



**To:** His Worship the Mayor and Members of Council  
**From:** Meaghan Vader, Corporate Initiatives Manager/Clerk  
**Report Number:** CIO-2024-11  
**Subject:** 2025 Council Meeting Schedule  
**Meeting Date:** December 4, 2024

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**Recommendation:**

**THAT** Report CIO-2024-11 be received as information.

**AND THAT** Council deviate from Section 3.25 of the Procedural By-law and adopt the 2025 Council meeting schedule as attached to report CIO-2024-11.

**AND FURTHER THAT** Council direct staff to amend Section 3.25 of the Procedural By-law to adjust the meeting start time of the second monthly meeting to 9:00am.

**AND FURTHER THAT** Council direct staff to bring the amended By-law to a future meeting of Council for adoption.

**Report:**

Every year staff provide Council with a report regarding the Council meeting schedule for the following year. In accordance with Section 3.25 of the Township's Procedural By-law, Regular Meetings of Council are held on the first Wednesday of the month at 9:00am, and on the third Wednesday of the month at 7:00pm.

It has been in the Township's practice to deviate from the Procedural By-law and only meet once in July and August, at the first meetings of the month; as well as remove the first meeting in January to accommodate for the statutory holidays and holiday closure.

With the introduction of Council meetings taking place in a hybrid meeting approach and the ability for the mix of in person and virtual (online)

participation, staff are also proposing that Council consider moving the second meeting of the month from 7:00pm to 9:00am. This would also be in line with the approach adopted by Oxford County Council. Members of the public would remain able to participate at the Township Administration Building or virtually, and members of the public who want to watch Council may also attend in person or watch the meeting live online.

Benefits of moving to a day meeting, include that staff would be able to attend the meeting without the Township incurring overtime or time-in-lieu, and outside agencies/organizations could attend within normal working hours.

**Financial Implications:**

None.

**Strategic Plan Linkage:**

- Financial Sustainability
- Good Governance
- Infrastructure
- Service Delivery
- Community Vitality
- Environmental Awareness

**Attachments:**

- Attachment 'A' – 2025 East Zorra-Tavistock Council Meeting Schedule

## Report Approval Details

Document Title:	CIO-2024-11 - 2025 Council Meeting Schedule .docx
Attachments:	- 2025 Council Meeting Schedule.docx
Final Approval Date:	Nov 29, 2024

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

Meaghan Vader