

DATE OF MEETING | DECEMBER 3, 2019 |
AUTHORED BY | SHEILA GURRIE, CITY CLERK |
SUBJECT | 2019 COUNCIL KEY DATE CALENDAR |

OVERVIEW

Purpose of Report

To present for Council's information the draft 2019 Council Key Date Calendar.

Recommendation

That Council approve the 2019 Council Key Date Calendar as presented.

BACKGROUND

Prior to December 31st of each year, a Key Date Calendar for the upcoming year is prepared for Council meetings, Committee of the Whole meetings and Public Hearings. The Key Date Calendar is prepared in accordance with "Council Procedure Bylaw 2018 No. 7272" and the Public Hearing Process Policy. Under Section 127 of the *Community Charter* (Charter), a schedule of the date, time and place of regular Council meetings must be made available to the public and notice of its availability given in accordance with section 94 of the Charter. Once the calendar is approved by Council, public notice will be provided.

Regular Council meetings may be cancelled or the date, time and location changed in accordance with "Council Procedure Bylaw 2018 No. 7272". Where revisions are made to the regular Council meeting schedule, notice must be given and the Key Date Calendar updated. 2019 Regular Council Meetings, Regular Committee of the Whole Meetings and Public Hearings will be held in the Shaw Auditorium, Vancouver Island Conference Centre (VICC). The attached 2019 Key Date Calendar was developed in accordance with "Council Procedure Bylaw 2018 No. 7272" as follows:

- Regular Council Meetings will be held on the first and third Monday of each month;
- Regular Committee of the Whole Meetings will be held on the second and fourth Monday of each month;
- Public Hearings will be held on the first Thursday of the month.
- Exceptions to the above:
 - No Regular Council meeting will be held on the first Monday in January;
 - Only one Committee of the Whole Meeting will be held in July and December;
 - No Committee of the Whole Meeting will be held in August;
 - Where a Council Meeting falls on a statutory holiday or occurs during a week in which the Association of Vancouver Island Municipalities (UBCM) annual conferences are held, the meeting should be rescheduled to the following Monday; and,

The following list identifies those dates in the Key Date Calendar where a meeting is not scheduled or an alternate day is suggested:

February 18, Family Day	Council Meeting moved to following week
April 15, AVICC	Council Meeting moved to April 29 th as the following week April 22 nd is Easter Monday
April 19, Easter Monday	
May 20, Victoria Day	Council Meeting moved to following week
July 1, Canada Day	Council Meeting moved to following week
July 15	Committee of the Whole Meeting scheduled
July 22	Council Meeting scheduled
August 5, BC Day	Council Meeting not scheduled
September 2, Labour Day	Council Meeting moved to week
September 23, UBCM	Committee of the Whole Meeting not scheduled
October 14, Thanksgiving Day	Committee of the Whole Meeting not scheduled
November 11, Remembrance Day	Committee of the Whole Meeting not scheduled

OPTIONS

- That Council approve the 2019 Key Date Calendar as presented.
 - Legal Implication:** “Council Procedure Bylaw 2018 No. 7272” states that Council must adopt a key date calendar by December 31st.
 - Engagement Implication:** Once the calendar is approved, notice will be provided.
- That Council provide alternate direction.

SUMMARY POINTS

- In accordance with “Council Procedure Bylaw 2018 No. 7272” the Key Date Calendar must be adopted before December 31st of each year.
- Where revisions are made to the Regular Council meeting schedule, notice must be given and the Key Date Calendar updated.

ATTACHMENTS

Attachment A: 2019 Key Date Calendar |

Submitted by:

Sheila Gurrie
City Clerk