

**Meeting Date:** November 18, 2024  
**Department:** Legal & Legislative Services  
**Report No.:** LLS-2024-13  
**Submitted by:** Brianna Hammer-Keidel, Director of Legal & Legislative Services/Clerk  
**Approved by:** Trisha McKibbin, Chief Administrative Officer  
**SUBJECT:** **2025 Schedule of Council Meeting Dates and Locations**

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**RECOMMENDATION: THAT: Report LLS-2024-13 “2025 Schedule of Council Meeting Dates and Locations” be received for information, and further;**  
**THAT: Council approve the 2025 Regular Council Meeting and Strategic Priorities Meeting dates as proposed, and further;**  
**THAT: Council provide direction to staff with respect to off-site meetings.**

**BACKGROUND:**

In 2024, Council directed staff to investigate options for off-site Council meeting locations. Two off-site meetings occurred at Caradoc Community Centre on Monday, May 6, 2024 and Monday, July 15, 2024. Both meetings were recorded and posted to the Municipality’s YouTube channel afterward, however, livestreaming and teleconferencing options were not available.

**COMMENTS:**

If Council wishes to proceed with off-site meetings again in 2025, the following information is offered for consideration:

**Off-Site Meeting Location**

The Caradoc Community Centre (CCC) remains the recommended off-site meeting location as it is a municipal facility. Meeting in a non-municipal facility presents challenges with technology, wifi, speed, security, and the use of corporate devices on potentially unsecured networks.

The Hartford Room at CCC is the recommended meeting space due to its size, however, it is only available in the months of July and August due to a long-standing commitment to the Mount Brydges Lions Club, which also meets on the 1st and 3rd Mondays of the month.

The Wendigo Room remains an option, however, seating is rather limited. Meeting in the main Longwoods Hall at Caradoc Community Centre would continue to present audio and hearing

challenges for those present, and for the quality of the recording of the meeting. If Council wishes to proceed with off-site meetings, it is recommended to proceed on Monday, July 7 and Monday, August 18 to utilize the Hartford Room.

### **Livestreaming, Recording and Teleconferencing Considerations**

The technological requirements for both on-site and off-site meetings has increased greatly over the past five years. Legal & Legislative Services and IT staff are currently responsible for off-site meeting planning, set-up, management, and tear-down. Currently, LLS staff manually record and edit off-site meetings and post them to the Municipality's YouTube channel following the meeting. For 2024 off-site meeting dates, LLS staff also co-ordinated with all departments to ensure presentations and public meetings that consistently offered a virtual/hybrid participation component via Zoom were not scheduled on off-site meeting dates.

A further investment in technological requirements, including audio and video, livestreaming, teleconferencing, and internet connectivity, would be needed to facilitate livestreaming and Zoom conferencing/hybrid meetings at an off-site location. It is recommended, if Council wishes to continue with off-site meetings while maintaining livestreaming and teleconferencing, that staff be directed to engage a third party to set up, manage, troubleshoot, and tear down the technological infrastructure without the additional cost to support, sustain, operate, and update it.

With the advent of livestreaming and teleconferencing in recent years, some municipalities have decided to no longer conduct off-site meetings as they are logistically challenging and livestreaming offers greater viewing flexibility for the public. The option also remains to conduct all Regular Meetings in the Council Chambers at the Municipal Office to utilize existing audio and video infrastructure to offer livestreaming and recording of meetings and teleconferencing abilities.

#### **CONSULTATION:**

Mount Brydges Lions Club  
Manager of Information Technology

#### **FINANCIAL IMPLICATIONS:**

**OPTION 1: NONE**

**OPTION 2: TO BE DETERMINED**

**OPTION 3: NONE**

**OPTION 4: TO BE DETERMINED**

#### **ALTERNATIVE(S) TO THE RECOMMENDATION:**

**Option #1:** THAT: Council approve the 2025 Regular Council Meeting dates and Strategic Priorities Meeting dates as proposed, and further; THAT: all 2025 Regular Council Meetings proceed in the Council Chamber to utilize existing video recording, livestreaming, and teleconferencing infrastructure.

**Option #2:** THAT: Council approve the 2025 Regular Council Meeting dates and Strategic Priorities Meeting dates as proposed, and further; THAT: Council approve Caradoc Community Centre as an

off-site meeting location for the dates of Monday, July 7, 2025 and Monday, August 18, 2025, and further; THAT: staff be directed to investigate services for recording, producing, livestreaming, and providing teleconferencing, audio/visual support, and technologies for off-site meetings for operational budget consideration.

**Option #3:** THAT: Council approve the 2025 Regular Council Meeting dates and Strategic Priorities Meeting dates as proposed, and further; THAT: Council approve Caradoc Community Centre as on off-site meeting location for the dates of Monday, July 7, 2025 and Monday, August 18, 2025, with the understanding that livestreaming and teleconferencing will be not be available.

**Option #4:** Council to provide alternate direction.

**STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

**Managing the Challenges of Growth for the Municipal Organization:** Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources. We are committed to maintaining operational efficiency and economies of scale through these times of change.

**ATTACHMENTS:**

- 2025 Regular Council Meeting Dates
- 2025 Strategic Priorities Meeting Dates