

Report to Municipal Services Committee
Meeting Date: November 25, 2025
Report Title: December and 2025 Meeting Schedule

Department: Administration
Author's Name: Mary Ellen Truelove
Position: Clerk
Report #ADM-2024-15



RECOMMENDATION:

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the meeting schedule for December 2024 and the 2025 Calendar year be approved, as presented in MSC report ADM-2024-15.

BACKGROUND

The 2025 Waste Calendar is in its final stage before print and staff would like to finalize dates for the 2025 calendar year in order to provide an accurate schedule to the public and Council members for when meetings will take place. (subject to Special meetings being scheduled).

DISCUSSION

The current schedule for December includes meetings being held on December 2 (Council), December 9 (MSC), 10 (Operating Budget), 11 (Capital Budget) and December 23 (MSC).

Staff are recommending that only one MSC meeting be held in December and that it be held on the 16th due to the budget meetings and Christmas.

The 2025 schedule includes all regular Council meetings (1st Monday of the Month), Municipal Services Committee meetings (2nd and 4th Monday of the Month), Economic Development Meetings (1st Monday of the Month) and Planning Advisory and Committee of Adjustment Meetings (2nd and 4th Monday of the Month).

Staff are proposing the following changes to the above regular Schedule:

Economic Development: No meeting in January or August

Municipal Services Committee: Combine July and August meetings on the 2nd Monday of the month and on December 8th

PACA: No meeting on December 24th

The 2026 Budget Deliberations are proposed to be scheduled on Thursday, December 4 and Friday, December 5, 2025, but are subject to change. These will be two (2) full days of deliberations beginning at 10:00 a.m.

FINANCIAL IMPLICATIONS: None

ATTACHMENTS:

2025 Council Schedule

e-signed

November 14, 2025

Mary Ellen Truelove
Clerk

DATE

e-signed

November 14, 2025

Shellee Fournier
C.A.O

DATE

December and 2025 Meeting Schedule