

# Council Memo

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**To:** Mayor and Members of Council  
**From:** Andrea Holland, Acting Town Clerk  
**Date:** March 24, 2025  
**Subject:** Reschedule April 28, 2025, Council Meeting

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Mayor and Members of Council,

I have drafted the proposed resolution, for Council's consideration, to reschedule the Council meeting that was originally planned for April 28, 2025. As outlined in the preamble, this date coincides with the Canadian Federal Election, which may affect the ability of both Council Members, staff and the public to participate in the meeting.

Given the importance of the Federal Election and the desire to ensure that all individuals can engage in both the election process and Council business, it is recommended that we reschedule the meeting to a later date.

The proposed resolution has been prepared in accordance with Council procedures, and it directs the Acting Town Clerk to update all schedules and notify the public about the new meeting date.

If approved, staff will take all required steps under the Procedure By-law to provide notification to communicate the change effectively. I am happy to answer any questions or provide further clarification if needed.

Moved By \_\_\_\_\_

Seconded By \_\_\_\_\_

That Under Section 2(2) of the Procedure By-law, Council waive the Notice Provision in Section 8 (2) and (3) which requires minimum of 48 hours public notice for agenda items.

Moved By \_\_\_\_\_

Seconded By \_\_\_\_\_

WHEREAS the Canadian Federal Election is scheduled to take place on April 28, 2025;

WHEREAS the Council meeting originally scheduled for April 28, 2025, conflicts with the Federal Election date and may interfere with the participation of Council Members and the public in both the election and the meeting;

AND WHEREAS it is important to ensure full participation in the election process and to avoid any disruption in the council's operations.

THEREFORE BE IT RESOLVED

1. That the Council meeting originally planned for April 28, 2025, be rescheduled to April 29, 2025, ensuring that adequate notice is provided to all Council Members, staff, and the public as required by Council procedures.
2. That the Acting Town Clerk update all relevant schedules and communicate the new meeting date through appropriate channels.