



**City of Kingston  
Report to Council  
Report Number 24-224**

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**To:** Mayor and Members of Council  
**From:** Janet Jaynes, City Clerk  
**Resource Staff:** Derek Ochej, Deputy City Clerk  
**Date of Meeting:** November 5, 2024  
**Subject:** 2025 Meeting Schedule

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This report provides the 2025 schedule of meetings for City Council and its standing committees. Several meeting dates require rescheduling due to public holidays, school holidays, seasonal holidays and conferences. These dates are detailed in the Options/Discussion section of this report.

The full schedule of 2025 meeting dates can be found in Exhibit A attached to this report.

**Recommendation:**

**That** Council approve the 2025 meeting schedule for City Council and standing committees, attached as Exhibit A to Report Number 24-224.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CITY CLERK

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**Janet Jaynes, City Clerk**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services Not required

Neil Carbone, Commissioner, Corporate Services Not required

David Fell, President & CEO, Utilities Kingston Not required

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives Not required

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

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**Options/Discussion:****Background**

As required by Section 6.4 of By-Law Number 2021-41, the Council Procedural By-Law, this report provides Council with the 2025 schedule of meetings for Council and standing committees.

**Analysis**

A number of meetings require rescheduling to accommodate public holidays, school holidays such as spring break (March 10 to March 14) and winter break holidays, conferences such as the Federation of Canadian Municipalities (May 29 to June 1) and the Association of Municipalities of Ontario (August 17 to August 20), and a summer schedule where meetings are scheduled, generally, within the first two weeks of July and August.

If required, further special meetings may be called in accordance with the Council Procedural By-Law.

Exceptions to the regular schedule are as follows:

**Summer Schedule**

- Council meetings to be held on July 8 and August 12;
- August 14 Administrative Policies Committee rescheduled to July 10;
- August 12 Environment, Infrastructure & Community Policies Committee rescheduled to August 5; and
- August 28 Arts, Recreation & Community Policies Committee rescheduled to August 13.

**Other Exceptions & Additions**

- January 2 and 16 Planning Committee meetings rescheduled to January 9 and 23;
- January 7 and 21 Council meetings rescheduled to January 14 and 28;
- Budget Meetings – January 20, 21 & 22;
- February 4 – before the regular Council meeting, a legislated public meeting for Development Charges will be held.
- August 21 Planning Committee rescheduled to August 14; and

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- December 25 Arts, Recreation & Community Policies Committee rescheduled to December 11.

The schedule of meetings also identifies public and municipal holidays where City administrative buildings are closed.

Calendar invitations for the following meetings will be sent to members of Council once the dates have been confirmed:

- Special Shareholder Meeting and Annual General Meeting of the Shareholder of 1425447 Ontario Limited (Utilities Kingston) and the Shareholder of Kingston Hydro Corporation;
- Kingston & Frontenac Housing Corporation Annual General Meeting; and
- Tett Centre for Learning & Creativity Annual General Meeting.

Following Council approval of the 2025 schedule, the meetings will be posted on the City's website for public awareness.

### **Indigenization, Inclusion, Diversity, Equity and Accessibility Considerations**

In preparing the meeting schedule, staff reviewed the anticipated dates for observances for a variety of communities. One conflict with the meeting schedule was found with Yom Kippur (October 1-2). In recognition of the holiday, the October 2 and October 16 Planning Committee meetings are rescheduled to October 9 and October 23, and the October 23 Arts, Recreation & Community Policies Committee meeting is rescheduled to October 30.

### **Existing Policy/By-Law:**

By-Law Number 2021-41, A By-Law to Provide Rules for Governing the Order and Procedures of the Council of The Corporation of the City of Kingston

### **Notice Provisions:**

Following Council approval the schedule of meetings will be posted on the City website.

### **Financial Considerations**

None.

### **Contacts:**

Derek Ochej, Deputy City Clerk, 613-546-4291 extension 1252

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**Other City of Kingston Staff Consulted:**

None.

**Exhibits Attached:**

Exhibit A – 2025 Meeting Schedule

## **2025 Meeting Schedule**

### **Public Holiday Dates**

- Monday January 1 – New Year’s Day
- Monday February 17 – Family Day
- Friday April 18 – Good Friday
- Monday April 21 – Easter Monday
- Monday May 19 – Victoria Day
- Monday July 1 – Canada Day
- Monday August 4 – Civic Holiday
- Monday September 1 – Labour Day
- Tuesday September 30 – National Day for Truth and Reconciliation
- Monday October 13 – Thanksgiving Day
- Tuesday November 11 – Remembrance Day
- Thursday December 25 – Christmas Day
- Friday December 26 – Boxing Day

### **Special Dates**

- Monday January 20 to Wednesday January 22 – 2025 Budget Meetings
- Tuesday February 4 – prior to the regular Council meeting, a legislated public meeting will be held for development charges.
- Thursday May 29 to Sunday June 1 – Federation of Canadian Municipalities Conference, Ottawa
- Sunday August 17 to Wednesday August 20 – Association of Municipalities of Ontario Conference, Ottawa

**City Council Meeting Dates**

- Tuesday January 14
- Tuesday January 28
- Tuesday February 4
- Tuesday February 18
- Tuesday March 4
- Tuesday March 18
- Tuesday April 1
- Tuesday April 15
- Tuesday May 6
- Tuesday May 20
- Tuesday June 3
- Tuesday June 17
- Tuesday July 8
- Tuesday August 12
- Tuesday September 2
- Tuesday September 16
- Tuesday October 7
- Tuesday October 21
- Tuesday November 4
- Thursday November 18
- Tuesday December 2
- Tuesday December 16

**Planning Committee**

- Thursday January 9
- Thursday January 23
- Thursday February 6
- Thursday February 20
- Thursday March 6
- Thursday March 20
- Thursday April 3
- Thursday April 17
- Thursday May 1
- Thursday May 15
- Thursday June 5
- Thursday June 19
- Thursday July 3
- Thursday July 17
- Thursday August 7
- Thursday August 14
- Thursday September 4
- Thursday September 18
- Thursday October 9
- Thursday October 23
- Thursday November 6
- Thursday November 20
- Thursday December 4
- Thursday December 18



**Administrative Policies Committee**

- Thursday February 13
- Thursday April 10
- Thursday June 12
- Thursday July 10
- Thursday September 11
- Thursday November 13

**Arts, Recreation and Community Policies Committee**

- Thursday February 27
- Thursday April 24
- Thursday June 26
- Wednesday August 13
- Thursday October 30
- Thursday December 11

**Environment, Infrastructure and Transportation Policies Committee**

- Tuesday February 11
- Tuesday April 8
- Tuesday June 10
- Tuesday August 5
- Tuesday October 14
- Tuesday December 9