



Council Report

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Date: November 5, 2024 File No: 0550-02
To: Anthony Haddad, City Manager
From: Angie Collison, Corporate Officer
Subject: Revised 2024 Meeting Date and Council Meeting Schedule for 2025

Staff Recommendation

THAT Council revise the 2024 Council meeting schedule and cancel the Special Council meeting of November 21, 2024;

AND THAT Council select the following dates for the 2025 Regular Meetings of Council: January 14, 28; February 11, March 4, 18; April 1, 22; May 13, 27; June 10, 24; July 15, August 19; September 16; October 7, 21; November 4, December 2, 16;

AND THAT Special Council meetings be held on November 18 and 19, 2025 for budget deliberations.

Strategic priority objective

Mission: Penticton will serve its residents, businesses and visitors through organizational excellence, partnership and the provision of effective and community focused services.

Background

In accordance with the *Community Charter* and Council Procedure Bylaw, the City must make available to the public annually, a schedule of the dates, time and place of regular Council meetings and give notice of the availability of the schedule through advertising.

The Council Procedure Bylaw outlines that Regular Council meetings are held on the first and third Tuesdays of each month commencing at 1:00 p.m. at City Hall except when Council resolves to hold the meeting elsewhere. Meeting dates may be cancelled or moved if they fall on a week of a statutory holiday or during a conference such as UBCM, FCM or SILGA.

Revision to the 2024 Meeting Schedule

In October of 2023, Council resolved to hold budget deliberations on November 19, 20, 21, 2024. It is anticipated that only two days of deliberations will be required and staff are recommending that Council cancel the third day. November 21, 2024 also conflicts with a scheduled Regional District of Okanagan-Similkameen Board meeting of which five members of Council are a part of.

2025 Regular Council Meeting Schedule

For 2025, staff are proposing two days for budget deliberations and 19 meeting dates, working around statutory holidays and the conferences attended by Council (UBCM, SILGA, FCM, PNWER). The dates have been selected to allow sufficient time between meetings for any necessary statutory notices and newspaper advertisements.

Month	Meeting Date	Meeting Date
January	14	28
February	11	
March	4	18
April	1	22
May	13	27
June	10	24
July		15
August		19
September		16
October	7	21
November	4	Budget 18 & 19
December	2	16

Alternate recommendations

THAT Council select the first and third Tuesday of each month as Regular Council meeting dates for 2025.

Attachments

Attachment A – 2025 Meeting Calendar

Respectfully submitted,

Angie Collison
Corporate Officer

Concurrence

Director of Finance and Administration	City Manager
AMC	AH

Attachment A

2025 Meeting Calendar

2025

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Statutory Holidays
- Council Meetings
- Conferences

Event	Date	Location
Southern Interior Local Government Association (SILGA)	April 29 – May 2, 2025	Merritt, BC
Federation of Canadian Municipalities (FCM)	May 29 – June 1, 2025	Ottawa, ON
Pacific NorthWest Economic Region (PNWER)	July 20 – 24, 2025	Bellevue, WA
Union of British Columbia Municipalities (UBCM)	September 22 – 26, 2025	Victoria, BC