



## CORPORATE SERVICES *Staff Report*

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REPORT NO: COR-2024-54

TO: Council

SUBMITTED BY: Kaitlin Bos, Manager of Legislative Services / Municipal Clerk

PREPARED BY: Kaitlin Bos, Manager of Legislative Services / Municipal Clerk

REVIEWED BY: Greg Clark, Acting Chief Administrative Officer

DATE: November 25, 2024

SUBJECT: 2025 Council Meeting Schedule and Committee of the Whole Terms of Reference

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### RECOMMENDATION:

THAT Council approves the 2025 Council Meeting Schedule as attached to Report COR-2024-54; and,  
THAT Council adopts the Committee of the Whole Terms of Reference as attached to Report COR-2024-54.

### SUMMARY:

Annually, Council adopts a schedule of Council meetings for the following year. Generally, the Township sets its schedule following the passage of the regional meeting schedule to ensure that the Mayor, as the Township's representative on Regional Council, can attend those meetings.

Direction was given at the November 4, 2024 Council Meeting to proceed with the proposed changes to the decision-making structure of Council, the approval of the 2025 Council Calendar, Committee of the Whole Terms of Reference and By-law 2024-54 in Section 13. By-laws will enact the changes effective January 1, 2025.

**BACKGROUND:**

At the November 4, 2024 Council Meeting, Council received Staff Report COR-2024-53 Proposed Changes for the 2025 Council Meeting Schedule and Notice Provisions for information and directed staff to bring back the 2025 Council Meeting Schedule and Committee of the Whole Terms of Reference for approval.

**REPORT:**

The proposed schedule has been reviewed by the Corporate Leadership Team for potential conflicts with various events that would affect the availability of Council and/or staff. Such events would include the budget process, statutory holidays, municipal conferences, and school breaks. The following dates were taken into consideration when developing the meeting schedule:

- New Year's Day – January 1, 2025
- Rural Ontario Municipal Association (ROMA) Conference – January 19-21, 2025
- Family Day – February 17, 2025
- March Break – March 10-14, 2025
- Good Friday – April 18, 2025
- Easter – April 20, 2025
- Easter Monday – April 21, 2025
- Victoria Day – May 19, 2025
- Canada Day – July 1, 2025
- Civic Holiday – August 4, 2025
- Association of Municipalities Ontario (AMO) Conference – August 10-13, 2025
- Labour Day – September 1, 2025
- Thanksgiving – October 13, 2025
- Remembrance Day – November 11, 2025
- Christmas Day – December 25, 2025
- Boxing Day – December 26, 2025

In accordance with Section 4.12 of the Procedural By-law, no meeting has been proposed on a religious holiday which is celebrated by more than three (3) percent of the Township of Wilmot population as indicated in the latest Canadian Census.

Upon approval, the 2025 Council Meeting schedule will be posted online as part of the corporate meeting calendar. The Township website will also be updated to include information on the Committee of the Whole structure, and the new decision-making process for Council.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

The 2025 Council Meeting Schedule and Committee of the Whole Terms of Reference aligns with the Responsible Governance and Community Engagement strategic goals.

**FINANCIAL CONSIDERATIONS:**

There are no financial considerations associated with this report.

ATTACHMENTS:

Attachment 1 – 2025 Council Meeting Schedule

Attachment 2 – Committee of the Whole Terms of Reference

Attachment 3 – Copy of Procedural By-law with Proposed Changes