

Infrastructure Services

Memo

To: Official Plan Steering Committee Members

From: Brandon Ward
Manager of Planning

Subject: Committee Meeting Schedule

Date: April 1, 2025

Staff are proposing a quarterly meeting schedule for the remainder of the Committee term moving forward, as opposed to a monthly meeting schedule. This frequency for quarterly meetings will align better with the project scheduling and processes for studies and reviews related to the Official Plan that are relevant to the Committee. If additional meeting(s) are needed, they can be convened at the call of the Chair.

Staff propose the following meeting schedule:

**2025-2026 Meeting Calendar
Official Plan Steering Committee**

1st Tuesday of every third month, from 12:00 p.m. – 2:00 p.m.

Meeting Date	Agenda Publishing Date
Tuesday, April 1, 2025	Wednesday, March 26 th
Tuesday, June 3 rd , 2025	Wednesday, May 28 th
Tuesday, September 3 rd , 2025	Wednesday, August 27 th
Tuesday, December 2 nd , 2025	Wednesday, November 26 th
2026	
Tuesday, March 3 rd , 2026	Wednesday, February 25 th
Tuesday, June 2 nd , 2026	Wednesday, May 27 th
Tuesday, September 1 st , 2026	Wednesday, August 26 th