

# Town of Whitby

## Staff Report

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### Report Title: 2025 Council, Committee, and Public Meetings Schedule

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**Report to:** Committee of the Whole

**Date of meeting:** September 23, 2024

**Report Number:** CLK 07-24

**Department(s) Responsible:**

Office of the Town Clerk

**Submitted by:**

C. Harris, Director, Legislative Services/Town Clerk

**Acknowledged by M. Gaskell,  
Chief Administrative Officer**

**For additional information, contact:**

K. Narraway, Sr. Manager, Legislative Services/Deputy Clerk

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#### 1. Recommendation:

**That Council approve the 2025 Council, Committee, and Public Meetings schedule appended as Attachment 1 to this Report.**

#### 2. Highlights:

- The proposed 2025 Council, Committee, and Public Meetings schedule continues the four-week meeting cycle introduced in 2024, consisting of two Committee of the Whole Meetings, generally followed by a Public Meeting or Statutory Holiday (no meetings scheduled), followed by a Regular Council meeting.
- The 2025 meeting schedule maintains the same timing as the 2024 meeting schedule for the presentation, consideration, and adoption of a Strong Mayor Budget for the 2026 budget year.

#### 3. Background:

Section 8.7 of Procedure By-law # 8081-24 requires Council to adopt a schedule for its meetings to be held the following year. The Town Clerk is responsible for publishing the schedule on the Town's website.

**4. Discussion:**

The 2025 Council, Committee, and Public Meetings schedule continues the four-week meeting cycle introduced in 2024 for Committee of the Whole, Public Meetings, and Council Meetings. In the four-week cycle, Committee of the Whole Meetings are scheduled on week one and week two. In week three of the cycle, either a Public Meeting is scheduled or there is no meeting scheduled due to a Statutory Holiday or for Council attendance at a conference. Week four of the cycle is then the Regular Council meeting to consider the recommendations stemming from the week one and week two Committee of the Whole meetings.

Moving to a four-week schedule has provided the following benefits:

- Council is provided with a minimum two-week period to consider discussion, debate, and recommendations from Committee of the Whole Meetings prior to making decisions at Regular Council Meetings.
- Staff are provided with additional time to respond to requests for information at Committee of the Whole Meetings, including preparing memorandums for Council's consideration.
- The public is provided with additional time to submit correspondence regarding matters being considered at Council.

Similar to previous schedules, no meetings are scheduled during the weeks of Family Day, March Break, Easter Monday, the Ontario Good Roads Association annual conference, Victoria Day, July and August, National Day for Truth and Reconciliation, Thanksgiving, and during the December holiday break.

Of note for the 2025 meeting schedule is the inclusion of a Public Meeting date on Wednesday, May 14, 2025 which differs from traditional Monday meetings. The purpose of this meeting is to reduce the gap between the Public Meeting dates scheduled on March 24, 2025 and June 16, 2025 in order to meet statutory timelines.

As is current practice, in instances where time-sensitive reports require urgent consideration, reports may be presented directly at Regular Council Meetings or the Mayor may call Special Council Meetings, including meetings during July and August.

**5. Financial Considerations:**

Not applicable.

**6. Communication and Public Engagement:**

The 2025 Council, Committee, and Public Meetings schedule will be published on the Town's website. Upcoming meetings are shared with the public through the website calendar and through the Town's social media channels.

**7. Input from Departments/Sources:**

The Senior Leadership Team was consulted when developing the 2025 Schedule. Additionally, the Commissioner of Financial Services/Treasurer has reviewed the proposed budget dates and the Commissioner of Planning and Development has reviewed the proposed Public Meetings dates.

**8. Strategic Priorities:**

Publishing the 2025 Council, Committee, and Public Meetings schedule in advance allows Staff to inform and engage the community about upcoming meetings. This supports Strategic Pillar 4 in the Community Strategic Plan: Whitby's Government – Accountable & Responsive.

**9. Attachments:**

Attachment 1 – 2025 Council, Committee, and Public Meetings schedule