



City Manager's Department
Office of the City Clerk

Memorandum

TO:	Members of Council	FILE:
FROM:	Jeff Walters, Manager – Legislative Services and Deputy City Clerk	
DATE:	11/20/2025 (mm/dd/yyyy)	
SUBJECT:	Establishment of a Special Committee of the Whole – Citizens of Exceptional Achievement Annual Recognition Event	
MEETING & DATE:	City Council - 12/02/2025 (mm/dd/yyyy)	

In accordance with Procedural By-law 217-2025, a calendar of meetings must be reviewed and approved by Council in advance of a calendar year. The 2026 Calendar of Meetings was ratified at the July 15, 2025 City Council meeting.

Establishment of a Special Committee of the Whole – Citizens of Exceptional Achievement Annual Recognition Event is also required. This event allows award recipients to be recognized by Members of Council at an official event at City Hall. This meeting takes place outside of the regular meeting schedule.

The following recommendation is presented for Council's consideration:

WITH RESPECT to the Memorandum from Jeff Walters, Manager – Legislative Services and Deputy City Clerk, dated November 20, 2025, we recommend that a Special Committee of the Whole meeting be established on Wednesday, April 22, 2026 to commence at 6:30 p.m.;

AND THAT the 2026 Calendar of Meetings be updated accordingly;

AND THAT any necessary by-laws be presented to City Council for ratification.