



The Corporation of the City of Courtenay

Staff Report

To: Council
From: Director of Corporate Services
Subject: 2025 Council Meeting Calendar

File No.: 0570-01
Date: October 23, 2024

PURPOSE:

To seek Council approval of the 2025 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 2024, Council meetings including regular, special, in camera, and public hearings took place on Wednesdays, with 37 meetings in the calendar year:

	2021	2022	2023	2024	2025 (proposed)
Regular Council Meetings	24	20	22	21	22
Special Open Council Meetings	7	4	4	2	0
In Camera Council Meetings	25	11	15	12	***12
Public Hearings	6	6	1	2	***4
Committee of the Whole Meetings	6	0	2	0	0
Total # of Meeting	76	41	44	37	38
Total Hours	*88	80	101	**100	N/A

* adjusted to remove 16 hours attributable to an anomalous single matter

**estimated based on average the average meeting length

***estimated

DISCUSSION:

The 2025 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 (April 2025), Federation of Canadian Municipalities (FCM) Conference (May 2025), and Union of British Columbia Municipalities (UBCM) Convention (September 2025).

New – Additional Budget Meetings

The proposed 2025 Council Meeting calendar includes two new meetings, scheduled for November 26th and 27th. The purpose of these meetings is to provide Council additional time to review the proposed budget and provide direction to staff on desired amendments.

Legislative Changes – Impact on Public Hearings

Following the approval of Bill 44, local governments are now permitted to eliminate public hearings for proposed zoning bylaws under specific circumstances. A public hearing is unnecessary if there is an official community plan in place for the area to be rezoned, the proposed bylaw aligns with that plan, its primary goal is to promote a development that includes residential elements, and for mixed-use projects, the residential component must comprise at least 50% of the total gross floor area of all buildings and structures. While this legislation has significantly reduced the number of public hearings held—dropping from 6 in 2022 to only one (1) in 2023 and two (2) in 2024—it's important to note that this change has a negligible impact on the total meeting time hours as the public hearings typically only consider one or two items and are short in duration.

Although it is challenging to predict the exact number of items that will require a public hearing, historical data and the effects of new legislation indicate that the estimated number of public hearings for the 2025 calendar can be reduced to one per quarter. These dates, however, are subject to change or cancellation based on legislative requirements and the applications received. Similarly, public hearing dates may be added in accordance with the Council Procedure Bylaw No. 2730, 2013.

Meeting Trends

In 2021 Council meeting hours totalled 104, however, 16 hours of in camera meetings in the referenced year were due to a single complex matter and therefore are considered an outlier. Removing the impact of the outlier meetings, the duration of Council meetings increased by 13.6% from 2021 to 2024. There are no outlier matters that contributed to the number of meetings from 2022 to 2024.

Committee of the Whole meetings have decreased since 2022. Council meetings and Committee of the Whole meetings share the same approving authorities with one exception – Council is not permitted to consider a bylaw reading at a Committee of the Whole Meeting. Beginning in 2023, all topics previously considered at a Committee of the Whole meeting were incorporated into Regular Council meetings, enabling Council to consider all items without limitation.

Lastly, captured meeting metrics do not include other governance commitments including committee meetings, CVRD Board meetings, professional development and training, conference attendance, workshops and any time allocated to official duties.

Enhanced Calendar Legend

Statutory deadline dates for the following items will now be reflected in the 2025 Council Meeting Calendar identified in the calendar legend:

- Financial Disclosure Statements – Due January 15th, 2025
- Budget Adoption – Due May 15th, 2025

- Permissive Tax Exemptions: Due October 31st, 2025

FINANCIAL IMPLICATIONS:

There are no anticipated financial implications as total expected meetings are consistent with prior years.

ADMINISTRATIVE IMPLICATIONS:

There are no significant administrative implications as the 2025 Council Meeting Calendar proposes to be similar to the 2024 Council Meeting Calendar.

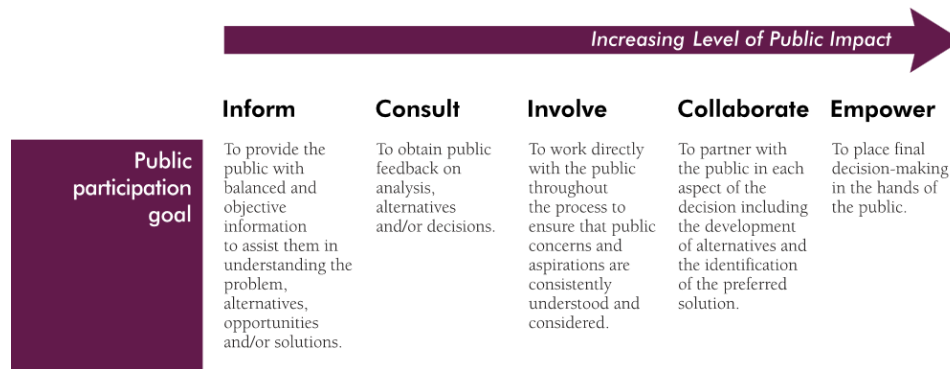
PUBLIC ENGAGEMENT:

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

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 2025 Council Meeting Calendar:

January 15th and 29th
February 12th and 26th
March 12th
April 2nd and 23rd
May 7th and 21st
June 11th and 25th
July 16th and 30th
August 27th
September 10th
October 1st and 15th
November 5th, 19th, 26th, and 27th
December 10th; and,

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

2. THAT Council refer the 2025 Council Meeting Calendar to staff with alternative direction.

ATTACHMENTS:

1. 2025 Council Meeting Calendar

Prepared by: Kate O'Connell, Director of Corporate Services (CO)

Reviewed by: Adam Langenmaier, Director of Financial Services (CFO)

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