



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Director of Corporate Services
Subject: 2023 Council Meeting Calendar

File No.: 0570-01
Date: November 21, 2022

PURPOSE:

To seek Council approval of the 2023 Council Meeting Calendar.

CAO RECOMMENDATIONS:

THAT Council approve the following 2023 Council Meeting Calendar:

- January 11th and 25th
- February 8th and 22nd
- March 8th and 22nd
- April 12th and 26th
- May 10th and 31st
- June 14th and 28th
- July 12th and 26th
- August 30th
- September 13th and 27th
- October 11th and 25th
- November 8th and 22nd
- December 6th

and;

THAT the Council meetings be held at 4:00 p.m. in the Civic Room at the Comox Valley Regional District administration building located at 770 Harmston Avenue, Courtenay, BC unless otherwise posted.

Geoff Garbutt, M.Pl., MCIP, RPP
City Manager (CAO)

BACKGROUND:

Prior to December 31st of the preceding year, Council is required to adopt the annual meeting calendar for the following year. The calendar is amended to accommodate annual events such as the Association of Vancouver Island and Coastal Communities Conference (AVICC), the Federation of Canadian Municipalities Conference (FCM), and the Union of British Columbia Municipalities Conference (UBCM).

In 2021 and 2022 Council meetings took place on Mondays, with 22 meeting held in a calendar year. Committee, commission, and board meeting, in camera meetings, public hearings, professional development opportunities and workshops are not included in the annual Council meeting calendar.

DISCUSSION:

Historically Council meetings have been held on Mondays. Council meeting schedules with meetings on Mondays are more heavily impacted by statutory holidays throughout the year than the proposed meeting schedule that moves Council meetings to Wednesdays, see Appendix A. Should Council wish to maintain a Monday Council meeting schedule, see Appendix B.

In addition to a more consistent schedule, staff propose the new meeting date to provide additional time to Council and the public to review the agenda. Staff are not requesting an amendment to the Council Procedure Bylaw to adjust the agenda publication date, as such Council and residents will have eight (8) days to review the agenda, three (3) days more than the current five (5). With more time between agenda publication and the Council meeting date, staff can more broadly communicate and raise awareness of the agenda items and the content of the meeting, and the public will have more time to review the materials.

The Comox Valley Regional District (CVRD) staff have advised that they can accommodate the change in meeting date and if approved will amend the rental contract with the City changing the rental date from Mondays to Wednesdays.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE IMPLICATIONS:

An amendment to the existing rental agreement with the CVRD would be required.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational & governance excellence

- Support and encourage initiatives to improve efficiencies.

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

OFFICIAL COMMUNITY PLAN REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

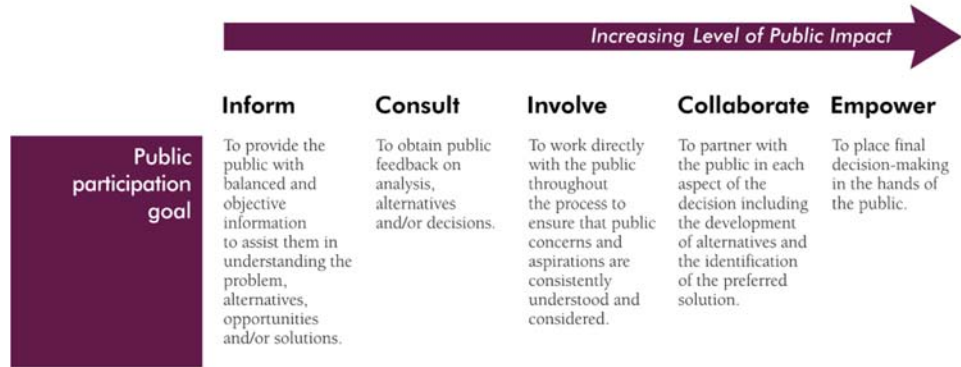
CITIZEN/PUBLIC ENGAGEMENT:

Notice will be provided in accordance with Section 127 of the *Community Charter* and the Council Procedure Bylaw:

Community Charter: Notice of Council Meetings (Section 127(1)(b))

127(1)(b) *(b) give notice of the availability of the schedule in accordance with section 94 [public notice] at least once a year.*

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



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OPTIONS:

Option 1: THAT Council approve the following 2023 Council Meeting Calendar:

- January 11th and 25th
- February 8th and 22nd
- March 8th and 22nd
- April 12th and 26th
- May 10th and 31st
- June 14th and 28th
- July 12th and 26th
- August 30th
- September 13th and 27th
- October 11th and 25th
- November 8th and 22nd
- December 6th

and;

THAT the Council meetings be held at 4:00 p.m. in the Civic Room at the Comox Valley Regional District administration building located at 770 Harmston Avenue, Courtenay, BC unless otherwise posted. **(Recommended)**

Option 2: THAT Council approve the following 2023 Council Meeting Calendar:

- January 16th and 30th
- February 13th and 27th
- March 13th and 27th
- April 10th and 14th
- May 8th and 29th
- June 12th and 26th
- July 10th and 24th
- August 29th
- September 11th and 25th
- October 16th and 30th
- November 20th
- December 4th and 18th

Option 3: THAT Council refer the 2023 Council Meeting Calendar to staff with direction.

Prepared by,



Kate O'Connell, MPP
Director of Corporate Services

Concurrence by,



Geoff Garbutt, M.P.L., MCIP, RPP
City Manager (CAO)

Attachments: Appendix A: 2023 Council Meeting Schedule – Wednesdays
Appendix B: 2023 Council Meeting Schedule – Mondays



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

APPENDIX A: 2023 COUNCIL MEETING SCHEDULE – WEDNESDAYS

2023

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

STAT
Conferences
Spring Break
Council Meetings (22)

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APPENDIX B: 2023 COUNCIL MEETING SCHEDULE – MONDAYS

2023

STAT
Conferences
Spring Break
Council Meetings (22)

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						