



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-12-04
<b>Report Number</b>	CL2024-040
<b>Title:</b>	2025 Council Meeting Schedule Approval
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Lindsey Green Clerk
<b>Approved By:</b>	Dina Lundy Chief Administrative Officer

**Executive Summary:**

This report is being presented to Council to finalize the 2025 Council meeting calendar.

**Recommendation:**

Motion #1

**Be it resolved that** Staff Report CL2024-040 be received for information; and **That** Council waive Section 30.1 of Procedural By-law 2022-015, and direct staff to amend the Procedural By-law, if required, to allow for the approved option to be implemented.

Motion #2:

**Be it resolved that** Council direct staff to implement Option 1, as presented, for the 2025 Council Meeting Schedule.

Motion #3:

**Be it resolved that** Council direct staff to implement Option 2, as presented, for the 2025 Council Meeting Schedule.

Motion #4:

**Be it resolved that** Council direct staff to implement Option 3, as presented, for the 2025 Council Meeting Schedule.

Motion #5:

**Be it resolved that** Council direct staff to implement Option 4, as presented, for the 2025 Council Meeting Schedule.

Motion #6:

**Be it resolved that** Council direct staff to implement Option 5, as presented, for the 2025 Council Meeting Schedule.

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Staff Report CL2024-040 – 2025 Council Meeting Schedule Approval

DATE: December 4, 2024

## **Background:**

The Council calendar must be finalized prior to January 1<sup>st</sup>, 2025, in accordance with the Procedural By-law. [Staff Report CL2024-038 – 2025 Council Meeting Schedule](#) – Preliminary Report was presented to Council at the November 20, 2024, Council meeting requesting feedback from members on staff’s recommendation for the 2025 meeting schedule.

## **Analysis**

Staff are asking for direction from Council on which below option to proceed with to finalize the 2025 Council meeting schedule.

### **Option 1: Meeting every 3 weeks – Wednesdays – Alternating Times – Attachment 1**

- Council meeting every three weeks on Wednesdays (including July/August)
- Alternate times between 9am start and 1pm start
- CofA/PPM – hybrid, scheduled once per month around the Council meetings (CofA9am, PPM10:30am)

### **Option 2: Meeting every 3 weeks – Tuesdays – Same Time - Attachment 2**

- Council meeting every three weeks on Tuesdays (including July/August)
- All meetings start at 9am
- PPM Hybrid on same day at 1pm
- CofA – hybrid, scheduled once per month around the Council Meetings at 9:00am

### **Option 3: Meeting every 3 weeks – Tuesdays – Alternating Times - Attachment 3**

- Council meeting every three weeks on Tuesdays (including July/August)
- Alternate times between 9am start and 1pm start
- CofA/PPM - hybrid scheduled once per month around the Council meetings (CofA9am, PPM10:30am)

### **Option 4: Meetings Bi-weekly (current schedule) – Attachment 4**

- Bi-weekly Meetings – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday (only 1 meeting in July/August)
- 1<sup>st</sup> Meeting at 9am
- 2<sup>nd</sup> Meeting at 1pm
- CofA and PPM Hybrid on fourth Wednesday of month (9am, 1pm - \*times could change to shorten time in between meetings as discussed)

### **Option 5: Meetings Bi-weekly with 1 night meeting per month – Attachment 5**

- Bi-weekly Meetings – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday (only 1 meeting in July/August)
- 1<sup>st</sup> Meeting at 9am
- 2<sup>nd</sup> Meeting at 5:30pm
- CofA and PPM Hybrid on fourth Wednesday of month (9am, 1pm - \*times could change to shorten time in between meetings as discussed)

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Staff Report CL2024-040 – 2025 Council Meeting Schedule Approval

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**Financial and Resource Implications:**

Staff have provided the below financial implication breakdown based on the above provided options. Please note the following while reviewing:

- Council per diem rates were calculated at the new 2025 per diem rates being \$219.16 (full day) and \$131.50 (half day).
- Committee of Adjustment rates were calculated at the historical and approved rate of \$80.00 per meeting, per member.
- Council/CofA pay was calculated assuming that 7 members attend every meeting.
- Staff overtime pay for night meetings was calculated at the overtime rate for members of staff that would attend every meeting and an average of the overtime rate of other members of staff who do not always attend every meeting was calculated based off 3 of those staff members attending every meeting.

**Option 1: Meeting every 3 weeks – Wednesdays – Alternating Times**

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meetings Every 3 <sup>rd</sup> Wednesday Alternating 9am/1pm	\$1,534.12	\$0	17	\$26,080.04
CofA Once per month 9 am	\$560	\$0	11	\$6,160.00
Public Planning Once per month 10:30am	\$920.50	\$0	11	\$10,125.50
			<b>GRAND TOTAL</b>	\$42,365.54

**Option 2: Meeting every 3 weeks – Tuesdays – Same Time**

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meetings Every 3 weeks, 9am Public Planning, 1pm	\$1,534.12	\$0	17	\$26,080.04
CofA Once per month 9 am	\$560	\$0	11	\$6,160.00
			<b>GRAND TOTAL</b>	\$32,240.04

**Option 3: Meeting every 3 weeks – Tuesdays – Alternating Times**

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meetings Every 3 <sup>rd</sup> Tuesday Alternating 9am/1pm	\$1,534.12	\$0	17	\$26,080.04
CofA 4 <sup>th</sup> Wednesday 9am	\$560	\$0	11	\$6,160.00
Public Planning 4 <sup>th</sup> Wednesday 10:30am	\$920.50	\$0	11	\$10,125.50
			<b>GRAND TOTAL</b>	\$42,365.54

**Option 4: Meetings Bi-weekly (current schedule)**

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meeting 1 <sup>st</sup> Wednesday 9 am	\$1,534.12	\$0	12	\$18,409.44
Council Meeting 3 <sup>rd</sup> Wednesday 1 pm	\$1,534.12	\$0	9	\$13,807.08
CofA 4 <sup>th</sup> Wednesday 9 am	\$560	\$0	11	\$6,160.00
Public Planning 4 <sup>th</sup> Wednesday 1pm	\$920.50	\$0	11	\$10,125.50
			<b>GRAND TOTAL</b>	\$48,502.02

**Option 5: Meetings Bi-weekly with 1 night meeting per month**

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meeting 1 <sup>st</sup> Wednesday 9 am	\$1,534.12	\$0	12	\$18,409.44
Council Meeting 3 <sup>rd</sup> Wednesday 5:30 pm	\$1,534.12	\$5,925.15	9	\$67,133.43
CofA 4 <sup>th</sup> Wednesday 9 am	\$560	\$0	11	\$6,160.00
Public Planning 4 <sup>th</sup> Wednesday 1pm	\$920.50	\$0	11	\$10,125.50
			<b>GRAND TOTAL</b>	\$101,828.37

**Strategic Priorities:**

Priority: Operational Excellence

Goal: Goal 13: Advance Strategic Priorities and Improve Community Engagement

Action Item: 13 d). Improve Accountability and Transparency Measures and Efficient/Effective Meeting Practices

**Attachments:**

Attachment 1: Draft 2025 Council Schedule – Option 1

Attachment 2: Draft 2025 Council Schedule – Option 2

Attachment 3: Draft 2025 Council Schedule – Option 3

Attachment 4: Draft 2025 Council Schedule – Option 4

Attachment 5: Draft 2025 Council Schedule – Option 5