

**Subject:** Proposed 2025 Council Meeting Schedule

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2024-0185 Proposed 2025 Council Meeting Schedule, for information;**

**AND THAT the 2025 Council Meeting Schedule as appended to this report be approved;**

**AND THAT Council direct Staff to publish the 2025 Council Meeting Schedule to the Town of Pelham website;**

**AND THAT Council direct the Town Clerk to prepare the necessary amendments to the procedural by-law, reducing the number of regular Council meetings in July and August from three to two, while scheduling no meetings during March Break, and eliminate the first regular meeting of Council in April, and present it to Council at the next regular meeting.**

**Background:**

The Town of Pelham's Procedural By-law 4507(2022) establishes the framework for the Council Meeting Schedule. According to this By-law, regular meetings of Council are scheduled for the first and third Wednesday of each month, with an additional meeting on the second Wednesday for Public Meetings under the *Planning Act*.

On May 29, 2024, Council approved the 2025 Budget Meeting Schedule, which has been incorporated into the draft schedule. The proposed meeting schedule for the upcoming year has been crafted to accommodate statutory holidays, world religious holidays, major municipal conferences and other significant events.

**Analysis:**

While the proposed meeting schedule has been crafted in accordance with the Procedural By-law, staff acknowledge that Council implemented significant changes to the schedule in 2024. These changes proved to be advantageous, and staff

believe it may be worthwhile to carry them forward into the 2025 meeting schedule.

Staff propose scheduling the March Public Meeting under the *Planning Act* on the third Wednesday, with the second regular meeting of Council rescheduled to the fourth Wednesday, to accommodate March Break (March 10<sup>th</sup> to 14<sup>th</sup>). Should Council adopt this approach, Council could consider cancelling the first regular meeting of Council in April to avoid consecutive meetings, consistent with their decision in 2024. Senior Town leadership is of the opinion that this adjustment did not adversely impact corporate business in 2024.

Section 45 of Procedural By-law 4507(2022) outlines the default summer recess schedule, consisting of three regular Council meetings in July and August. However, staff propose reducing this to two summer meetings—one in July and one in August—with a Public Meeting under the *Planning Act* tentatively scheduled for each month. As a trial, this amendment was successfully implemented in 2024 without disrupting corporate business. Furthermore, should a time-sensitive matter arise, the Mayor has the capacity to call a Special Meeting.

For clarity, the proposed amendments are detailed below.

#### **Financial Considerations:**

Adopting the 2025 Council Meeting Schedule does not have a direct financial impact.

#### **Alternatives Reviewed:**

The following alternatives may be considered, with options that can be combined if desired:

##### Option One: Two Summer Meetings

Amend the appended schedule to remove one regular meeting of Council during the summer. Staff recommend removing the meeting scheduled for July 23, 2025. This adjustment would result in one regular meeting of Council in July and one in August.

##### Option Two: March Break

Amend the appended schedule to accommodate March Break by postponing the Public Meeting under the *Planning Act* and the Regular Council meeting by one week.

##### Option Three: Cancellation of First Regular Meeting in April

If Council adopts Option Two, and to prevent consecutive meetings, amend the schedule to cancel the first regular meeting of Council in April, originally scheduled for April 2, 2025.

Should Council wish to amend the schedule to incorporate Option One, Option Two, Option Three, or a combination thereof, Council may pass a motion to approve the appended schedule as amended. Procedurally, this approval would serve as a one-time decision. Therefore, staff recommends that Council direct a procedural by-law amendment to recognize these changes going forward, allowing the Clerk's office to prepare and present the Council Schedule inclusive of such amendments. Approval of this report will serve as public notice of the Town's intention to amend the Procedural By-law accordingly.

**Strategic Plan Relationship: Enhancing Capacity and Future Readiness**

Developing a meeting schedule in advance of the calendar year allows for the publication of scheduled meetings on the Town's website, increasing initiatives in transparency, communication, and community engagement.

**Consultation:**

None.

**Other Pertinent Reports/Attachments:**

Proposed 2025 Council Meeting Schedule.

**Prepared and Recommended by:**

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Acting Town Clerk

**Prepared and Submitted by:**

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