



2025 COUNCIL AND COMMITTEE MEETING CALENDAR

DRAFT FOR COUNCIL FEEDBACK

RECOMMENDATION

That the August 20, 2024, Office of the City Clerk report OCC02540, be received for information.

Report Purpose

For Information.

Executive Summary

This report provides the draft 2025 Council and Committee meeting calendar for feedback at the August 20, 2024, City Council meeting. The purpose of this report is to gather feedback before the final 2025 Council and Committee meeting calendar is presented for decision at the October 22, 2024, City Council organizational meeting.

Bylaw 18155, Council Procedures Bylaw, requires that Council establish a schedule of Council and Standing Committee meetings at its organizational meeting. The *Municipal Government Act* (MGA) requires that all Councillors be present for consideration of this item. A simple majority vote is required to approve the calendar. Section 193(1) of the MGA states:

A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

The 2025 Council and Committee meeting calendar details all regularly scheduled City Council, City Council Public Hearing and Standing Committee meeting dates, times and places from January 1, 2025 to October 28, 2025, with no meetings scheduled between September 22, 2025 and October 24, 2025 due to the 2025 municipal election..

REPORT

Draft Calendar

A draft 2025 Council and Committee meeting calendar has been prepared for Council feedback. It is presented in four different formats:

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- Attachment 1 presents the draft 2025 Council and Committee meeting calendar in a high-level monthly format.
- Attachment 2 presents the draft 2025 Council and Committee meeting calendar in a detailed weekly format.
- Attachment 3 presents the draft meeting calendar in a monthly format that includes External Boards, Information Sessions, Key Dates and Public Holidays.
- Attachment 4 presents the draft meeting calendar in a weekly format that includes External Boards, Information Sessions, Key Dates and Public Holidays.

The draft 2025 Council and Committee calendar incorporates requests from Administration and Office of the City Auditor.

Design Principles

The 2025 Council and Committee meeting calendar was prepared using the principles below, which were endorsed at the June 22 and August 16, 2022, Council Services Committee meetings:

#	Principle	Description
1	Three main Standing Committee meeting days (Monday, Tuesday, Wednesday)	The three main Standing Committees are Community and Public Services Committee, Executive Committee and Urban Planning Committee. A regular committee week is used to schedule these Standing Committee meetings every three weeks.
2	Less frequent Standing Committee and City Council Non-Regular (Monday, Tuesday, Wednesday)	A second Committee week is used to schedule other Standing Committee and City Council Non-Regular meetings every three weeks, including: <ul style="list-style-type: none"> • Audit Committee • City Manager and City Auditor Performance Evaluation Committee • Council Services Committee • Emergency Advisory Committee • Utility Committee • City Council - Non-Regular
3	City Council has two full days (Tuesday and Wednesday)	A Council week is used to schedule City Council and City Council Public Hearings every three weeks. City Council meetings begin on Tuesday and continue on Wednesday.
4	City Council Public Hearing on Monday	City Council Public Hearing meetings are on the Monday of the above mentioned Council week and are held from 9:30 a.m. to 5 p.m.
5	Civic agency appointment items not added to regular meetings	Civic agency activities, such as the annual spring recruitment process and one-off recruitments and appointments, are scheduled on non-regular meetings where possible. This may require Council and Committee to occasionally meet on

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		Thursdays, Fridays or evenings.
6	No meetings scheduled on Thursdays or Fridays except after long weekends	Scheduling meetings on Thursdays and Fridays is avoided where possible, except after long weekends or when there are extenuating circumstances. When there is a public holiday on a Monday, the schedule is shifted to start on a Tuesday. External organizations usually meet on Thursdays.
7	Recess weeks	In 2024, 13 recess weeks were scheduled from January - December. Ten recess weeks are proposed for January - October, 2025, not including the municipal election mandatory break (no regular meetings can be scheduled).
8	Inclusion and accessibility	Meetings are not scheduled on statutory holidays or high holidays. Meetings scheduled during Ramadan adjourn by 9 p.m.

The number of meetings proposed in the draft 2025 Council and Committee meeting calendar is consistent with a prorated 2024 Council and Committee meeting calendar to account for the 2025 municipal election. Fewer meetings will occur due to the extended recess in September - October, however the rotation of meetings is consistent.

Recess Weeks

The following recess weeks are included in the draft 2025 Council and Committee meeting calendar:

- January 1 to January 17, 2025 - 2024/2025 winter recess continuation
- March 24 to March 28, 2025 - spring break
- May 26 to May 30, 2025 - Federation of Canadian Municipalities Annual Conference
- July 7 to August 8, 2025 - summer recess
- September 22 to October 24, 2025 - 2025 municipal election mandatory break

External Boards, Information Sessions and Key Dates

Attachment 6 lists external stakeholders consulted as part of the meeting calendar production process. Administration contacted various agencies, boards, commissions and external stakeholders to identify key dates for the 2025 calendar year. Some have not yet finalized 2025 schedules. Both confirmed and tentative dates are reflected in the draft 2025 Council and Committee meeting calendar.

Public and High Holidays

Public and high holidays for the 2025 calendar year were identified with the assistance of the City's Equity, Diversity and Inclusion team.

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Other Considerations

The following considerations were also factored in to the schedule:

- Municipal election year
- Civic agency reporting, recruitment and appointment requirements
- Financial reporting requirements
- Supplemental Operating and Capital Budget Adjustments
- Tax bylaws and Community Revitalization Levy (CRL) Bylaws

Other considerations that informed the draft 2025 Council and Council Committee calendar include the statutory holidays Canada Day and Remembrance Day falling on Tuesdays, which results in meetings scheduled on Thursdays and Fridays during those weeks.

ATTACHMENTS

1. Draft 2025 Council and Committee Calendar - monthly format
2. Draft 2025 Council and Committee Calendar - weekly format
3. Draft 2025 Council and Committee Meeting Calendar - monthly format, including External Boards, Information Sessions, Key Dates and Public Holidays
4. Draft 2025 Council and Committee Calendar - weekly format, including External Boards, Information Sessions, Key Dates and Public Holidays
5. Justification for Thursday and Friday Meetings
6. External Stakeholders Consulted