

Staff Report

Report To: City Council
Report From: Allison Penner, Deputy Clerk
Meeting Date: September 23, 2024
Report Code: CR-24-102
Subject: 2025 Council and Committee Meeting Calendar

Recommendations:

THAT in consideration of Staff Report CR-24-102 respecting 2025 Council and Committee Meeting Calendar, City Council approves the 2025 Council and Committee meeting calendar as attached to the report.

Highlights:

- There are 86 Council, Board and Committee meetings being proposed for 2025.
- The 2025 Council and Committee meeting calendar generally follows the same schedule as 2024.
- Between July 2023 and June 2024, staff presented 337 reports to Council and Committees.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: Clear Direction

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[Board and Committee By-law](#)

Background:

Each year, City Council approves the Council and Committee meeting calendar for the following year. Early approval of a calendar of meeting dates provides Council, Board and Committee members, staff, the public, and the media with advance notice of all meeting dates.

Analysis:

2025 Council and Committee Meeting Calendar Highlights

Attached is a draft of the 2025 Council and Committee meeting calendar. While reviewing the calendar, staff wish to highlight the following:

- Where possible, Regular Council meetings have been scheduled on the second and fourth Mondays of the month.
- The Special Council meetings are for budget meetings on June 23 and December 1 and 2, and for continuing education on June 2.
- A summer hiatus is included in the month of August.
- Major municipal conferences have been noted in the legend.
- Meetings of Boards that Council members are appointed to are noted in the legend.
- Community organization committees that Council members are appointed to are not included in the legend because they do not meet on set schedules.
- The River District Board meetings are set in accordance with their Constitution and noted on the calendar because City staff act as the administrator and liaison.
- Grey County Council and Board meeting dates/times have been avoided.
- Committee of Adjustment meetings have been moved from the third Tuesday to the fourth Tuesday of the month. All other meeting times remain the same as in 2024.

A similar number of Regular Council meetings is being proposed for 2025 compared to previous years. The chart below provides the number of Regular Council meetings each year since 2022.

Year	Number of Regular Meetings
2022	19
2023	20
2024	21
2025	20 (proposed)

In addition to the 21 regular meetings scheduled in 2024, Council has held 8 special meetings and 2 emergency meetings to-date for a total of 31 Council meetings over the course of the year.

Board and Committee meetings proposed in the 2025 calendar follow a similar schedule to 2024. Committee of Adjustment has been moved from the third Tuesday of the month to the fourth. The proposed 2025 calendar is attached to this report and is described in the chart below.

Committee	Day of Month	Time
Community Services	3 rd Wednesday	5:30 p.m.
Corporate Services	2 nd Thursday	5:30 p.m.
Operations	3 rd Thursday	5:30 p.m.
Tom Thomson Art Gallery Advisory	1 st Wednesday, quarterly	2:00 p.m.
Service Review Implementation Ad Hoc	2 nd Wednesday, bi-monthly	9:00 a.m.
Strategic Planning Ad Hoc	2 nd Wednesday, bi-monthly	9:00 a.m.
River District Board	2 nd Wednesday, bi-monthly	5:30 p.m.
Committee of Adjustment	4 th Tuesday	3:00 p.m.

There are currently 86 Council, Board and Committee meetings scheduled for 2025, compared to 88 meetings scheduled in 2024.

Staff Time and Reports

This section includes statistics for Council's awareness. In 2020, staff that regularly attend Council, Board and Committee meetings began tracking the number of hours spent at these meetings.

Below is a chart that outlines staff hours at meetings for 6 members of the Strategic Leadership Team (excluding Fire Chief), as well as the City Clerk and the Deputy Clerk. Each person on this list dedicated time equivalent to between one and four weeks of full-time work to attending meetings. This chart does not include the time of other staff that attend meetings on a less frequent basis, or the substantial time spent in meeting preparation or follow-up.

Staff Hours at Meetings*

Year	Monthly Average	Yearly Total
July 2020 – June 2021	62 hours	740 hours
July 2021 – June 2022	59 hours	703 hours
July 2022 – June 2023	62 hours	746 hours
July 2023 – June 2024	59 hours	708 hours

*Staff included = City Manager, Directors (4), Senior Manager of Strategic Initiatives & Operational Effectiveness, City Clerk, and Deputy Clerk. In instances where two Deputy Clerks attended a meeting for training purposes, the time for that position was only tracked once.

The number of staff reports written for Council, the River District Board, and City Committees is tracked through eScribe, the City's agenda management software. The chart below shows the number of reports prepared by staff.

Staff Reports

Year	Monthly Average	Yearly Report Total
July 2020 – June 2021	32	385
July 2021 – June 2022	29	348
July 2022 – June 2023	27	321
July 2023 – June 2024	28	337

The volume of time and effort related to meetings and reports reinforces the value of having a summer meeting hiatus.

Financial Implications:

None.

Communication Strategy:

The approved calendar will be circulated to Mayor and Council, staff, and the media. The full-year calendar will be accessible to the public on the City’s [Council and Committees webpage](#). In 2025, Council agendas will be posted on the City’s website by 4:30 p.m. on the Wednesday prior to a Regular meeting, and Committee agendas will be posted 72 hours prior to the meeting.

Consultation:

Strategic Leadership Team, Recording Secretaries

Attachments:

Draft 2025 Council and Committee Meeting Calendar

Recommended by:

Allison Penner, Deputy Clerk
Briana Bloomfield, City Clerk
Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Allison Penner, Deputy Clerk at apenner@owensound.ca or 519-376-4440 ext. 1235.