



Meeting Date: October 2, 2024

Prepared By: Megan Kamermans, Municipal Deputy Clerk

Submitted by: Megan Kamermans, Municipal Deputy Clerk

Report No: CLK-07-2024

Subject: [Title]

Recommendation:

THAT Report CLK-07-2024 re: 2025 Council Meeting Schedule be received;

AND THAT the 2025 Middlesex Centre Council meeting schedule attached as Appendix 'A' be approved

Purpose:

The purpose of this report is to provide an overview of the proposed Council meeting dates which have been identified for the upcoming 2025 calendar year and to seek approval of these meeting dates.

Background:

In accordance with the provisions of the Middlesex Centre Procedural By-law #2023-107, Council traditionally reviews and approves an annual schedule of Council meetings for the forthcoming year each fall. Confirming the meeting schedule ahead of the end of the calendar year will enable staff, Council and the public to prepare for the 2025 Council meeting dates. This process assists with prioritizing initiatives while ensuring deadlines are met by having a set date in place.

Analysis:

A schedule of annual meetings must be established by Council prior to the first meeting of the calendar year. In keeping with the format of meetings held in previous years, staff are proposing that meetings continue to be held on Wednesdays adhering to a 2-week rotating basis. The first meeting of the month will be scheduled at 9:30 a.m., and the second meeting of the month (Public Meeting) will be scheduled for a start time of 5:30 p.m.

All Council meetings are live-streamed and are available for viewing on the Middlesex Centre municipal website and YouTube channel. Members of the public and members of Council may participate in meetings electronically in cases where meetings are held in this format.

Based on the above, the following are the recommended dates for Council meetings to be held in 2025:

January 15, 2025 | January 29, 2025

February 12, 2025 | February 26, 2025

March 12, 2025 | March 26, 2025

April 9, 2025 | April 23, 2025

May 7, 2025 | May 21, 2025

June 4, 2025 | June 18, 2025

July 2, 2025 | July 16, 2025

August 6, 2025

September 3, 2025 | September 17, 2025

October 1, 2025 | October 15, 2025

November 5, 2025 | November 19, 2025

December 3, 2025 | December 17, 2025

The calendar will be updated to reflect changes that occur throughout the year, such as adding additional meeting dates.

Recognizing that there is flexibility based on the quantity of agenda matters, the meetings will be arranged with this model but could change from time-to-time. There are a number of benefits to continuing with this model, as it allows greater flexibility for members of the public to attend either an evening or a morning session of Council which coincides with other commitments. Further, there are financial savings to be realized by the organization in terms of potential overtime staffing costs by scheduling one meeting each month to occur during the day. Finally, the overall increase in live stream viewership of Middlesex Centre council meetings helps to mitigate the impact of meeting timing.

Financial Implications:

The financial costs to facilitate and conduct municipal Council meetings are covered through the annual operating budget.

Strategic Plan:

This matter aligns with following strategic priorities:

- Engaged Community

Establishing an annual meeting schedule in advance of the calendar year helps to foster community engagement by publicizing opportunities to participate in the municipal decision making process.

Attachments:

A1 – 2025 Council Meeting Schedule