



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Katherine Hebert, County Clerk

Date: Wednesday, September 18, 2024

Subject: 2025 Essex County Council Meeting Schedule Approval

Report #: 2024-0918-LCS-R28-KH

Purpose

To seek approval from County Council for the 2025 Essex County Council Meeting Schedule.

Background

Prior to the end of the current year, County Council considers a report which sets out a meeting schedule for the following calendar year. Procedure by-law 2024-26 sets out the criteria for the setting of the County Council meeting schedule.

Discussion

In accordance with Section 3.2 of By-law 2024-26 (the "**County's Procedure By-law**"), the proposed County Council Meeting Schedule for 2025 is being presented for review and approval by Council, and a copy of which is attached as **Appendix A** to this Report.

Although there are some meetings scheduled to take place on weeks where holidays also fall during 2025, it is not recommended that the County deviate from its usual schedule of 1st and 3rd Wednesdays of each month, as provided for in Section 3.2.4 of the County's Procedure By-law. Those weeks are highlighted on Appendix A for your awareness.

Further, since one meeting per month for July and August are typical to accommodate Council's busier summer schedules, the following is being proposed:

- July 2, 2025 (Note July 1 Canada Day) Recommended to Remove Date
- July 16, 2025 Recommended to Keep Date

- August 6, 2025 (Note August 4 Civic Holiday) Recommended to Keep Date
- August 20, 2025 (Conflict with AMO) Recommended to Remove Date

For the month of January, only one meeting is scheduled considering the first Wednesday is New Year's Day. It is anticipated that some additional special meetings may be required from time to time as well.

The start time of County Council meetings will remain at 6:00 PM, with Closed Meetings taking place primarily on the same dates and prior to regular sessions. Closed meetings are called only when required, however Council is asked to hold regular meeting dates in their calendars beginning at 3PM, in the event a Closed Meeting is needed.

Financial Implications

Expenditures for 2025 County Council meetings will be accommodated for in the 2025 budget.

Consultations

There were no consultations resulting from the drafting of this report.

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<input type="checkbox"/> Scaling Sustainable Services through Innovation <input type="checkbox"/> Focusing "Team Essex County" for Results <input type="checkbox"/> Advocating for Essex County's Fair Share	<input type="checkbox"/> Being an Employer with Impact <input checked="" type="checkbox"/> A Government Working for the People <input checked="" type="checkbox"/> Promoting Transparency and Awareness	<input type="checkbox"/> Providing Reliable Infrastructure for Partners <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County <input type="checkbox"/> Harmonizing Action for Growth <input type="checkbox"/> Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0918-LCS-R28-KH, 2025 Essex County Council Meeting Schedule Approval, and approve the proposed Schedule outlined in Appendix A attached to this Report.

Approvals

Respectfully Submitted,

Katherine Hebert

Katherine Hebert, County Clerk

Concurred With,

David Sundin

David Sundin, BA (Hons), LL.B., Interim Director, Legislative and Community Services/County Solicitor

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	2025 Essex County Council Meeting Schedule