



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of Council

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: July 22, 2025

Subject: Municipal Council Meeting Date Change Report

LEGISLATIVE AUTHORITY

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

... THAT COUNCIL APPROVE THE RESCHEDULING OF THE WHRM COMMITTEE OF THE WHOLE MEETING FROM NOVEMBER 11TH, 2025 TO NOVEMBER 12TH, 2025 AND THAT NOTICE OF THE CHANGE BE PROVIDED TO THE PUBLIC.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☒
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As per the Municipality's Meeting and Committee Procedural Policy RCOGE - 003.00, Section 3.2 Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:

- a) at the location set by the Committee of the Whole,
- b) on the second Tuesday of each month, except for August,
- c) commencing at 6:00 p.m. unless otherwise directed by Council.

According to the approved Council meeting schedule for 2025, a regular meeting is currently set for Tuesday, November 11, 2025. However, this date coincides with Remembrance Day, a memorial holiday observed to honor military personnel who have died in the line of duty, particularly those who served in the First World War and subsequent conflicts.

As municipal offices will be closed and public services limited on this day, proceeding with the meeting as scheduled may present logistical challenges. Additionally, the significance of the day may affect attendance by both Council members and the public, as many will be participating in commemorative events or observing the holiday privately.

In light of these considerations, it is recommended that Council discuss the possibility of rescheduling the November 11 meeting to a more suitable date to ensure full participation and operational support.

DISCUSSION

In order to maintain transparency, ensure public participation, and accommodate all council members and staff, it is recommended that the meeting be rescheduled to a more suitable date. This change will help avoid conflicts with holiday-related closures and obligations while maintaining effective governance.

NEXT STEPS

Upon approval, staff will issue formal notice of the date change through the municipality's official website, social media, and any other standard communication channels as required. The meeting agenda will be updated to reflect the new date, and any time-sensitive items will be reviewed for relevance or rescheduling as needed. Municipal departments and council staff will be informed of the change to ensure full attendance and preparedness.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this recommendation.

ALTERNATIVES

The following alternative dates are proposed for council's consideration:

- **Option A:** [November 10th, 2025] (e.g., the previous business day prior to the holiday)
- **Option B:** [November 18th, 2025] (one week later on the regular meeting day)
- **Option C:** (a date based on council availability)

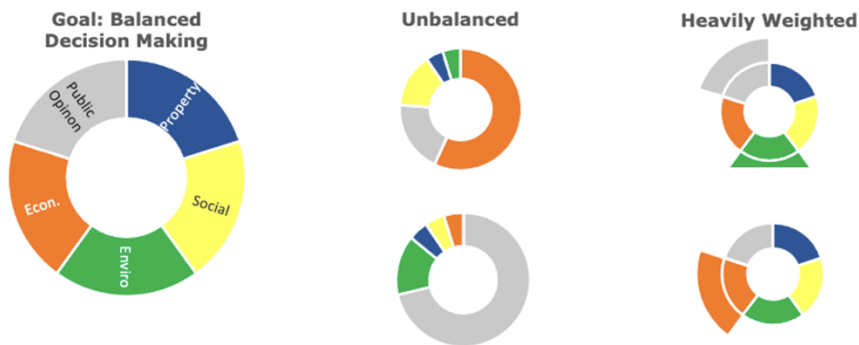
ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

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: _____

Deanna Snair, Municipal Clerk

Report Approved by: _____

Mark Phillips, Chief Administrative Officer