



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: Mayor Zebian and Members of Council

Submitted by: Deanna Snair, Municipal Clerk

Date: September 22, 2026

Subject: Reschedule December Council Meeting Date Due to Holiday Season

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 19 Council meetings

WHRM's Meeting and Committee Procedural Policy RCOGE 003.00 Section 3.5 Meetings may be rescheduled, relocated or cancelled:

a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;

b) at the request of majority of the members of Council or Committee of Council;

c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.

RECOMMENDATION or DECISION REQUEST

COUNCIL DIRECT STAFF TO RESCHEDULE THE WHRM COUNCIL MEETING FROM DECEMBER 22ND, 2026 TO DECEMBER 15TH, 2026 AND THAT NOTICE OF THE CHANGE BE PROVIDED TO THE PUBLIC.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☒
-----------------------------------	---	--------------------------------------	--	-----------------------------------	---

As outlined in the Municipality's Meeting and Committee Procedural Policy RCOGE-003.00, Section 3.2, regular meetings of the Committee of the Whole are held on the second Tuesday of each month, except August, unless otherwise specified under Section 3.5 of the Policy. In addition, Section 3.3 states that regular meetings of Council are held on the fourth Tuesday of each month, except August, at the location established by Council and commencing at 6:00 p.m., unless otherwise directed by Council.

In accordance with the approved 2026 Council Meeting Schedule, the Committee of the Whole meeting is scheduled for Tuesday, December 8, 2026, and the regular Council meeting is scheduled for Tuesday, December 22, 2026.

As the December Council meeting falls immediately before the Christmas holiday period, attendance and participation may be impacted by holiday-related commitments, travel plans, and office closures. Council may therefore wish to consider adjusting the December Council meeting schedule.

DISCUSSION

The holiday season is a busy time for many people, including Council members, staff, and residents. Family events, community activities, and holiday schedules can make it difficult to hold meetings when everyone is available.

In previous years, Council has adjusted its December meeting schedule to better accommodate the Christmas holiday period, while still ensuring important municipal business continues.

Rescheduling the December meeting helps improve attendance and allows Council and staff to balance their work responsibilities with personal and family commitments. It also helps avoid scheduling conflicts caused by holiday events and office closures.

Providing a planned break period in December also supports the wellbeing of Council and staff and gives everyone an opportunity to rest and recharge before the new year. This helps ensure everyone returns in January ready to focus on priorities, projects, and community needs.

For these reasons, it is recommended that the December meeting be moved to a more suitable date. This approach supports effective decision-making, encourages participation, and helps the Municipality continue to serve residents efficiently while respecting the holiday season.

NEXT STEPS

Pending Council approval, staff will update the Council Meeting Calendar to reflect the revised meeting date and December break period. Notify Council Members and Staff of the approved schedule change. Publish the Updated Schedule on the Municipality's website and other public communication channels to ensure residents are informed. to maintain transparency and encourage public participation. Update Meeting Notices and Agendas to align with the revised

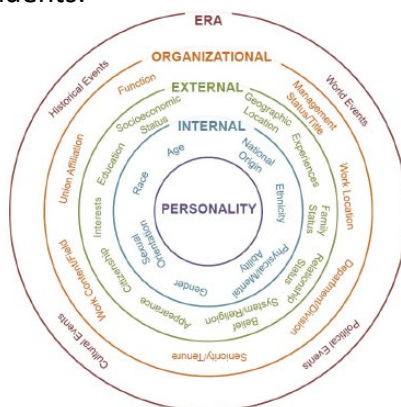
meeting date and legislative notice requirements and Communicate Key Dates to the Public to maintain transparency and encourage public participation.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this recommendation.

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS

Rescheduling the December Council meeting and establishing a planned holiday break supports diversity, equity, inclusion, and accessibility by recognizing that Council members, staff, and residents may have a variety of cultural, religious, family, caregiving, and personal commitments during the holiday season. Adjusting the meeting schedule can help reduce barriers to participation, improve attendance, and provide greater opportunity for individuals to engage in municipal decision-making. If supported the revised schedule will continue to be communicated through standard public channels to ensure that meeting information remains accessible and available to all interested residents.



ENVIRONMENTAL CONSIDERATIONS

The proposed adjustment to the December meeting schedule is administrative in nature and is not expected to have any direct environmental impacts.

ALTERNATIVES

Council may choose to continue with the regularly scheduled December Council meeting date (December 22, 2026).

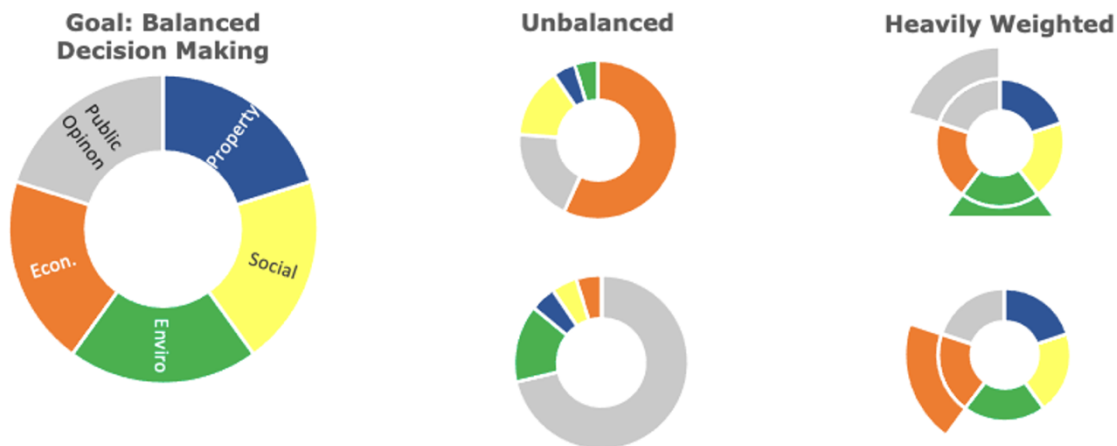
Council may choose to reschedule to an alternate date of their choosing.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer