



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Melissa Lawr, Deputy Clerk – Legislation

**DATE:** September 9, 2024

**REPORT NO.:** ADMIN-2024-021

**SUBJECT:** 2025 Council Calendar

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### RECOMMENDATION:

THAT Report No. ADMIN-2024-021 dated September 9, 2024 regarding the 2025 Council Calendar be received;

AND FURTHER THAT the 2025 Council Calendar (Appendix A) be approved.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Section 5(5) of the Town's Procedure By-law states that the Clerk shall prepare an annual schedule for regular Council, based primarily on a three-week meeting cycle
- The 2025 Council Calendar is attached to this report as Appendix A
- Halton Region approved its 2025 Council Calendar on September 18<sup>th</sup> (Attached as Appendix B)

### BACKGROUND AND DISCUSSION:

On April 17, 2023 Council passed By-law No. 2023-0026, the Town's Procedure By-law. Section 5(5) of this by-law states that the Clerk shall prepare an annual schedule for regular Council, based primarily on a three-week meeting cycle. Appendix A to this report reflects a three-week meeting schedule.

This year staff have prepared a 13 month calendar which includes January 2026. This will allow staff to prepare accordingly for the first meeting of the new year.

As outlined in Section 9(7) of the Town's Procedure By-law, reports will receive final disposition at the next regular scheduled Council meeting with the exception of Confidential items, Consent items and any reports listed as Immediate Action Items which will receive final disposition at the meeting they are listed on the agenda.

At its regular meeting of Council on September 18, 2024 Halton Region approved its 2025 Calendar, attached as appendix B to this report.

Upon approval of this report, a copy of the 2025 Council Calendar will be distributed to Town Staff and each 2025 meeting date will be added to the [Town's Municipal Calendar webpage](#). The 2025 Council Calendar will also be posted to the [Town's Council & Committees webpage](#).

#### **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

#### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

#### **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

#### **INTERNAL CONSULTATION:**

The Town Clerk was consulted during the creation of the 2025 Council calendar.

#### **FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer