

## Staff Report 2024-0564

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Meeting: Council Meeting  
Meeting Date: October 22, 2024  
Subject: November Budget Meeting Date Rescheduling  
Submitted By: Kevin Klingenberg, Municipal Clerk, Corporate Services

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### RECOMMENDATION

That Section 5.3.4 of the Procedural By-law be waived to reschedule the November 5, 2024 at 2:30 p.m. General Committee -Budget Meeting to November 25, 2024 at 2:30 p.m.

### REPORT HIGHLIGHTS

- The November 5, 2024 at 2:30 p.m. General Committee-Budget meeting is proposed to be rescheduled to November 25, 2024 at 2:30 p.m. to ensure readiness for Council to make informed decisions on the 2025 Budget.
- The rules of order identified in section 5.3.4 of the procedural by-law is required to be waived by a two-thirds majority vote to proceed with rescheduling the Town Budget meeting at a different date than originally scheduled in the annual schedule.

### DISCUSSION

The Commissioner of Finance & Chief Financial Officer consulted with the Municipal Clerk to reschedule the upcoming November 5, 2024 General Committee-Budget meetings to Monday November 25, 2024 with the purpose to maximize readiness for completing the 2025 Budget on schedule in December. The first Town Budget meeting in November serves as a 2025 Budget primer to identify the needs and pressures the Town of Caledon faces in the coming fiscal year. Shortening the gap in-between the November Committee meeting will not delay the December 10, 2024 2:30 p.m. Committee meeting. Budget preparation time can be better utilized before the November Committee meeting rather than in-between Committee meetings concerning the Town Budget.

Mayor, Council, and staff availability was surveyed to determine if there was availability to reschedule. It was identified moving the November 5, 2024 2:30 p.m. General Committee-Budget meeting to November 25, 2024 at 2:30 p.m. as most viable according to Mayor & Council's calendars. On October 18, 2024 a hold on these dates was requested to keep them available for affected individuals.

Procedure By-Law subsection 5.3.4 states, "Committee meetings concerning the Town Budget are set annually and will commence as set out in the annual schedule." The rules of order will need to be waived to reschedule, as the meeting concerns the Town Budget and is proposed to commence as no longer set out in the annual schedule. Motions to

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suspend the rules (waive the rules) require a two-thirds majority vote to be carried as identified in Procedure By-law appendix A section 10.1 c).

Procedure By-law subsection 5.4.4 a) states "...the Clerk, in consultation with the Mayor, may upon providing at least 7 days notice to the public adjust the day of an existing meeting." There is subsequently no further Council decision required other than to waive the rules or order in subsection 5.3.4 to allow the Clerk to reschedule the meeting.

### **FINANCIAL IMPLICATIONS**

None.

### **COUNCIL WORK PLAN**

#### **Strategic Plan 2023-2035**

This report is directly related to the following priority in Caledon's 2023-2035 Strategic Plan:

Establishment of the 2025 budget in a timely manner will enable the Town to enhance service excellence.

Service Excellence and Accountability

Details about Caledon's 2023-2035 Strategic Plan can be found at [caledon.ca/strategicplan](https://caledon.ca/strategicplan).

### **ATTACHMENTS**

None.