
To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: November 19, 2024
Meeting Type: Regular Council Meeting

Prepared by: Makayla Ablitt, Legislative & FOI Coordinator
Department: Corporate Services

Title: 2025 Regular Council Meeting Schedule
Description: Adoption of the 2025 Regular Council Meeting Schedule.

RECOMMENDATION

THAT the 2025 Regular Council Meeting Schedule, Attachment A to the report dated November 19, 2024, be adopted;
AND THAT the schedule be posted and advertised in accordance with the *Community Charter*.

EXECUTIVE SUMMARY

As per section 5.1 of Council Procedures Bylaw 1229, 2024, Regular Council Meetings will be held on the first and third Tuesday of each month starting at 7 p.m. unless otherwise cancelled or postponed.

Staff recommend the following changes to meetings on the first and third Tuesdays in 2025:

- Cancel January 7 and replace with a January 14 (Special Council meeting) to accommodate the holiday closure (December 25-31).
- Cancel July 1 and replace with a July 8 (Special Council meeting) to accommodate the Statutory Holiday.
- Cancel August 5 to provide a summer break period.

Based on Council Procedures bylaw, the first meeting of 2025 is scheduled for January 7, 2025. The Municipal Hall is closed December 25 to December 31. A meeting on January 7 requires an agenda to be prepared and posted during the holiday closure and would require staff to have reports completed and approved by December 27. Staff recommend the January 7 meeting be cancelled and a Special Council meeting be held January 14. This provides staff and Council time to return from the holiday closure and post an agenda the week of January 6.

Municipal Hall is closed on July 1 for Canada Day. Staff propose a Special Council meeting be scheduled on July 8 to accommodate this closure.

Historically there have not been Regular Council Meetings scheduled in the first week of August to provide Council with a summer break and it is recommended the August 5 meeting be cancelled. The Union of British Columbia Municipalities (UBCM) conference is scheduled to be held September 22 – 26, 2025 which does not conflict with the proposed 2025 Regular Council Meeting Schedule. The Southern Interior Local Government Association (SILGA) conference is scheduled to be held April 29- May 2, 2025 and also does not affect the proposed 2025 Regular Council Meeting schedule.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

COMMUNICATION

The date, time, and place of Regular Council Meetings must be made available to the public pursuant to section 127 of the *Community Charter* by posting the schedule in a public posting place and advertising in a newspaper for two consecutive weeks. The information is also posted on the District's website.

ALTERNATE RECOMMENDATION

THAT the 2025 Regular Council Meeting Schedule, Attachment A and report dated November 19, 2024 be adopted with amendments as identified by Council;

AND THAT the schedule be posted and advertised in accordance with the *Community Charter*.

Respectfully Submitted.

Makayla Ablitt, Legislative & FOI Coordinator

Report Approval Details

Document Title:	2025 Regular Council Meeting Schedule.docx
Attachments:	- Attachment A-2025 Regular Council Meeting Schedule.pdf
Final Approval Date:	Oct 28, 2024

This report and all of its attachments were approved and signed as outlined below:

Reyna Seabrook, Director of Corporate Services - Oct 28, 2024 - 9:53 AM

Paul Gipps, Chief Administrative Officer - Oct 28, 2024 - 10:33 AM