



## **Report to Council**

To: Mayor and Council Members  
From: Kelly Picken, Deputy Clerk  
Date: October 3, 2024  
Subject: 2025 Meeting Schedule

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### **Recommendation:**

**Option 1:** That Council approve the 2025 Council meeting schedule as presented by the Deputy Clerk.

**Option 2:** That Council approve the 2025 meeting schedule, as amended, to include two regular meetings in July and one in August.

### **Background:**

Procedural By-law 2022-0016 Section 4.2 states that regular meetings of Council shall be held the 1st and 3rd Tuesday of each month commencing at 9:30 a.m. Council meetings may commence as early as 9:00 a.m. to discuss closed session matters. If the regular meeting day is a statutory holiday, the meeting shall be held on the following day. The Mayor may, in consultation with the CAO and Clerk, dispense with, alter the time, day of any meeting provided notice is given 48 hours in advance of the meeting.

### **Analysis:**

Determining the meeting schedule early is beneficial for planning purposes for both Council Members and Staff. There are no meetings falling on statutory holidays. In 2025, Council cancelled the first meeting in January (2<sup>nd</sup>) and one meeting in July (2<sup>nd</sup>) and one in August (6<sup>th</sup>) to accommodate Council and Staff summer vacation schedules. The AMO conference (August 17-20, 2025) is scheduled on the August 20<sup>th</sup> regular Council meeting day and therefore Council may desire to reschedule this meeting to provide opportunity for members to attend the Conference.



**Township of North Kawartha**

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0  
 Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446  
[www.northkawartha.ca](http://www.northkawartha.ca)

The scheduling of Special Meetings of Council for the purpose of Lake Tours and Facility Tours may want to be considered.

The table below illustrates the number of planning applications at summer meetings in July and August 2024 (when Council cancelled one meeting in July). Upon review of the number of planning items in July and August 2023 it was recommended to hold one meeting in July and one in August in 2024 unless a surge of planning applications compels an additional meeting. Please note the cancellation of summer meetings may result in a heavier meeting agenda and longer meetings as all business for that month will need to be addressed at one meeting.

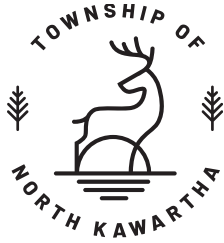
Planning applicants may experience a delay in having their planning applications come before Council. Statistics for meetings held in July and August 2023 and 2024 are provided below for information purposes.

**Planning Applications in 2024 during July and August**

<b>Date of Meeting</b>	<b>Planning Applications</b>
<b>July 16, 2024</b>	1 zone amendment Adjournment at 2:11 p.m. 1 minor variance application at COA meeting
<b>August 13, 2024</b>	0 planning at regular council meeting Adjournment at 2:23 p.m. 3 minor variance applications at COA meeting

**Planning Applications for 2023 during July and August**

<b>Date of Meeting</b>	<b>Planning Applications</b>
<b>July 18, 2023</b>	3 SRA, 1 consent Official Plan Update, 1 SRA Approval in principle Adjournment at 2:35 p.m. 4 minor variance applications at COA meeting
<b>August 1, 2023</b>	0 planning at regular council meeting Adjournment at 11:57 p.m. 2 minor variance applications at COA meeting
<b>August 15, 2023</b>	0 planning at regular council meeting Adjournment at 11:17 a.m. 0 minor variance applications – no COA meeting



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<b>Holidays and Conferences</b>	<b>1<sup>st</sup> Tuesday</b>	<b>3<sup>rd</sup> Tuesday</b>
Wednesday, January 1 (New Year) January 19-21, 2025 ROMA Conference Toronto	January 1, 2025 (cancelled)	January 15, 2025
Monday, February 17, 2025 Family Day	February 4, 2025	February 18, 2025
Good Roads Conference March 30 – April 2, 2025	March 4, 2025	March 18, 2025
Good Friday, April 18, 2025 Monday, April 21 Easter Monday	April 1, 2025	April 15, 2025
Monday, May 19 Victoria Day	May 6, 2025	May 20, 2025
	June 3, 2025	June 17, 2025
Monday, July 1 Canada Day	July 1, 2025 (cancelled)	July 15, 2025
Monday, August 4 Civic Holiday August 17-20, 2025 AMO	August 5, 2025 (cancelled)	August 19, 2025 (rescheduled to August 12, 2025)
Monday September 1 Labour Day	September 2, 2025	September 16, 2025
Monday, October 13 Thanksgiving	October 7, 2025	October 21, 2025
Tuesday, November 11 Remembrance Day	November 4, 2025	November 18, 2025
Thursday, Dec. 25 Christmas Friday, Dec. 26 Boxing Day	December 2, 2025	December 16, 2025



**Statutory Public Holidays with Municipal Closure Date:**

<b>Statutory Holiday</b>	<b>Municipal Office Closure</b>
Wednesday, January 1, 2025 New Year's Day	Wednesday, January 1, 2025
Monday, February 17, 2025 Family Day	Monday, February 17, 2025
Friday, April 18, 2025 Good Friday	Friday, April 18, 2025
Monday, April 21, 2025 Easter Monday	Monday, April 21, 2025
Tuesday, July 1, 2025 Canada Day	Tuesday, July 1, 2025
Monday, August 4, 2025 Civic Holiday	Monday, August 4, 2025
Monday, September 2, 2025 Labour Day	Monday, September 2, 2025
Monday, October 13, 2025 Thanksgiving Monday	Monday, October 13, 2025
Tuesday, November 11, 2025 Remembrance Day	Tuesday, November 11, 2025

**Special Council Meeting dates:**

Special Strategic Planning Review	Wednesday, September 24, 2025
Special Capital Forecast Meeting	Wednesday, October 29, 2025
Special Budget Meeting #1	Thursday, November 20, 2025
Special Budget Meeting #2	Wednesday December 10, 2025

**Financial Implications:**

n/a

**Strategic and/or Other Plans:**

3. 3 Provide effective, clear and transparent Township communication

**Consultant(s) Sourced:**



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Connie Parent, Clerk  
Judy Everett, Treasurer  
Alana Solman, CAO

**Attachment:**

2025 County Council Calendar

2025 North Kawartha Meeting Schedule