

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 14, 2024

AUTHOR: Kristi Wiebe - Deputy Corporate Officer / Legislative Coordinator

SUBJECT: 2025 MEETING SCHEDULE

RECOMMENDATION(S)

THAT the report titled 2025 Meeting Schedule be received for information;

AND THAT the 2025 Meeting Schedule be for adoption as presented, or as amended.

BACKGROUND

The schedule of meetings for the Sunshine Coast Regional District (SCRD) Board and Board Committees is adopted annually. Changes to the meeting schedule can be made throughout the year by resolution or in alignment with *Board Procedures Bylaw No. 717*.

DISCUSSION

The proposed schedule follows in “Attachment A”. Most months, the schedule of meetings follows the standard timing as noted below:

Board (BRD)	2 nd and 4 th Thursdays (1:00 p.m.)
Committee of the Whole (COW)	2 nd and 4 th Thursdays (9:30 a.m.)
Electoral Area Services Committee (EAS)	3 rd Thursday (9:30 a.m.)
Finance Committee (FIN)	Will meet as required
Board Policy Review Committee (BPR)	Once a year and if/as required

Regional Hospital District Board meetings have not been included in the proposed schedule and will be scheduled as required.

The suggested exceptions to the above schedule and dates of note are as follows:

January

- The Finance Committee Round 2 2025 Budget meeting has been scheduled for January 13th and 14th.

February

- The Parcel Tax Roll Review Panel meeting has been scheduled for Thursday, February 27th, 9:00 a.m., just prior to the regularly scheduled Committee of the Whole meeting.

April

- AVICC is scheduled for April 11 to 13, 2025.

- A Finance Committee (Audit and SOFI) Meeting has been scheduled for April 17th at 1:00 p.m.

May

- A Special Electoral Area Services Committee (Grants-in-Aid) Meeting has been scheduled for May 15th at 1:00 p.m.

June

- The annual Board Policy Review Committee meeting has been scheduled for June 19th at 1:00 p.m.

July

- A Finance Committee (Q2 Variance) Meeting has been scheduled for July 17th at 1:00 p.m.

August

- No meetings scheduled per regular practice.

September

- The September 25th Committee of the Whole and Regular Board meetings were not scheduled as the Union of BC Municipalities Convention takes place September 22nd to 26th.

October

- A Finance Committee (Q3 Variance) Meeting has been scheduled for October 16th at 1:00 p.m.

November

- The Inaugural Board meeting will be held on November 13th at 1:00 p.m. for the Election of the Chair and Vice-Chair.

December

- Only one Committee of the Whole meeting is scheduled for December (11th at 9:30 a.m.).
- Only one Board meeting is scheduled for December (11th at 1:00 p.m.).
- An Electoral Area Services Committee meeting is scheduled for December (18th at 9:30 a.m.).
- The Field Road office will be closed on December 25th, 26th and January 1st for statutory holidays. The office will also be closed December 29th, 30th and 31st for the annual holiday office closure, January 1st for New Years Day, and will re-open on Friday, January 2, 2026.

STRATEGIC PLAN AND RELATED POLICIES

Preparation and adoption of the 2025 Meeting Schedule is in accordance with the Notice of Regular Meetings requirements set out in *Sunshine Coast Regional District Board Procedures Bylaw No. 717*.

CONCLUSION

Staff are requesting any amendments and recommend approval of the 2025 Board Meeting Schedule.

Attachment A: 2025 Meeting Calendar

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X-T. Perreault	Other	

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			New Year's Day Statutory Holiday			
5	6	7	8	9	10	11
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
12	13	14	15	16	17	18
	9:30 am Finance Committee – Round 2 Budget	9:30 am Finance Committee – Round 2 Budget		9:30 am Electoral Area Services Committee Meeting		
19	20	21	22	23	24	25
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
26	27	28	29	30	31	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
				UBCM EA Directors Forum	UBCM EA Directors Forum	
9	10	11	12	13	14	15
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
16	17	18	19	20	21	22
	Family Day Holiday (BC)			9:30 am Electoral Area Services Committee Meeting		
23	24	25	26	27	28	
				9:00 am Parcel Tax Roll Review Panel		
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
16	17	18	19	20	21	22
				9:30 am Electoral Area Services Committee Meeting		
23	24	25	26	27	28	29
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
30	31					

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
				9:30 am Committee of the Whole Meeting	AVICC AGM & Convention	AVICC AGM & Convention
				1:00 pm Regular Board Meeting		
13	14	15	16	17	18	19
AVICC AGM & Convention				9:30 am Electoral Area Services Committee Meeting	Good Friday	
				1:00 pm Finance Committee (Audit & SOFI)		
20	21	22	23	24	25	26
	Easter Monday			9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
27	28	29	30			

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
11	12	13	14	15	16	17
				9:30 am Electoral Area Services Committee Meeting		
				1:00 pm Special Electoral Area Services Committee -		
18	19	20	21	22	23	24
	Victoria Day			9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
25	26	27	28	29	30	31
				Federation of Canadian Municipalities Annual Conference and Trade Show	Federation of Canadian Municipalities Annual Conference and Trade Show	Federation of Canadian Municipalities Annual Conference and Trade Show

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Federation of Canadian Municipalities Annual Conference and Trade Show						
8	9	10	11	12	13	14
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
15	16	17	18	19	20	21
				9:30 am Electoral Area Services Committee Meeting		
				1:00 pm Board Policy Review Committee		
22	23	24	25	26	27	28
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
29	30					

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Canada Day Statutory Holiday SCRD Office Closed				
6	7	8	9	10	11	12
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
13	14	15	16	17	18	19
				9:30 am Electoral Area Services Committee Meeting		
				1:00 pm Finance Committee (Q2 Variance)		
20	21	22	23	24	25	26
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
27	28	29	30	31		

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	BC Day Statutory Holiday					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Labour Day Statutory Holiday					
7	8	9	10	11	12	13
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
14	15	16	17	18	19	20
				9:30 am Electoral Area Services Committee		
21	22	23	24	25	26	27
	UBCM→	UBCM→	UBCM →	UBCM →	→ UBCM	
28	29	30				
		National Day for Truth and Reconciliation Statutory Holiday				

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
12	13	14	15	16	17	18
	Thanksgiving Day Statutory Holiday			9:30 am Electoral Area Services Committee		
				1:00 pm Finance Committee (Q3 Variance)		
19	20	21	22	23	24	25
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
26	27	28	29	30	31	

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
		Remembrance Day Statutory Holiday		9:30 am Committee of the Whole Meeting 1:00 pm Inaugural Board Meeting		
16	17	18	19	20	21	22
				9:30 am Electoral Area Services Committee		
23	24	25	26	27	28	29
				9:30 am Committee of the Whole Meeting 1:00 pm Regular Board Meeting		
30						

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
				9:30 am Committee of the Whole Meeting		
				1:00 pm Regular Board Meeting		
14	15	16	17	18	19	20
				9:30 am Electoral Area Services Committee Meeting		
21	22	23	24	25	26	27
				Christmas Day Statutory Holiday	Boxing Day Statutory Holiday	
28	29	30	31			
	Field Road Holiday Office Closure	Field Road Holiday Office Closure	Field Road Holiday Office Closure			