaining to 2026 budget planning. A schedule for the remaining Budget Review Committee of the Whole meeting dates for 2026 budget planning, will be considered at a Regional Council meeting held in the spring.

The schedule also includes the date of the 2025 Federation of Canadian Municipalities (FCM) conference, being held from May 29 to June 1, in Ottawa, Ontario and the 2025 Association of Municipalities of Ontario (AMO) conference, being held from August 17 to 20, in Ottawa, Ontario.

## **Alternatives Reviewed**

None.

## **Relationship to Council Strategic Priorities**

The Legislative Schedule of Meetings supports Council's strategic priority of being an effective Region by increasing transparency and accountability and ensuring access to Council's decision-making process enhancing public trust and confidence in local government.

## **Other Pertinent Reports**

None.

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**Prepared and Recommended by:**  
Ann-Marie Norio  
Regional Clerk

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**Submitted by:**  
Ron Tripp, P. Eng.  
Chief Administrative Officer

## **Appendices**

Appendix 1                  Draft 2025 Legislative Schedule of Regular Meetings

## DRAFT 2025 LEGISLATIVE SCHEDULE OF REGULAR MEETINGS

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24*	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						









SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

\*BRCOTW meeting at 4:00 p.m.

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Council	 Stat Holiday	 Budget Review Committee of the Whole
 Committee Week	 March Break	 Workshop - Budget
 Committee of the Whole	 Regional Chair's Golf Tournament	

AMO Conference - August 17 - 20, 2025 Ottawa, ON	FCM Conference - May 29 - June 1, 2025 Ottawa, ON
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### Meeting Times

- Council
- Committee of the Whole, Budget Review Committee of the Whole
- Public Works Committee
- Public Health and Social Services Committee
- Corporate Services Committee
- Planning & Economic Development Committee

- Thursdays at 6:30 p.m.
- Thursdays at 6:30 p.m.
- Tuesdays at 9:30 a.m.
- Tuesdays at 1:00 p.m.
- Wednesdays at 9:30 a.m.
- Wednesdays at 1:00 p.m.