

DATE OF MEETING December 7, 2020

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER

SUBJECT **2021 COUNCIL KEY DATE CALENDAR**

## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration, the 2021 Council Key Date Calendar.

### **Recommendation**

That Council approve the 2021 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". 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 2021 Key Date Calendar was developed as follows:

Public Hearings will be held on the third Thursday of the month at 7:00 p.m. The September Public Hearing has been moved forward one week to accommodate the Union of British Columbia Municipalities Convention.

Regular Council meetings will be held on the first and third Monday's of the month at 4:30 p.m. to proceed in camera and will reconvene their open portion at 7:00 p.m. Exceptions noted in the bylaw include January in which no meeting will be held the first Monday, July in which only one meeting is held and August where no meetings are held. As noted in the table below, three additional Council meetings, which vary the rules in the bylaw, have been scheduled to keep up with operational demand.

Where a Council meeting falls on a statutory holiday or occurs during a week in which the Union of British Columbia Municipalities Convention (UBCM) or Association of Vancouver Island and Coastal Communities annual conferences are held, the meeting will be held on the following

Monday. It is expected that the June Federation of Canadian Municipalities Conference (FCM) will be a virtual event; therefore, a Council meeting has been scheduled during that week.]

## **DISCUSSION**

Twenty one Regular Council meetings have been scheduled for 2021. The following list identifies dates where a meeting deviates from the bylaw, is not scheduled or an alternate day is suggested:

February 22	Meeting moved from February 15 due to holiday
March 29	Meeting scheduled instead of April 12
July 26	Additional meeting scheduled
August 30	Additional meeting scheduled
September 20	Meeting moved from September 6 due to holiday and UBCM
September 23	Public Hearing moved due to UBCM

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.]

## **OPTIONS**

1. That Council approve the 2021 Council Key Date Calendar as presented.
  - The advantages of this option: Approving the 2021 Council Key Date Calendar is in accordance with "Council Procedure bylaw 2018 No. 7272".
  - The disadvantages of this option: Council may wish to alter their meeting schedule.
  - Financial Implications: Meetings held in the Shaw Auditorium cost approximately \$1850/meeting.
  
2. That Council provide alternative direction.
  - The advantages of this option: Council may wish to select different meeting dates.
  - The disadvantages of this option: Meetings have been booked with the Vancouver Island Conference Centre and alternative dates may not be available.
  - Financial Implications: Financial implications would vary depending on the direction provided.]

## **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.
- Council meetings have been scheduled on the first and third Monday's of the month with exceptions noted. Public Hearings will be held on the third Thursday of the month.
- Council meetings and Public Hearings are held in the Shaw Auditorium of the Vancouver Island Conference Centre. Council meetings are held at 4:30 p.m. to

proceed In Camera and reconvene their open portion at 7:00 p.m. Public Hearings are held at 7:00 p.m.

- If the calendar is approved by Council, public notice will be given in accordance with section 127 of the *Community Charter*.

**ATTACHMENTS:**

Attachment A: Draft 2021 Council Key Date Calendar |

**Submitted by:**

Sheila Gurrie  
Director, Legislative Services |

**Concurrence by:**

Jake Rudolph  
Chief Administrative Officer |