THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To:	Council	**File No.:**	0570-01
From:	Director of Corporate Services	**Date:**	October 11, 2023
Subject:	**2024 Council Meeting Calendar**		

PURPOSE:

To seek Council approval of the 2024 Council Meeting Calendar.

BACKGROUND:

Prior to December 31st each year, Council is required to adopt the annual meeting calendar for the following year, including dates, times and places.

In 2023, Council meetings took place on Wednesdays, with 22 meetings held in the calendar year.

Prior to 2023, Council meetings were scheduled on Mondays. Council meeting schedules with meetings on Mondays were more heavily impacted by statutory holidays throughout the year. Moving Council meetings from Mondays to Wednesdays in 2023 resulted in no meetings having to be rescheduled. It also provided additional time to Council and the public to review the agenda, including more staff time to broadly communicate and raise awareness of agenda items and the content of the meeting.

DISCUSSION:

The 2024 Council Meeting Calendar (Attachment 1) proposes that Council meetings continue to be held on Wednesdays at 4:00 pm in the Civic Room at the Comox Valley Regional District (CVRD) administration building located at 770 Harmston Avenue, Courtenay, BC unless otherwise posted.

Committee and commission meetings, board meetings, in camera meetings, professional development opportunities and workshops are not included in the annual Council meeting calendar.

The calendar is amended to accommodate annual events such as the Association of Vancouver Island and Coastal Communities (AVICC) AGM & Convention, Federation of Canadian Municipalities (FCM) Conference, and Union of British Columbia Municipalities (UBCM) Convention.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE IMPLICATIONS:

There are no significant administrative implications since the 2024 Council Meeting Calendar proposes to be similar to the 2023 Council Meeting Calendar.
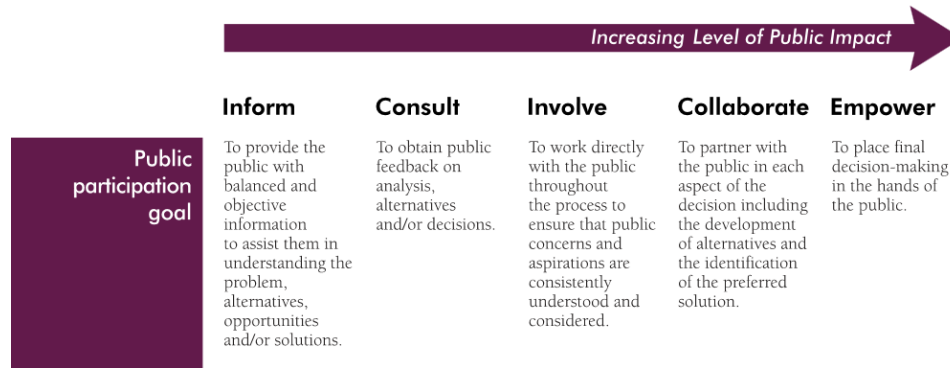
PUBLIC ENGAGEMENT:

Notice will be provided in accordance with Section 127 of the *Community Charter* and Council Procedure Bylaw No. 2730, 2013:

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:

1. THAT Council approve the following 2024 Council Meeting Calendar:
    - January 10th and 24th
    - February 14th and 28th
    - March 13th and 27th
    - April 10th and 24th
    - May 8th and 22nd
    - June 12th and 26th
    - July 17th and 31st
    - August 28th
    - September 11th and 25th
    - October 9th and 23rd
    - November 13th and 27th
    - December 11th; and,

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

2. THAT Council refer the 2024 Council Meeting Calendar to staff with alternative direction.

ATTACHMENT:

1. 2024 Council Meeting Calendar

Prepared by: Rayanne Matthews, BCom, Deputy Corporate Officer

Reviewed by: Adriana Proton, MPA, CRM, Manager of Legislative Services

Kate O'Connell, MPP, Director of Corporate Services

Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)