



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: November 12, 2025

Subject: Recommendation to Reschedule December Meetings Due to Holiday Season

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

... COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE RESCHEDULING OF THE WHRM COMMITTEE OF THE WHOLE MEETING FROM DECEMBER 9TH, 2025 TO DECEMBER 2ND AND THE WHRM COUNCIL MEETING FROM DECEMBER 23RD, 2025 TO DECEMBER 9TH, 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, the December Committee of the Whole meeting is scheduled to occur on Tuesday, December 9, 2025 and the Council meeting would occur on December 23rd, 2025.

DISCUSSION

The holiday season is a time of heightened activity for many, with numerous family, business, and personal commitments. Scheduling meetings during this period often results in limited representation, making it difficult to achieve quorum or engage in fully informed decision-making. Historically, meeting dates during December have been rescheduled to accommodate the Christmas holiday period, ensuring both Council and staff can balance their professional responsibilities with personal and community obligations.

Adjusting the meeting schedule this year continues that practice, allowing Council and staff to benefit from a formal break period to rest, recharge, and reflect on the year's achievements, while still meeting essential operational and governance requirements throughout December. This approach ensures that both Council and staff return in January refreshed, focused, and prepared to address new priorities and strategic goals for the year ahead.

In order to maintain transparency, ensure public participation, and accommodate the availability of all Council members and staff, it is recommended that the December meeting be rescheduled to a more suitable date. This adjustment will help avoid conflicts with holiday-related closures and personal commitments while maintaining effective and accountable governance.

Rescheduling meetings and formalizing a December break period promotes operational efficiency, enhances participation, and supports overall wellbeing. This approach positions the organization to enter the new year with renewed focus, energy, and alignment on strategic priorities.

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:

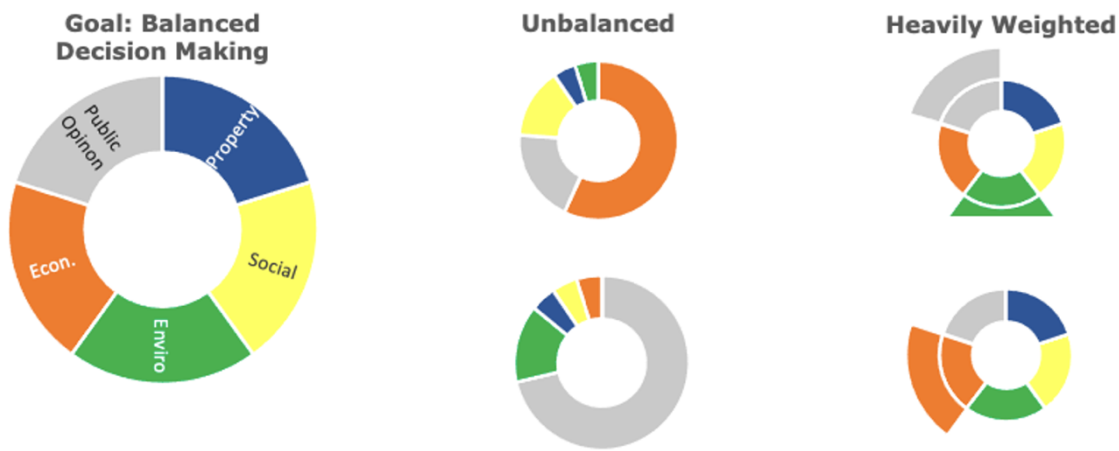
- Option A: Continue with the current meeting schedule without making any changes; however, this is not the recommendation of staff.
- Option B: Continue to hold Committee of the Whole on its regularly scheduled date December 9th, 2025 and reschedule the December Council meeting to December 16, 2025.
- Option C: (a date based on council availability)

ATTACHMENTS

None

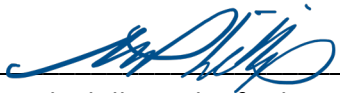
CHIEF ADMINISTRATIVE OFFICER REVIEW

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: _____
Deanna Snair, Municipal Clerk

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer