

DATE OF MEETING DECEMBER 4, 2023

AUTHORED BY JESSICA VANDERHOEF, STENO COORDINATOR

SUBJECT 2024 COUNCIL AND COMMITTEE KEY DATE CALENDAR

OVERVIEW

Purpose of Report

To present the 2024 Council and Committee Key Date Calendars for Council's approval. |

Recommendation

That Council approve the 2024 Council and Committee Key Date Calendars as presented on Attachment 'F' of the Staff report titled "2024 Council and Committee Key Date Calendars", dated 2023-DEC-04.

BACKGROUND

Prior to December 31st of each year, a key date calendar for Council meetings and Public Hearings for the upcoming year is prepared in accordance with "Council Procedure Bylaw 2018 No. 7272". Under Section 127 of the *Community Charter* (the Charter), a schedule of the date, time and place of Regular Council meetings must be made available to the public, and under Section 94 of the Charter, notice must be given of its availability.

Regular Council meetings and Public Hearings will be held in the Shaw Auditorium, Vancouver Island Conference Centre. Public Hearings are livestreamed on the City's website, and Regular Council meetings are recorded, livestreamed and broadcast on Shaw TV. Meetings will be conducted in a hybrid format where members have the option to join in person or electronically over Zoom.

The 2024 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, and 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 (UBCM), Association of Vancouver Island and Coastal Communities Conference (AVICC) or Federation of Canadian Municipalities (FCM) Conference, the meeting will be moved forward to the following Monday

There is opportunity to make revisions to the key date calendar. Regular Council meetings may be cancelled or the date, time and location may be changed in accordance with “Council Procedure Bylaw 2018 No. 7272”. In addition, Special Council meetings may be scheduled when needed. Where revisions are made, notice must be given and the key date calendar updated.

DISCUSSION

There are 21 Regular Council meetings, 2 Special Council Meetings, and 11 Public Hearings scheduled for 2024. The following table identifies dates where a meeting deviates from the bylaw, an alternate day is suggested, or a meeting of note is included.

| Meeting Date | Rationale |
|---|---|
| February 26 th | Council meeting moved forward one week due to holiday on February 19 th |
| April 29 th | Special Council meeting added for budget bylaw readings only. The meeting will immediately precede or follow the GPC* meeting on that day |
| May 27 th | Council meeting moved forward one week due to holiday on May 20 th |
| July 8 th and 22 nd | Council Meetings moved forward one week due to holiday on July 1 st |
| July 27 th | Public Hearing moved forward one week to accommodate items from the July 10 th Council meeting before the August break |
| July 29 th | Special Council Meeting scheduled for July 29 th to reduce the length of time between meetings due to the August break |
| September 9 th and 23 rd | Council meetings moved forward one week due to holiday on September 2 nd and UBCM** Convention in between |
| September 26 th | Public Hearing moved forward one week due to UBCM** |
| November 22 nd , 27 th and 29 th | Special Finance and Audit Committee Meetings for Annual Budget Sessions |
| December 4 th and 6 th | Special Finance and Audit Committee Meetings for Annual Budget Sessions |

*GPC – Governance and Priorities Committee

**UBCM – Union of British Columbia Municipalities

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

COMMITTEE KEY DATE CALENDARS

The 2024 committee meeting schedules have been prepared based on the 2023 schedules and in consultation with the staff liaisons. The following key date calendars are attached.

- Governance and Priorities Committee meetings will be held on Mondays, alternating from Council Meetings, from 1:00 p.m. to 5:00 p.m.
- Finance and Audit Committee meetings will be held on Wednesdays, once a month, from 9:00 a.m. to 12:00 p.m.

- Advisory Committee on Accessibility and Inclusiveness meetings will be held on select Wednesdays, every two months, from 4:00 p.m. to 6:00 p.m.
- Public Safety Committee meetings will be held on select Wednesdays, every two months, from 4:00 p.m. to 6:00 p.m.

The Governance and Priorities Committee and Finance and Audit Committee will continue to meet in a hybrid format to allow for both in person and electronic participation. Meetings will be held in the Shaw Auditorium, Vancouver Island Conference Centre.

The Advisory Committee on Accessibility and Inclusiveness will continue to meet in a hybrid format to allow for both in person and electronic participation. Meetings will be held in the Boardroom, Service and Resource Centre.

OPTIONS

1. That Council approve the 2024 Council Key Date Calendar as presented on Attachment 'F' of the Staff report titled "2024 Council and Committee Key Date Calendars", dated 2023-DEC-04.
 - The advantages of this option: Approving the 2024 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: The cost to book the Vancouver Island Conference Centre is increased 3% annually.
2. That Council provide alternative direction regarding the 2024 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 Mondays 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: 2024 Council Key Date Calendar
- Attachment B: 2024 Governance and Priorities Committee Key Date Calendar
- Attachment C: 2024 Finance and Audit Committee Key Date Calendar
- Attachment D: 2024 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar
- Attachment E: 2024 Public Safety Committee Key Date Calendar
- Attachment F: 2024 All Calendars Combined

Submitted by:

Sheila Gurrie,
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Concurrence by:

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