



Staff Report to Council

1100 Patricia Blvd. | Prince George, BC, Canada, V2L 3V9 | PrinceGeorge.ca

Date: March 24, 2025

To: Mayor and Council

Name and title: Ethan Anderson, Manager of Legislative Services / Corporate Officer

Subject: Proposed Amendment to 2025 Council Meeting Calendar due to the Canadian Federal Election

Attachment(s): Proposed 2025 Council Meeting Calendar

Recommendation(s):

That Council AMENDS the 2025 Council Meeting Calendar by rescheduling the April 28, 2025 regular Council meeting to April 23, 2025.

PURPOSE:

For Council's consideration of an amendment to the 2025 Council Meeting calendar.

The next Canadian Federal Election is scheduled for April 28, 2025, with voting hours set from 8:00 a.m. to 8:00 p.m. local time. To avoid conflict with residents' ability to vote, Council is asked to reschedule the April 28, 2025 regular council meeting to April 23, 2025.

BACKGROUND:

The *Community Charter* requires that Council make available to the public a schedule of the date, time and place of its regular Council meetings. Amendments to the Council meeting calendar must also be approved by Council resolution.

City of Prince George Council Procedures Bylaw No. 8388, 2011 provides that regular Council meetings must be held on a Monday or Wednesday, and that no regular Council meetings shall be scheduled during the first fourteen (14) days of August. Subject to those requirements, Council may resolve to add or remove meetings from the approved meeting calendar, as needed. In accordance with the *Community Charter*, the Mayor may also call special council meetings at any time for a specific purpose.

In accordance with the *Community Charter*, upon Council's approval of the amended 2025 Council Meeting Calendar, the amended schedule will be posted at the public notice posting place in City Hall and on the City's website.

ALTERNATIVE RECOMMENDATION:

If the proposed April 23, 2025 Council meeting date is not desirable, Administration suggests an alternative is to reschedule the April 28, 2025 regular Council meeting to April 30, 2025 with the understanding that this meeting will be limited to urgent and time-sensitive items.

CONCLUSION:

It is recommended that Council amend the 2025 meeting calendar to select one of the two options presented in the recommendation section.

RESPECTFULLY SUBMITTED:

Ethan Anderson Corporate Officer/Manager of Legislative Services

APPROVED BY:

Walter Babicz, City Manager
Meeting Date: 2025-03-24

Document Number: 755951



City of Prince George 2025 Council Meeting Calendar

Regular Council Meetings are scheduled at 6:00 p.m.

Closed Council Meetings are scheduled at 3:30 p.m.

Budget Meetings are scheduled at 1:00 p.m.

All Council Meetings are held in Council Chambers at City Hall,
1100 Patricia Blvd., Prince George unless
Council resolves to hold a meeting elsewhere.

■ Council Meeting

■ Council Budget Meeting

■ Statutory Holiday
■ Committee of the Whole

January						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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March						
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30	31					

April						
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27	28	29	30			

May						
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4	5	6	7	8	9	10
11	NCLGA				16	17
18	19	20	21	22	23	24
25	26	27	FCM			

June						
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29	30					

July						
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August						
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24	25	26	27	28	29	30
31						

September						
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21	UBCM					27
28	29	30				

October						
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November						
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30						

December						
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21	22	23	24	25	26	27
28	29	30	31			

■ North Central Local Government Association (NCLGA) Convention: May 12 - 15 (Prince Rupert, BC)
■ Federation of Canadian Municipalities (FCM) Annual Conference: May 28 - June 1 (Ottawa, ON)
■ Union of BC Municipalities (UBCM) Convention: September 22 - 26 (Victoria, BC)
■ Canadian Federal Election: April 28, 2025

Approved: