

DATE OF MEETING OCTOBER 18, 2021

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR, DEPUTY CORPORATE OFFICER

SUBJECT 2022 COUNCIL AND COMMITTEE KEY DATE CALENDARS

OVERVIEW

Purpose of Report

To request that Council approve the 2022 Council Key Date Calendar. |

Recommendation

That Council approve the 2022 Council Key Date Calendar as presented on Attachment A of the Staff report titled “2022 Council and Committee Key Date Calendars”.

BACKGROUND

Prior to December 31st 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 when needed. 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. Regular Council meetings are recorded, livestreamed on the City’s website and broadcast on Shaw TV. The 2022 Key Date Calendar was developed as follows:

- Public Hearings will be held on the third Thursday of the month at 7:00 p.m.
- Regular Council Meetings will be held on the first and third Mondays of the month at 4:30 p.m. to proceed In Camera.
- Regular Council Meetings will reconvene their public open portion at 7:00 p.m.
- Where a meeting falls on a statutory holiday or occurs during the week of the Union of British Columbia Municipalities Convention, Association of Vancouver Island and Coastal Communities Conference or Federation of Canadian Municipalities Conference, the meeting will be moved to the following Monday
- Due to the Municipal Election on October 15, 2022, the October 17th Council Meeting and October 20th Public Hearing have not been scheduled

- The Inaugural Council Meeting is November 7th.

DISCUSSION

22 Regular Council meetings and 10 Public Hearings have been scheduled for 2022. The following list identifies dates where a meeting deviates from the bylaw, an alternate day is suggested or a meeting of note is included:

Date	Rationale
February 28 th	Meeting moved forward one week due to holiday February 21 st
April 25 th	Meeting moved forward one week due to holiday April 18 th
May 9 th	Council Meeting added for budget bylaw adoption only, to immediately precede or follow GPC meeting. Time to be determined.
May 30 th	Council Meeting added to reduce length of time between meetings in May and June
June 6 th	No meeting scheduled due to FCM. Meeting on May 30 th instead.
July 18 th	Additional Council Meeting added
August 29 th	Additional Council Meeting added
September 19 th	One Council meeting scheduled due to holiday and UBCM
September 29 th	Public Hearing moved forward one week due to Design Advisory Panel meeting
October 20 th	Public Hearing not scheduled due to election
October 24 th	Council Meeting moved forward one week due to election (last meeting with current Council)

Once the calendar is approved by Council, public notice will be provided and invitations distributed.

COMMITTEES

The 2022 committee schedules have been prepared based on the 2021 schedules and are attached for information.

- Governance and Priorities Committee – Mondays alternating from Council Meetings, 1:00 p.m. to 5:00 p.m.
- Finance and Audit Committee – Wednesdays, once a month, 9:00 a.m. to 12:00 p.m.
- Advisory Committee on Accessibility and Inclusiveness – Wednesdays, approximately every two months, 4:00 p.m. to 6:00 p.m.
- Environment Committee – Wednesdays, approximately every two months, 5:00 p.m. to 7:00 p.m.

- Mayor's Leaders' Table Meeting – Quarterly on Fridays, 9:00 a.m. to 11:00 a.m.

The Governance and Priorities Committee and Finance and Audit Committee Meetings will be held in the Shaw Auditorium, Vancouver Island Conference Centre, for the foreseeable future due to COVID-19. The location may be changed to the Boardroom, Service and Resource Centre depending on public health guidelines.

The Environment Committee (EC) and Advisory Committee on Accessibility and Inclusiveness (ACAI) will receive a copy of their calendars at their October and November meetings. The chairs and staff liaisons of the EC and ACAI were consulted in the development of the calendars. Due to COVID-19 the EC and ACAI will continue to meet virtually until further notice. The report presented to Council on October 4, 2021 titled "Council Procedure Bylaw Amendment – Electronic Meeting Provisions" provides the authority to continue to hold meetings electronically.

The Mayor's Leaders' Table reviewed their 2022 calendar on September 24, 2021. |

OPTIONS

1. That Council approve the 2022 Council Key Date Calendar as presented on Attachment A of the Staff report titled "2022 Council and Committee Key Date Calendars".
 - 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: There has not been a significant increase in the cost of meetings from previous years.
2. That Council provide alternative direction regarding the 2022 Council Key Date Calendar.
 - 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 31st 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: 2022 Council Key Date Calendar

Attachment B: 2022 Governance and Priorities Committee Key Date Calendar

Attachment C: 2022 Finance and Audit Committee Key Date Calendar

Attachment D: 2022 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar

Attachment E: 2022 Environment Committee Key Date Calendar

Attachment F: 2022 Mayor's Leaders' Table Key Date Calendar

Attachment G: All 2022 Calendars Combined

Submitted by:

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Concurrence by:

Jake Rudolph
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