



## Report to Council

Department: Office of the CAO

Division: Legal and Legislative Services

Date: October 7, 2024

Prepared by: Joe Malandruccolo, Director, Legal & Legislative Services/Clerk

Report Number: Legal and Legislative Services-2024-07

Subject: 2025 Regular Council Meeting Dates

Number of Pages: 4

### Recommendation(s)

**That** Legal & Legislative Services Report-2024-07 entitled 2025 Regular Council Meeting Dates prepared by Joe Malandruccolo, Director, Legal and Legislative Services/Clerk dated October 7, 2024 be received, and

**That** the dates for the 2025 Regular Council Meetings proposed herein be approved.

### Purpose

The purpose of this report is to establish dates for the 2025 Regular Council Meetings.

### Background and Discussion

Section 3.2.1 of the Procedural By-Law No. 2159 states that Regular Meetings of Council shall be held or hosted at 33 Talbot Street South, Essex, Ontario on the first and third Mondays of each month commencing at 6:00 PM, unless otherwise decided by a majority of Members.

Section 3.2.2 of the Procedural By-law 2159 states that when a Regular Meeting falls on a Monday that is a Civic or Public Holiday, or on a day when Town Hall is closed for business, the Regular Meeting shall be held on the next following date that is not a public holiday or on a date agreed to by Council. For greater certainty, Council shall not hold a Regular Council Meeting or a Special Meeting on Family Day or Remembrance Day, unless an emergency meeting of Council has been called.

Section 3.2.3 of the Procedural By-Law No. 2159 states further that, when deemed necessary, Council may, by resolution, alter the time, date and location of any Regular Meeting approved under Section 3.2.1 or Section 3.2.2.

The final Regular Council Meeting of the current year is scheduled for December 16, 2024. The Municipal Offices will be closed for the holidays commencing at day's end on Monday, December 23, 2024, and will re-open on Thursday, January 2, 2025. Due to the timing of the deadline for agenda items and the timing of the return of various staff to the office from the holiday season, it is recommended that Council defer the scheduling of the first Regular Council Meeting of 2025 to January 13, 2025.

The 2025 Association of Municipalities of Ontario (AMO) Annual Conference is currently scheduled from Sunday, August 17, 2025, until Wednesday, August 20, 2025. In an effort to allow members of Council to attend this conference, it is recommended that the meeting be moved to the second Monday of August, being August 11, 2025. Due to the timing of the AMO Conference and Council members returning from the conference and the deadline for agenda items, it is recommended that only one meeting be held in August.

Therefore, the proposed dates for the 2025 Regular Council Meetings are as follows:

- Monday, January 13, 2025
- Monday, February 3, 2025
- Tuesday, February 18, 2025 (moved to allow observation of Family Day)
- Monday, March 3, 2025

- Monday, March 17, 2025
- Monday, April 7, 2025
- Tuesday, April 22, 2025 (moved to allow observation of Easter Monday)
- Monday, May 5, 2025
- Tuesday, May 20, 2025 (moved to allow observation of Victoria Day)
- Monday, June 2, 2025
- Monday, June 16, 2025
- Monday, July 7, 2025
- Monday, July 21, 2025
- Monday, August 11, 2025 (moved to allow attendance at AMO Conference)
- Tuesday, September 2, 2025 (moved to allow observation of Labour Day)
- Monday, September 15, 2025
- Monday, October 6, 2025
- Monday, October 20, 2025
- Monday, November 3, 2025
- Monday, November 17, 2025
- Monday, December 1, 2025
- Monday, December 15, 2025

## **Financial Impact**

There is no financial impact associated with this report.

## **Consultations**

Doug Sweet, Chief Administrative Officer

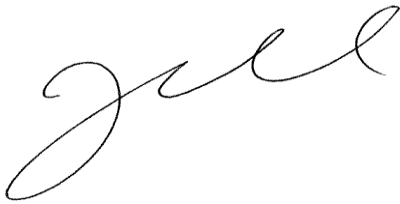
## **Link to Strategic Priorities**

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

### Report Approval Details

Document Title:	2025 Regular Council Meeting Dates - Legal and Legislative Services-2024-07.docx
Attachments:	
Final Approval Date:	Sep 30, 2024

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

A handwritten signature in black ink, appearing to read 'J. Malandruccolo', written in a cursive style.

**Joseph Malandruccolo, Director, Legal and Legislative Services/Clerk - Sep 30, 2024 - 8:26 AM**

**No Signature - Task assigned to Doug Sweet, Chief Administrative Officer was completed by delegate Kate Giurissevich, Director, Corporate Services**

**Doug Sweet, Chief Administrative Officer - Sep 30, 2024 - 9:26 AM**