

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Legislative Services



To: Mayor and Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: September 27, 2024
Subject: 2025 Council Meeting Schedule

Recommendation

Approve the 2025 schedule of Regular Council Meetings, as described in the report presented at the October 22, 2024 Council meeting.

Background

Section 17(b) of the draft Procedure By-law requires the Clerk to prepare a Regular Meeting Schedule for the approval of Council, based on the following considerations:

- ii. Following the months in which Council Orientation occur, a 30 to 45 minute monthly Education and Training Meeting should be scheduled once per month from September through to and including June of each year;
- iii. An additional Meeting shall be scheduled during the following periods to accommodate additional *Planning Act* matters:
 1. January through to and including March,
 2. April through to and including June; and
 3. September through to and including November,
- iv. Meetings shall not be scheduled on a Holiday and Meetings may be scheduled the following week to avoid a Regular Meeting falling the day after a Holiday;
- v. Meetings shall be scheduled to accommodate Member attendance at municipal conferences commonly attended by municipal council members in Ontario; and
- vi. Meetings may be scheduled to accommodate local school board closures.

Comments

A proposed schedule of meetings for 2025 is attached as Appendix A in calendar form, and Appendix B in list form.

One meeting has been scheduled for the summer months of July and August, as well as December, as permitted by the Procedure By-law. Extra *Planning Act* meetings have been scheduled for February 4, May 6 and October 28, 2025.

The 2025 Budget deliberations (deferred from the 2024 calendar) have been scheduled for January 15-16, 2025, and the 2026 Budget deliberations have been scheduled for November 24-25, 2025.

Administration has included five conferences on the calendar as per past practice and scheduled around those conferences accordingly. However, it should be noted that the location or dates of these conferences are subject to change. Additionally, the first meeting in June has been scheduled to accommodate the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) annual meeting, which will be held June 8-11, 2025. The 2025 conference will be held in Windsor, which will allow additional staff to participate from multiple departments, within the regular training budget.

Due to holidays or the above-noted restrictions, the months of January, March, April, May, June, October and November contain meetings that are not on the second and fourth Tuesdays of the month. The meetings have been spaced to ensure there are not consecutive weekly meetings, with the exception of a regular Council meeting and the Budget deliberations in January and November, or the extra *Planning Act* meetings.

The County of Essex meetings dates have been included for reference and do not interfere with any dates identified on the proposed scheduled for Lakeshore meetings.

Financial Impacts

Estimated expenses for the proposed Council meetings have been included in the 2025 Budget.

Attachments

Appendix A – 2025 Council Meeting calendar

Appendix B – 2025 Council Meeting list

Report Approval Details

Document Title:	2025 Council Meeting Schedule.docx
Attachments:	- 2025 Council Meeting Dates (calendar) - DRAFT.pdf - 2025 Council Meeting Dates (List).pdf
Final Approval Date:	Oct 7, 2024

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

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by the Corporate Leadership Team