

DATE OF MEETING | DECEMBER 2, 2019 |

AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR & DEPUTY CORPORATE OFFICER |

SUBJECT | **2020 COUNCIL KEY DATE CALENDAR** |

## **OVERVIEW**

### **Purpose of Report**

| To present for Council's approval the draft 2020 Council Key Date Calendar. |

### **Recommendation**

That Council approve the 2020 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 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.

Regular Council meetings may be cancelled or the date, time and location changed in accordance with "Council Procedure Bylaw 2018 No. 7272". Special Council meetings may also be scheduled. Where revisions are made to the regular Council meeting schedule, notice must be given and the Key Date Calendar updated. Regular Council meetings and public hearings will be held in the Shaw Auditorium, Vancouver Island Conference Centre. The 2020 Key Date Calendar was developed in accordance with "Council Procedure Bylaw 2018 No. 7272" as follows:

Public Hearings will be held on the first Thursday of the month.

Regular Council Meetings will be held on the first and third Monday of each month, with the exception of:

- January, in which no meeting will be held the first Monday

Where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting will be held on the following Monday.

## **DISCUSSION**

The following list identifies dates where a meeting is not scheduled or an alternate day is suggested:

January 2	Public Hearing moved to following week
January 13	Only one meeting held in January
February 6	Public Hearing moved to following week due to unavailable meeting room
February 17, Family Day	Council Meeting moved to following week
April 20	AVICC* Council Meeting moved to following week
May 18, Victoria Day	Council Meeting moved to following week
June 1 & 8	FCM** Meeting moved to June 22
June 4	Public Hearing during week of FCM, Meeting moved to following week
July 20	Second meeting added
August 31	Meeting scheduled in August
September 7, Labour Day	Council Meeting moved to following week
September 21	UBCM*** Council Meeting moved to following week

\*AVICC – Association of Vancouver Island and Coastal Communities

\*\*FCM – Federation of Canadian Municipalities

\*\*\*UBCM – Union of British Columbia Municipalities

Once the calendar is approved by Council, public notice will be provided. The calendar will be posted on the City's website and public notice posting place. The 2020 calendars for committee meetings will come forward for approval at a future meeting.

## **OPTIONS**

1. That Council approve the 2020 Council Key Date Calendar as presented.
  - The advantages of this option: Approving the 2020 Council Key Date Calendar is in accordance with "Council Procedure Bylaw 2018 No. 7272". By adopting a calendar the public and staff are made aware of meeting dates.
  - The disadvantages of this option: Council may wish to remove or add meetings to their schedule. Meeting dates have already been booked and the Shaw Auditorium may not be available for alternative dates.
  
2. That Council direct Staff to amend the 2020 Council Key Date Calendar.
  - The advantages of this option: Council may wish to consider alternate meeting dates.
  - The disadvantages of this option: Meeting rooms may be unavailable if alternate days are chosen.

**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: 2020 Council Key Date Calendar |

**Submitted by:**

Sheila Gurrie  
Director, Legislative Services |