

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 31<sup>st</sup> 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 <sup>th</sup> as the |
| April 19, Easter Monday      | following week April 22 <sup>nd</sup> is 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 31<sup>st</sup>.
  - 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 31<sup>st</sup> 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