



SUBJECT: Approval of 2025 Meeting Calendar

TO: Committee of the Whole

FROM: Legislative Services

Report Number: CL-22-24

Wards Affected: Not applicable

Date to Committee: October 7, 2024

Date to Council: October 15, 2024

Recommendation:

Approve the 2025 calendar of meetings for Council and standing committees attached as Appendix A to legislative services report CL-22-24.

PURPOSE:

Vision to Focus Alignment:

- Designing and delivering complete communities
- Providing the best services and experiences
- Protecting and improving the natural environment and taking action on climate change
- Driving organizational performance

Executive Summary:

This report is seeking approval of the 2025 Council and Committee meeting calendar.

Background and Discussion:

Annually, the Office of the City Clerk brings forward a proposed schedule of Council and standing committee meetings for the upcoming calendar year.

2025 Meeting Schedule

Staff recommend that Council approve a schedule that is the same as the 2024 schedule, with Council scheduled the week after Committee week.

The tables below is based on a typical month, however some adjustments are made in month to month depending on the holidays and other scheduled events.

Week 1	Monday – Committee of the Whole (9:30 a.m.) Tuesday – Committee of the Whole (cont'd) (9:30 a.m.) (statutory public meeting) Wednesday – Regional Meeting Thursday - Pipeline to Permit Committee (9:30 a.m.) Council Workshop (1 p.m.)
Week 2	Tuesday - Council (9:30 a.m.) Wednesday – Regional Meeting
Week 3	None
Week 4	None

Scheduling factors

The following dates were factored into the 2025 calendar:

- Halton Regional Council meeting schedule, approved September 2024;
- Rural Ontario Municipal Association conference: January 19-21;
- March Break: March 10-14;
- Federation of Canadian Municipalities conference: May 29-31; and
- Association of Municipalities of Ontario conference: August 17-20.

In addition, the closing of City of Burlington administrative offices for statutory and other holidays are noted on the calendar. Meetings for the month of August will be called in accordance with the Procedure By-law, if required.

Additionally, the Procedure By-law permits Council to alter the time, day, and place of any meeting approved in the annual schedule by way of a motion. Motions to amend the calendar are not subject to the reconsideration provisions in the by-law.

Budget Committee meetings

The Office of the City Clerk staff have worked collaboratively with the Office of the Mayor and the Finance Department to establish Budget Committee meeting dates. The calendars include the following key dates:

Meeting	Date (2025)	Item
n/a	October 28	Mayor's Budget Released
Budget Committee	November 11	Budget Review
Budget Committee	November 24	Budget Review
Budget Committee, if required	November 25	Budget Review
Special Council	November 27	Budget Approval

Staff will review the dates and bring forward any changes, if required, as part of the June budget report.

Strategy/process/risk

Cadence of meetings

Having a schedule of meetings that has fixed, predictable meeting dates is a best practice that provides clarity and expectations for all City stakeholders. Amendments that result in a schedule moves away from a structured meeting pattern and may create confusion for interested parties. Developing a rhythm and cadence to decision making will help the public to be able to reasonably expect when Council will convene, and remove some barriers to participation.

Options Considered

Procedure By-law Survey Results – Daytime Meetings

A survey about the Procedure By-law was conducted between June 1 and August 14, 2023, receiving a total of 101 responses. The results of the survey [can be found here](#). One of the areas of improvement identified in the survey was the timing of meetings.

Nearly half of respondents (47 of 100) indicated that they have not attended or participated in a Council or Committee meeting before. The survey indicated that one of the main reasons for not attending was due to the meeting time. Many comments also indicated that participating during daytime meetings is challenging due to work commitments.

Staff are not recommending changes to the calendar at this time. Individuals who have an interest in Council business have many opportunities to engage with members of

Council outside of a meeting by phone, email, and in-person. Individuals and groups are also encouraged to submit written correspondence to the Clerk which, if related to an agenda item, is included as part of the record of the meeting through the agenda and minutes. If an individual wishes to appear before Committee or Council as a delegate, in-person, telephone, and online/video conference options are available.

The times for meetings are set in accordance with the Procedure By-law. Should Council wish to make any changes to meeting start times, an amendment to the Procedure By-law may be required.

Financial Matters:

While there is no direct financial impact with respect to approving the calendar, the schedule may be impacted by planning applications that could carry financial repercussions based on provincial deadlines. Should a meeting be required to meet these deadlines, staff will work with the planning department and the respective meeting Chair to ensure meetings are scheduled to meet the prescribed timelines.

Climate Implications:

Not applicable.

Engagement Matters:

Following Council approval of the 2025 meeting calendar dates, a calendar will be produced for Council and posted to the City website in the electronic meeting calendar which is updated throughout the year.

The schedule is posted to the city's website, and in the electronic meeting calendar which is updated throughout the year. The public can subscribe for calendar updates which provides email reminders on upcoming meetings throughout the year.

Legislative Services also submits social media workorders when agendas are public. These workorders generate social media posts, which promote the meetings to residents.

Conclusion:

The proposed 2025 calendar of meetings for Council and standing committees will provide public notice of a regular cycle of meetings, ensuring that city business is conducted in an open manner while taking incoming provincial legislation into consideration.

Respectfully submitted,

Samantha Yew

City Clerk

Ext. 7490

Appendices:

A. Proposed 2025 Meeting Calendar

Notifications:

Graham Milne, Regional Clerk

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Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal and Legislative Services/City Solicitor