



**To:** COUNCIL  
**Meeting Date:** 11/26/2024  
**Subject:** 2025 Schedule of Council and Standing Committee Meetings  
**Submitted By:** Danielle Manton, City Clerk  
**Prepared By:** Michael Oliveri, Council Committee Services Coordinator  
**Report No.:** 24-068-CRS  
**File No.:** C11  
**Wards Affected:** All Wards

### **RECOMMENDATION(S):**

THAT Report 24-068-CRS 2025 Schedule of Council and Standing Committee Meetings be received;

AND THAT the 2025 Schedule of Council and Standing Committee Meetings attached as Appendix 'A' to report 24-068-CRS be approved.

### **EXECUTIVE SUMMARY:**

#### **Purpose**

The purpose of this report is to provide Council with a proposed 2025 Schedule of Meetings.

The proposed schedule ensures the public is informed in advance of upcoming meetings for the year and allows staff to plan efficiently for Council meetings.

#### **Key Findings**

The Council for the City of Cambridge is required to set a Schedule of Meetings prior to each new year. Based on available key performance indicators, public participation has increased with virtual meetings and the continuation of hybrid meeting practices will provide further opportunities for accessible engagement with the public.

#### **Financial Implications**

Financial implications are not anticipated as a result of establishing the 2025 Schedule of Meetings of Council. Staff will advertise all meetings on the City's website in advance of all meeting dates and on the City's calendar. The approved Schedule of Meetings will also be posted to the City's website.

**STRATEGIC ALIGNMENT:**

Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**OR**

Core Service

**Program:** Council Services

**Core Service:** Council Support

By establishing a schedule of meetings for the year ahead, Council ensures effective and efficient operation for the City and provides clear direction to staff. Regular meetings of Council enable decisions to be made by those elected and provide for transparent and accessible information to the public.

The proposed schedule aligns with the City's Governance and Leadership goals, ensuring effective and efficient meeting management and providing a solid foundation to advance City business.

**BACKGROUND:**

The proposed 2025 Schedule of Meetings, as presented in Appendix 'A', outlines the schedule of all Council and Committee meetings for 2025, with the exception of Council Workshops that are scheduled as required.

**ANALYSIS:**

The proposed Schedule of Meetings for 2025 incorporates Regional Council and Committee meetings, all Council meetings, statutory holidays and March Break. Council members may require time from the office to attend conferences throughout the year. Staff have taken into account the following two conferences when developing the proposed meeting schedule:

- Federation of Canadian Municipalities Conference (FCM) – May 28 – June 1
- Association of Municipalities of Ontario (AMO) – August 10-13, 2024

Dates for review of the 2026 Budget are included in the proposed schedule and provide multiple dates for Council's review of the budget process in December 2025. These dates are subject to change and will depend on whether a Strong Mayor Budget is proposed.

Where a matter of urgency requires a decision of Council at any time during the year, an Emergency or Special Council meeting may be arranged at the call of the Mayor in consultation with the City Clerk.

### **Meeting Times:**

Currently, Closed Session is scheduled for 5:30 p.m. (when needed) with Council beginning at 6:30 p.m. Staff are proposing that Council move Closed meeting start times from 5:30 p.m. to 5:00 p.m. and keeping open Council meetings at 6:30 p.m. This change will allow Council a better chance to fully complete the Closed Agenda ahead of the open Council meeting. If a Closed session was unable to be completed by 6:30 p.m., Council would finish Closed session at the end of the open agenda.

Traditionally, evening meetings have favoured individuals working between nine (9) a.m. to five (5) p.m. and have disadvantaged those working evenings, afternoons, night shifts or individuals with less flexibility. As we emerge from the pandemic with video conferencing tools that allow meetings to be more accessible and available, individuals working in office-type environments can continue participating in meetings at earlier start times whilst further extending the opportunity to engage a wider demographic.

Hybrid meetings increase accessibility and access for everyone, including the public, City Council and staff as participants can join and participate in Council meetings in-person or remotely over the phone, a mobile device or computer. The video conferencing tools used by the City make it easier to participate in or delegate to meetings while juggling work, childcare, family and other responsibilities of modern life. Additionally, past shifts to earlier meetings have resulted in increased public participation.

### **EXISTING POLICY / BY-LAW(S):**

The City's Procedure By-law 23-035 is in effect.

Section 238(2) of the *Municipal Act*, 2001, provides that every municipality have a procedure by-law for governing the calling, place and proceedings of meetings. The proposed 2025 Schedule of Meetings reflects the need to call for meetings.

### **FINANCIAL IMPACT:**

Council's Procedure By-law 23-035 requires notice for meetings of council within 72 hours of the meeting. Setting a schedule for annual meetings provides assistance to Council to help meet the requirements of the by-law. Further, an annual schedule provides notice to the public for meetings. The only financial impact for the proposed 2025 Schedule of Meetings is printing costs, which is funded through the Clerk's Operating Budget and is a necessary expense to continue forwarding City business.

### **PUBLIC VALUE:**

#### **Engagement:**

The proposed 2025 Schedule of Meetings provides the opportunity to inform and engage the public. Upon approval of the Schedule of Meetings, staff will post all meetings on the City Meeting Calendar, ensuring that the public has a point of reference for upcoming meeting dates. The meeting agendas are posted on the City Meeting Calendar the week prior to the meeting. Public involvement is encouraged through the City's Delegation Request Form and guide that is also posted on the City's website. Statutory Public Meetings under the *Municipal Act*, 2001 and the *Planning Act*, 1990 provide further opportunity for public involvement by way of statutory notices provided via postal mail and notice on the City's website for upcoming meetings.

It is essential that the public be provided with a wide range of methods that encourages active involvement in the decision-making process before Council.

### **ADVISORY COMMITTEE INPUT:**

The proposed 2025 Schedule of Meetings only reflects meetings of Council. Citizen Advisory Committees establish their meeting schedules for the new year individually with the guidance of their staff liaison.

Staff did not consult advisory committees when setting the proposed 2025 Schedule of Meetings of Council as, pursuant to the Procedure By-law, these meetings are required to be set by Council.

Advisory Committees will schedule their meetings around the approved 2025 Schedule of Meetings of Council to ensure there are no conflicts for staff and Council representatives that support and work with the City's advisory committees.

## **PUBLIC INPUT:**

The proposed 2025 Schedule of Meetings is reflective of the meetings of Council over the last several years. The City has anticipated the continuation of hybrid meetings to provide the public with the opportunity to participate in Council meetings both in-person and virtually, which will provide greater flexibility and increased public participation. Past delegation surveys support the public need for hybrid meetings.

## **INTERNAL / EXTERNAL CONSULTATION:**

Upon Council approval of the proposed 2025 Schedule of Meetings, staff will ensure the schedule is added to the City's meeting calendar and that all staff and Council receive meeting invitations for the 2025 meetings.

As agendas serve as notice of meetings, agendas and the City's website will continue to reflect the hybrid meeting structure of meetings of Council.

## **CONCLUSION:**

The setting of the 2025 Schedule of Meetings provides Council, staff and the public with the opportunity to participate in the public process of Council meetings and provides increased accessibility to City meetings. Moreover, the recommendation strives to establish meetings that are efficient for moving City business forward and assist Council in effective meeting management.

## **REPORT IMPACTS:**

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

## **APPROVALS:**

**This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:**

**Director**

**Deputy City Manager**

**Chief Financial Officer**

**City Solicitor**

**City Manager**

**ATTACHMENTS:**

1. 24-068-CRS Appendix A – 2025 Schedule of Council and Standing Committee Meetings