



Staff Report to Special Council

DATE: Monday, November 20, 2023

DEPARTMENT: Administration

SUBJECT: Proposed 2024 Regular Council Meeting Schedule

BACKGROUND:

All municipalities are required 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.

Section 15 of Council Procedure Bylaw No. 1971, 2021 further specifies that the requirement for Council to give notice of the availability of the regular meeting schedule must be completed by the end of a calendar year.

The purpose of this report is to present Council with a proposed 2024 Regular Council meeting schedule. Should Council approve this meeting schedule, notices of the Regular Council meeting schedule will be placed in the Goldstream Gazette for two consecutive weeks before the end of December in accordance with the requirements set out above.

COMMENTARY:

The proposed 2024 Regular Council meeting schedule is attached for approval. In accordance with section 8 and 9 of Council Procedure Bylaw No. 1971, 2021, 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 15, 2024. This date allows the agenda to be completed by January 5 for approval and publication by the 12th. 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. Where a Monday is a statutory holiday, the meeting moves to the next business day, usually the Tuesday.

In addition to the exceptions above, it is recommended that the September 16, 2024, Regular Council meeting be held on September 23, 2024, to allow Council to attend the Union of BC Municipalities

annual conference taking place in Vancouver from September 16 to 20, 2024. Alternatively, Council could choose to hold only one meeting in September.

It is also noted that Council has the ability to hold Special Council meetings on additional dates should the need arises.

In addition to the Council meeting schedule, also attached are the proposed committee dates for 2024. While there is no requirement to publish notice of these meetings, it has always been the City's practice to do so.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

In accordance with section 15 of Council Procedure Bylaw No. 1971, 2021 and the *Community Charter*, notice of the Regular Council meeting schedule must be placed in the newspaper for two consecutive weeks prior to the end of December 2023.

OPTIONS:

Option 1

THAT Council approve the proposed 2024 Regular Council meeting schedule as presented.

OR Option 2

THAT Council approve the proposed 2024 Regular Council meeting schedule with the following changes:

1. _____
2. _____
3. _____

SUBMITTED BY: Marie Watmough, Deputy Director of Corporate 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: Katelyn Balzer, Director of Engineering and Public Works

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

Concurrence: Braden Hutchins, Director of Corporate Service

Concurrence: Darren Kiedyk, Chief Administrative Officer