

DATE OF MEETING NOVEMBER 4, 2024

AUTHORED BY JESSICA VANDERHOEF, STENO COORDINATOR

SUBJECT 2025 COUNCIL AND COMMITTEES KEY DATE CALENDARS

OVERVIEW

Purpose of Report

To present the 2025 Council and Committees Key Date Calendars for Council's approval.

Recommendation

That Council approve the 2025 Council and Committees Key Date Calendars as presented in Attachments 'A' through 'G' of the Staff Report titled "2025 Council and Committees Key Date Calendars", dated 2024-NOV-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.

In accordance with the Section 46.1 of the "Council Procedure Bylaw 2018 No. 7272", the Corporate Officer establishes a regular schedule of meetings for the committees, including the dates, times and locations, and provides the required notice of the schedule. Historically, staff have presented committee meetings schedule to Council to ensure Council members are generally available to attend applicable committee meetings on the proposed meeting dates.

The 2025 Key Date Calendars for the Design Advisory Panel (DAP) and Board of Variance (BOV) have been prepared and reviewed by the Planning Department to ensure cohesiveness between the various meetings. The DAP calendar has been set in accordance with the "Design Advisory Panel Mandate and Objectives" document. The BOV calendar has been set in accordance with the "Board of Variance Bylaw No. 7213" and the *Local Government Act*.

DISCUSSION

COUNCIL KEY DATE CALENDAR

Regular Council Meetings and Public Hearings are 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 Rogers/Shaw TV. Meetings are conducted in a hybrid format where members have the option to join in person or

electronically via Zoom in accordance with Section 26 of the “Council Procedure Bylaw 2018 No. 7272”.

The 2025 Council Key Date Calendar (Attachment ‘A’) 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 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 revise the calendar throughout the year. 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 calendar updated.

There are 21 Regular Council Meetings, one (1) Special Council Meeting, and 10 Public Hearings scheduled for 2025. The following table identifies dates where a meeting deviates from the Bylaw, an alternate day is suggested, or a meeting of note is included.

Date	Rationale
February 24 th	Regular Council Meeting moved forward one week due to statutory holiday on February 17 th
April 28 th	Regular Council Meeting moved forward one week due to statutory holiday on April 21 st
May 26 th	Regular Council Meeting moved forward one week due to statutory holiday on May 19 th
June 9 th	Regular Council Meeting moved forward one week due to the *FCM Annual Conference ending 2025-JUN-01 resulting in Councillors potentially traveling from Ottawa on June 2 nd
July 28 th	Special Council Meeting scheduled for July 28 th to reduce the length of time between meetings due to the August break

*FCM – Federation of Canadian Municipalities

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

COMMITTEE KEY DATE CALENDARS

The 2025 committee meeting schedules have been prepared based on the 2024 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 Regular Council Meetings, from 1:00 p.m. to 5:00 p.m. (Attachment ‘B’)
- Finance and Audit Committee meetings will be held on Wednesdays, once a month, from 9:00 a.m. to 12:00 p.m. (Attachment ‘C’)
- 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. (Attachment ‘D’)

- Public Safety Committee meetings will be held on select Wednesdays, every two months, from 4:00 p.m. to 6:00 p.m. (Attachment 'E')
- Design Advisory Panel meetings will be held every second and fourth Thursday of the month, except for August, from 5:00 p.m. to 7:00 p.m. (Attachment 'F')

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, unless otherwise noted.

The Advisory Committee on Accessibility and Inclusiveness, Public Safety Committee, and Design Advisory Panel 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.

The following table identifies dates where a meeting deviates from the typical schedule, an alternate day is suggested, or a meeting of note is included.

Date	Rationale
September 3 rd	Special Public Safety Committee Meeting scheduled for September 3 rd to reduce the length of time between meetings due to the August break
October 27 th	*GPC Meeting scheduled for the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, as the Shaw Auditorium is not available
November 24 th	*GPC Meeting moved forward two weeks due to statutory holiday on November 11 th
November 21 st , 26 th and 28 th	Special Finance and Audit Committee Meetings for Annual Budget Sessions
December 3 rd and 5 th	Special Finance and Audit Committee Meetings for Annual Budget Sessions

*GPC – Governance and Priorities Committee

BOARD OF VARIANCE CALENDAR

A copy of the BOV calendar is provided for information as Attachment 'H'. The Board of Variance will continue to meet in person.

COMBINED KEY DATE CALENDAR

The 2025 Meeting Schedule is provided in Attachment 'G' and includes all aforementioned meeting types for convenience.

OPTIONS

1. That Council approve the 2025 Council and Committees Key Date Calendars as presented on Attachments 'A' through 'G' of the Staff report titled "2025 Council and Committees Key Date Calendars", dated 2024-NOV-04.
 - The advantages of this option: Approving the 2025 Council and Committees Key Date Calendars is in accordance with "Council Procedure Bylaw 2018 No. 7272",

Section 127 of the *Community Charter* and “Design Advisory Panel Mandate and Objectives”.

- The disadvantages of this option: Council may wish to alter its meeting schedule.
- Financial Implications: The cost to book the Vancouver Island Conference Centre is increased 3% annually.

2. That Council provides alternative direction regarding the 2025 Council and Committees Key Date Calendars.

- The advantages of this option: Council may wish to select different meeting dates.
- The disadvantages of this option: Proposed 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 2025 Council Key Date Calendar must be adopted before December 31st of each year.
- Regular 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 Sections 94 and 127 of the *Community Charter*.
- Committees and Board of Variance Calendars are provided and will be published to inform the public of forthcoming meeting dates.

ATTACHMENTS:

- Attachment A: 2025 Council Key Date Calendar
- Attachment B: 2025 Governance and Priorities Committee Key Date Calendar
- Attachment C: 2025 Finance and Audit Committee Key Date Calendar
- Attachment D: 2025 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar
- Attachment E: 2025 Public Safety Committee Key Date Calendar
- Attachment F: 2025 Design Advisory Panel Key Date Calendar
- Attachment G: 2025 Meeting Schedule (Combined Calendar)
- Attachment H: 2025 Board of Variance Key Date Calendar

Submitted by:

Sheila Gurrie,
Director, Legislative Services

Concurrence by:

Nikolina Vracar,
Deputy Corporate Officer

Dale Lindsay,
Chief Administrative Officer