



# City of Prince Albert

## RPT 2024-252

**TITLE:** 2025 Executive Committee and City Council Meeting Schedule

**DATE:** August 12, 2024

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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### RECOMMENDATION:

1. That the 2025 Executive Committee and City Council Meeting Schedules, as attached to RPT 2024-252, be approved; and,
2. That the July and August 2025 Executive Committee and City Council meetings be scheduled at 2:00 p.m.

### EXECUTIVE SUMMARY:

The City's Procedure Bylaw requires the setting of a yearly schedule for all Executive Committee and City Council meetings, which ensures Council members have sufficient time to review and provide any feedback on the upcoming year's schedule. Various events, school breaks, the summer holidays and past practices have been taken into consideration when determining a schedule.

### BACKGROUND:

The meeting dates are set out typically, as outlined in the Procedure Bylaw. However, every year there are instances where modification to the schedule is required, due to statutory holidays, school breaks, special events and summer. It is also important to hold Executive Committee meetings approximately two (2) weeks prior to Council meeting to allow reports to be forwarded to City Council for formal approval if that is required. Members of Council have previously adopted a Summer Meeting Schedule with meetings commencing at 2:00 p.m. for the months of July and August.

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## **PROPOSED APPROACH AND RATIONALE:**

The attached 2025 Executive Committee and City Council Meeting Calendar, in accordance with the Procedure Bylaw, is being presented for consideration along with some alternate meeting dates as a result of scheduled events or holidays, such as the following:

1. February School Break – February 17 – 21, 2025;
2. Saskatchewan Urban Municipalities Association Conference in Saskatoon, SK – April 13 – 16, 2025;
3. Easter School Break – April 21 – 25, 2025;
4. Federation of Canadian Municipalities Conference in Ottawa, ON – May 29 – June 1, 2025;
5. July and August Summer Holidays – Reduction from two (2) cycles of Executive Committee and City Council meetings to only one (1) cycle per month; and,
6. One (1) Council meeting in December to approve the proposed Budget and to accommodate the Holiday season.

## **CONSULTATIONS:**

A preliminary discussion with the Mayor regarding the meeting schedules was held.

## **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once the Executive Committee and City Council Meeting Schedules are approved, they will be posted on the Bulletin Board in the City Hall Foyer and placed on The City's website for reference.

## **BUDGET/FINANCIAL IMPLICATIONS:**

There are no budget or financial implications to this report.

## **OTHER CONSIDERATIONS/IMPLICATIONS:**

The City's Procedure Bylaw No. 23 of 2021, states as follows:

### *"Regular Meeting*

- 6.1 (1) *Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.*

- (2) *In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next business day.*
- (3) *Annually the Clerk shall submit a regular schedule of Council meetings to Council for approval as set out in Subsections (1) and (2), or may recommend alternate meeting dates.*
- (4) *Notwithstanding the foregoing provisions, City Council may, by resolution, dispense with or alter the time of a regular meeting of Council.”*

*“Executive Committee*

76. (4) *Regular meetings of the Executive Committee shall be held each year starting on the second Monday of January, commencing at 4:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.*
- (5) *In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next business day.*
- (6) *Annually the Clerk shall submit a regular schedule of Executive Committee meetings to the Committee for approval as set out in Subsections (4) and (5), or may recommend alternate meeting dates.*
- (7) *Notwithstanding the foregoing provisions, Executive Committee may, by resolution, dispense with or alter the time of a regular meeting of Committee.”*

There are no privacy, legal, safety or environmental implications.

**OPTIONS TO THE RECOMMENDATION:**

There are no options to the recommendation.

**STRATEGIC PLAN:**

Engaged Government – Create an environment where residents and other stakeholders can engage with the City and know that their voices are heard.

**OFFICIAL COMMUNITY PLAN:**

There are no OCP Strategies or Plans to this report.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**ATTACHMENTS:**

1. 2025 Proposed Meeting Schedule
2. 2025 Proposed Meeting Calendar

**Written by:** Terri Mercier, City Clerk

**Approved by:** City Manager