



Town of Erin

Corporate Report

Department: Corporate Services	Report Number: C2024-07
Business Unit: Legislative Services	Meeting Date: 8/29/2024
Presented/ Prepared By: Justin Grainger, Deputy Clerk	

Subject

2025 Council and Committee Meeting Schedule

Recommendation

That report number C2024-07 “2025 Council and Committee Meeting Schedule” be received for information;

And that Council approves the 2025 meeting schedule as presented in Appendix A of this report.

Background

Section 3.3 of the Town’s Procedural By-law provides that Regular Meetings of Council shall be held on the second and fourth Thursday of each month, except for the months of July and August which are determined by resolution of Council.

Staff identified an opportunity to enhance communication of the Town’s Council and committee meeting schedule by consolidating meeting dates into a single calendar that Members and the public may refer to throughout the year. Additionally, by selecting the summer Council meeting date further in advance, staff can ensure this date does not conflict with conferences and Members and staff may plan vacations accordingly. Should the need arise due to exceptional circumstances, additional Special Meetings may still be called as per Section 3.5 of the by-law.

Discussion

The proposed meeting schedule (Appendix A) generally reflects past years. However, notable changes are listed below:

- Hillsburgh Community Committee meetings are moved to the second Wednesday of each month to avoid conflicting with Committee of Adjustment meetings.
- Where committee meetings fall on a statutory holiday, the meeting is scheduled for the following business day or following week depending on availability.
- The January and August Town of Erin Heritage Committee meetings are moved to the fourth Monday of each month to avoid the ROMA and AMO Conferences.
- The August Committee of Adjustment meeting is moved to the fourth Wednesday of that month to avoid the AMO Conference.

- The summer Council meeting date is scheduled for July 24th, avoiding the AMO Conference which is scheduled for August 17th to 20th as well as the typical period of vacation by Members and staff.

Following a review of best practice, the proposed summer schedule does not include a Council meeting in August. Comparator municipalities such as City of Guelph, Town of Milton, Town of Bradford West Gwillimbury and Township of King take a similar approach by scheduling one or no regular meetings for the period of July to August and scheduling additional special meetings as business needs arise.

The above approach was taken by the Town in 2022, and at that time staff did not note any undue delays in the consideration of business. This outcome is achieved through identifying time sensitive business items earlier in the year and ensuring the disposition thereof prior to the commencement of a summer recess. As previously noted, staff continuously monitor business needs and may schedule special meetings during the recess in consultation with Council.

Strategic Pillar

Service Excellence & Good Governance

Financial Impact

There is no financial impact associated with the proposed recommendation.

Conclusion

Staff recommend approval of the proposed schedule of meetings and are confident this resource will improve legislative planning by making stakeholders aware of Council and committee meeting dates.

Attachments

Appendix A – 2025 Council and Committee Meeting Schedule

Nina Lecic

Director of Legislative Services & Town
Clerk

Rob Adams

Chief Administrative Officer