



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: 2025 Proposed Council Schedule and Conference Dates

Date: Nov. 4, 2024

Report Number: CLK-2024-11-42

Department: Legislative Services

File Number: C11 CLK 24

Prepared By: Jennifer White, Manager of Legislative Services/Clerk

Attachments: 2025 Proposed Council Schedule

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive for information Report CLK-2024-11-42, prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER THAT the 2025 regular schedule of Council meetings be adopted;

AND FURTHER THAT the necessary exemption to the Procedure By-law to combine February regular meetings into a single day be authorized;

AND FURTHER THAT Staff be directed to take the administrative steps necessary to register members of Council for conferences per Council discussion, and that the costs associated be included in the 2025 budget.

Background:

The regular schedule of Council meetings is outlined within the Township's Procedure By-law No. 2019-155. Section 2.6 of the By-law requires the schedule to be adopted by resolution.

The Township of Huron-Kinloss is committed to investing in the necessary training and development of Members of Council to enable corporate and strategic plan objectives to be met. The Township also allows for expense, mileage reimbursement and meal allowances for Council members.

Council members are welcome to attend municipal related conferences on behalf of the Township of Huron-Kinloss throughout their term. Staff will book your registration and accommodations.

Staff are providing a listing of municipal related conferences available for Council consideration and discussion. This list is not exhaustive and should a member of Council wish to attend a conference not listed, they should contact the Clerk with their request. Bookings are subject to budgetary constraints.

Discussion/Analysis/Overview:

The Township's Procedure By-law addresses the Council and Committee of the Whole regular meeting schedule in Section 2.6.

Each Regular Council Meeting and Committee of the Whole Meeting shall be held in the Council Chambers at the Municipal Office, except as otherwise provided for in this By-Law which may include electronic meetings and shall be held in accordance with the Meeting Schedule of Council and the Committee of the Whole as prepared by the Clerk and adopted by resolution of Council.

Committee of the Whole shall take place on the first Monday of every month, Council Meetings shall take place on the second and third Monday of each month, unless a Meeting falls on a Statutory Holiday including the non-statutory holidays of Easter Monday, Family Day and when Canada Day is observed on a Monday, in such case it will be on Wednesday. Except of the Statutory Holiday "Family Day" in which the Meeting will be held on the Tuesday following at 7:00 p.m. Committee of the Whole and Council meetings will be held at 7:00 p.m.

January Committee of the Whole, Council Meeting regarding Planning Applications and the Regular Council Meeting will be held consecutively on the third Monday in January commencing at 10:00 a.m.

February Committee of the Whole will begin at 10:00 a.m. and the Council Meeting regarding Planning Applications normally scheduled for the Second Monday of the month shall occur at 1:00 p.m. on the same day as the Committee of the Whole Meeting.

Proposed Changes to schedule

Based on suggestions made in 2023, and the trial in 2024, Staff are suggesting that Council provide an exemption to the Procedure By-law to incorporate all regular February meetings into a day meeting, similar to the January meeting schedule. This exemption will be considered for a future amendment to the Procedural By-law.

The schedule is attached for Committee of the Whole consideration. At Council's direction, the February meetings may be combined.

Conferences

Council passed the Professional Development and Expense Policy By-law no. 2019-166;2022-137. Schedule J address the reimbursement of employees and Council Members who attend conferences or conventions.

Each member of Council is entitled to attend two conventions in the Province in any year. Allowance for members of Council attending conventions shall be as follows:

- a) Registration - actual amount.
- b) Accommodation - actual amount.

- c) Transportation by the most economical fare.
- d) Meal allowances will be paid for all meals not covered in registration including meals purchased while travelling to or from a convention.
- e) Per diem rate shall be established in the annual remuneration by-law.
- f) When a companion attends the convention with a council member, those costs will be the councillor's responsibility.

The current meal allowance rates are Breakfast \$20.00 Lunch \$30.00 Supper \$50.00.

Frequently Attended Conferences by Members of Council

Rural Ontario Municipal Association (ROMA) Conference

January 19 -21, 2025 | Toronto, ON

[ROMA Conference | Rural Ontario Municipal Association \(ROMA\)](#)

Ontario Good Roads Association (OGRA) Conference

March 30-April 2, 2025 | Toronto, ON

<https://goodroads.ca/conference/>

Association of Municipalities of Ontario Conference

August 17th – 20th, 2025 | Ottawa

[AMO Annual Conference | AMO](#)

Ontario Small Urban Municipalities Conference

April 30 – May 2, 2025 | Collingwood, ON

[Ontario Small Urban Annual Conference | Ontario Small Urban Municipalities \(OSUM\)](#)

Canadian Nuclear Association

April 15-17, 2025 | Ottawa, ON

[Canadian Nuclear Association \(cna.ca\)](#)

Members of Council are encouraged to identify the conferences they are interested in attending for 2025 budgeting purposes.

Financial Impacts:

Council members are eligible for the per diems for attending council and committee meetings as set out in the council remuneration by-law.

Conference requests are included within the operating budget.

Performance Measurement:

Strategic Area:

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

Strategic Goal: Encourage strong communication and community engagement
Strive for continuous improvement and increased efficiency
Ensure municipal systems support future growth

Respectfully Submitted By:

Jennifer White, Manager of Legislative Services/Clerk

Report Approved By:

Jodi MacArthur, Chief Administrative Officer