

Date: May 28, 2025

To: Mayor and Council

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

Subject: Proposed Amendment to 2025 Council Meeting Calendar for a Fall Committee of the Whole Meeting

Attachment(s): Proposed 2025 Council Meeting Calendar

**Recommendation(s):**

That Council AMENDS the 2025 Council Meeting Calendar by adding a Committee of the Whole meeting on October 14, 2025 at 2:00 p.m. and reschedules the October 22, 2025 regular Council meeting to October 20, 2025.

**PURPOSE:**

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

Administration proposes scheduling a Committee of the Whole meeting on October 14, 2025 at 2:00 p.m. to conduct the annual review of the community grants program before the 2026 grants cycle.

Additionally, the regular Council meeting originally set for October 22, 2025 was scheduled in anticipation of a federal election. Since the federal election took place in April, Administration recommends rescheduling the October 22 meeting to Monday, October 20, 2025.

**BACKGROUND:**

The *Community Charter* requires Council to make publicly available a schedule showing the date, time and place of its regular meetings. Any amendments to the Council meeting calendar must be approved by Council resolution.

According to *City of Prince George Council Procedures Bylaw No. 8388, 2011*, regular Council meetings must be held on Mondays or Wednesdays, and no regular meetings may be scheduled during the first fourteen (14) days of August.

Within these guidelines, Council may add or remove meetings from the approved calendar, as needed. Additionally, the Mayor may also call special council meetings at any time for specific purposes, as permitted by the *Community Charter*.

Once Council approves the amended 2025 meeting calendar, the updated schedule will be posted at the public notice board in City Hall and on the City's website.

**CONCLUSION:**

It is recommended that Council approve the proposed amendments to the 2025 meeting calendar as outlined.

**RESPECTFULLY SUBMITTED:**

Ethan Anderson Corporate Officer/Manager of Legislative Services

**APPROVED BY:**

Walter Babicz, City Manager

Meeting Date: 2025-06-09