



MEMORANDUM

TO: Council

FROM: Chantalle Newell, Executive Assistant

SUBJECT: December Executive Meeting and January Regular Meeting

DATE: November 6, 2025

This year, the December Executive Meeting falls on December 25th, during the office closure. If council wishes to cancel that, a motion would be appropriate.

The January regular meeting also falls on January 8th. The office opens again on January 2nd, which is the day the agenda is to be published for the meeting. Staff recommends pushing the Regular meeting to Thursday, January 15th to allow time for preparation for the meeting.

Suggested Motions:

Move to cancel the December Executive Meeting and move the date of the January Regular Meeting to January 15, 2026.