



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Committee of the Whole – Administration & Operations

**Date:** December 2, 2024

**Department:** Administration

**Topic:** 2025 Reduced Summer Meeting Schedule

**Purpose:** To recommend reducing the Committee/Council meeting schedule for 2025 summer months of July and August in order to set the annual Committee/Council calendar.

**Background:** In 2024 the summer (July and August) meeting schedule was reduced to only holding the Regular Council meeting and a single Port Management meeting.

Meetings are held on a weekly basis, each month, except during the month of December and when there are five Mondays in the month. Following the trial period last summer, there continues to be added value and benefits to eliminating all committee meetings during July and August. There is substantial staff effort that is required to preparing reports and agendas on a weekly basis. The reduced schedule would assist with holidays, allow staff time to focus on capital projects that typically are in full swing during the summer months, and catch up in other areas. Additionally, the time gives both Council and staff time to regenerate and continue to strive for a better work/life balance.

The proposed summer schedule would include the Regular Council meeting on July 28 and August 25 only. At the meetings time sensitive action items/reports/bylaws from all committees, including the Port would be included on the agenda, as well as municipal and port disbursements so there would be no delay in the issuance of payments. If a circumstance arises, a special council meeting could be called. All required public meetings required during the break would be coordinated to meet the timelines under the Act.

By deciding now, it provides time for staff to better prepare the annual meeting schedule and gives additional notice to the public and staff.

**Policy Implications:** A resolution of council is needed to reduce the meeting schedule over the summer months.

**Strategic Plan Implications:** N/A

**Financial Considerations:** N/A

**Recommendation:** That Committee recommends that Council reduce the meeting schedule during the summer months to only Regular Council meetings scheduled for July 28 and August 25.



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Clerk



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CAO