



Staff Report to Council

DATE: Monday, November 4, 2024
DEPARTMENT: Administration
SUBJECT: Proposed 2025 Regular Council Meeting Schedule

EXECUTIVE SUMMARY:

The purpose of this report is to present Council with a proposed 2025 Regular Council meeting schedule for approval prior to the end of the year in accordance with the *Community Charter* and the City's Council Procedure Bylaw.

BACKGROUND:

Section 127 of the *Community Charter* requires all municipalities to provide notice at least once per year of the schedule of the date, time, and place of Regular Council meetings. This notice must be published in a local newspaper for two consecutive weeks.

Council Procedure Bylaw No. 1971 further requires that Council give notice of the availability of the schedule by the end of a calendar year.

Should Council approve the schedule as presented, notice of the Regular Council meeting schedule will be placed in the Goldstream Gazette for two consecutive weeks before the end of December.

COMMENTARY:

The proposed 2025 Regular Council meeting schedule is attached for approval.

In accordance with Council's Procedure Bylaw, Regular Council meetings are scheduled to take place at 7:00 pm at Langford City Hall.

While Council typically meets on the first and third Monday of each month, there are several exceptions through the year. Staff are proposing to hold the first meeting on January 13, 2025. This date allows the agenda to be completed by January 3rd for approval and publication by the 10th.

In July and August, Council has typically met only on the third Monday, and in December, Council has typically met only on the first Monday. In 2025, staff recommend that Council meet on Tuesday, June 3rd

rather than Monday, June 2nd to allow for possible travel time, and the first and third Monday in December, so there is less time between the December meeting and the first meeting in January.

Where a Monday is a statutory holiday, the meeting moves to the next available business day. It is also noted that Council has the ability to hold Special Council meetings on additional dates should the need arise.

In addition to the Council meeting schedule, also attached are the proposed committee dates for 2025. While there is no requirement to publish notice of these meetings, it has always been the City's practice to do so.

FINANCIAL IMPLICATIONS:

There are advertising costs associated with fulfilling the legislative requirement to post notice of the Regular Council meeting schedule.

LEGAL IMPLICATIONS:

In accordance with Section 127 of the *Community Charter* and Section 15 of Council Procedure Bylaw No. 1971, 2021, notice of the Regular Council meeting schedule must be placed in the newspaper for two consecutive weeks prior to the end of December 2024.

OPTIONS:

Option 1

THAT Council approve the proposed 2025 Regular Council meeting schedule as presented.

OR Option 2

THAT Council approve the proposed 2025 Regular Council meeting schedule with the following changes:

1. _____;
2. _____;
3. _____.

SUBMITTED BY: Barbara Boisvert, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Business Development and Events

Concurrence: Yari Nielsen, Director of Parks, Recreation and Facilities

Concurrence: Matthew Baldwin, MCIP, RPP, Director of Planning and Subdivision

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Katelyn Balzer, Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Marie Watmough, Director of Legislative & Protective Services
Concurrence: Braden Hutchins, Director of Corporate Service
Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachments: Meeting Calander, Meeting Notice