

## **2025 Meeting Dates Schedule**

### **Report Purpose**

To establish regularly scheduled Council, Council Budget, and Priorities Committee meeting dates and times for the 2025 calendar year and to extend the timeframe to complete eligible mandatory orientation sessions after the 2025 municipal election.

### **Recommendation**

THAT the 2025 Meeting Dates Schedule, as set out in enclosure 1 of the October 22, 2024 Legislative, Legal and Procurement report, be approved.

THAT the deadline to complete the mandatory orientation training topics noted in section 201.1(b) of the *Municipal Government Act* be extended by up to 90 days after the first regularly scheduled Council meeting after the 2025 general municipal election.

**Clerk's Note:** All Councillors must be present for this report in accordance with section 193(1) of the *Municipal Government Act* ("MGA").

### **Our Strategic Goals**

Governance Requirement

### **Report**

Administration annually prepares a draft schedule for the upcoming year's Council and Priorities Committee meetings. The schedule considers a number of factors including timing of major conventions (ABMunis, RMA, FCM), annual Council break, statutory holidays, etc.

The time, date or place of a meeting on the Council and Priorities Committee Meeting Dates Schedule may be changed under Section 193(3) of the *Municipal Government Act* (MGA). Special meetings may be called as required under Section 194 of the MGA.

The first meeting in 2025 will be a Council meeting on January 14. This date allows for enough time for the various agenda reviews and publication of agendas following the 2024 holiday season. The schedule includes a 6-week period in the summer with no Council or Priorities Committee meetings, in keeping with past practice. The final meeting of 2025 will be a Council meeting on December 16. When possible, the Tuesday following a holiday Monday was avoided as a meeting date to ensure enough time for meeting preparation.

Finally, the draft meeting schedule also accounts for the time Council requires to travel to and attend the following events:

- FCM Sustainable Communities Conference - Fredericton (February 10-13)
- Small Molecular Reactor Conference - Strathcona County (March 3-4)
- RMA Spring Conference - Edmonton (March 17-19)
- FCM Conference - Ottawa (May 29 - June 1)
- ABMunis Convention - Calgary (November 12-14)
- RMA Winter Conference - Edmonton (November 17-20)

In May of 2024, Bill 20 was passed, updating the MGA and changing the requirements for Council orientation after a municipal election (MGA Section 201.1(1) and s 201.1(2)). Municipalities are now required to provide Council orientation on a prescribed list of topics prior to the first regularly scheduled Council meeting after a municipal election. Topics that

must be included in orientation sessions before the first meeting include the role of municipalities in Alberta, the organization and function of the municipality, the roles and responsibilities of council, councillors, the chief administrative officer and staff, and the municipality’s code of conduct.

It has been County practice to schedule the swearing-in ceremony and first Council meeting soon after the municipal election to maximize the time available for the new Council to conduct the annual budget process prior to year end. The 2025 schedule has the swearing-in ceremony and organizational meeting scheduled later than in previous years to accommodate the extra time needed to address the mandatory orientation topics.

The MGA allows Council to extend, by resolution, the timeline to provide orientation sessions on key municipal plans, policies, projects, budgeting, financial administration and public participation by up to 90 days. Administration recommends this action as it will allow more flexibility for orientation sessions to be coordinated to the application of their content (for example, sessions on municipal budgeting prior to the beginning of the budget process).

The chart below provides a comparison of the 2024 and 2025 meeting schedule.

<b>Meeting</b>	<b>2024</b>	<b>2025</b>	<b>Notes</b>
Council Meetings	19	19	<p>Council meetings are open to the public and scheduled on Tuesdays with a usual start time of 9:00 a.m. Meetings are generally held twice per month, except for the months of March (RMA Convention and spring break) and September and October (cessation of meetings related to municipal election). April 2025 accommodates three Council meetings as there are five Tuesdays in the month.</p> <p>There are no Council meetings in the month of August to provide for a summer recess.</p> <p>Public Hearings provide an opportunity for members of the public to speak to Council on advertised bylaws, resolutions or other matters directed by Council. Public Hearings are scheduled during Council meetings and generally begin at 5:00 p.m. or 7:00 p.m. depending on the complexity of issues.</p>
Priorities Committee Meetings	10	10	<p>Priorities Committee meetings are open to the public and scheduled on Tuesdays with a usual start time of 9:00 a.m. Meetings are generally held once per month, however, in 2025 there will be two Priorities Committee meetings held in April and June. There are no Priorities Committee meetings in the months of March, August, September and October to accommodate hosting the Small Molecular Reactor Conference, to provide for a summer recess and resulting from the cessation of meetings related to the municipal election.</p> <p>Quarterly Priorities Committee meetings include Open House sessions, which are an opportunity for members of the public to make presentations in accordance with the Priorities</p>

			Committee Bylaw 59-2022. Speakers are required to register in advance. The 2025 Open House dates are: January 21, April 8, July 15 and December 2.
Council Budget Meetings	7	9	Council Budget Meetings are open to the public and scheduled as required to meet the timelines established by Council for review of the next year’s Business Plan and Budget.
Council Strategic Planning Meetings	1	2	There are two Council Strategic Planning Meetings scheduled in 2025.
Summer recess	6 weeks	6 weeks	In keeping with Council past practice.

**Council and Committee History**

October 24, 2023 Council approved the 2024 Meeting Dates Schedule.

**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** Subsection 193(1) of the *Municipal Government Act* provides that Council may decide at a Council meeting at which all the Councillors are present to hold regularly scheduled meetings on specified dates, times and places. Subsection 201.2 of the *Municipal Government Act* provides that a council may by resolution extend the time for orientation training under subsection (1)(b) by up to 90 days.

**Financial/Budget:** n/a

**Interdepartmental:** The draft meeting schedule is developed in consultation with the Chief Commissioner’s Office, the Office of the Elected Officials and the Associate Commissioners.

**Master Plan/Framework:** n/a

**Alternatives**

THAT Administration prepare a 2025 Meeting Dates Schedule (Council, Priorities Committee and Budget) for consideration at a future Council meeting based on direction provided by Council.

**Communication Plan**

Meetings are advertised on the Strathcona County website.

**Enclosure**

- 1 2025 Meeting Dates Schedule