



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: 2022 Schedule and Format of Upcoming Regular
Council Meetings

File #: 0110.00

Doc #:

From: Kelly Kenney
Corporate Officer

Date: October 12, 2021

RECOMMENDATION:

THAT:

1. The following dates be set for the Regular Meetings of Council in 2022:

January 10, 24, 2022

February 7, 14, 2022

March 7, 21, 2022

April 4, 25, 2022

May 9, 30, 2022

June 13, 27, 2022

July 11, 25, 2022

September 19, 2022

October 3, 24, 2022

November 7, 21, 2022

December 5, 12, 2022

2. Effective November, 2021, unless otherwise resolved by Council, Regular Council Meetings be held electronically via video conferencing technology at 3:00 pm.

PURPOSE:

The purpose of this report is to provide, for Council's approval, the schedule of Regular Council Meetings for 2022 and recommend that, effective November, 2021, Regular Council meetings be held electronically via video conferencing technology.

POLICY:

Excerpt from Community Charter:

Notice of council meetings

127 (1)A council must

- (a) make available to the public a schedule of the date, time and place of regular council meetings, and
- (b) give notice of the availability of the schedule in accordance with section 94 [public notice] at least once a year.

COMMENTS/ANALYSIS:

The new Council Procedure Bylaw provides greater flexibility in amending the schedule and format of Regular Council Meetings as follows:

6. Time, Location and Adjournment of Meetings

- (1) Regular council meetings shall take place within City Hall.
- (2) Regular council meetings shall:
 - (a) be held on Mondays, in accordance with the schedule adopted by resolution on or before December 31 of the preceding year;
 - (b) begin:
 - (i) at 7:00 pm if there is no public hearing scheduled; or
 - (ii) immediately following a public hearing if there is a public hearing scheduled at 7:00 pm on the same night.
 - (iii) adjourn at 11:00 pm unless Council resolves by an affirmative vote of members present to proceed beyond that time.
 - (c) Notwithstanding sections (1) and (2), regular council meetings may, by an affirmative vote of the majority of the members present at an open meeting, be:

- (i) cancelled;
- (ii) rescheduled to a different day, time, and place;
- (iii) held by electronic means.

The 2022 Regular Council Meeting Schedule has been prepared based on the following considerations:

- Given the limitations of the audio/visual technology in Council Chambers, it's recommended that Council meetings be conducted either fully in-person or electronically until such time as the Council Chambers is upgraded to provide proper functionality for hybrid meetings (meetings which allow for some Council members and the public to participate electronically at in-person meetings).
- In-person meetings are not being recommended at this time due to the approaching fall/winter season's potential for increase in both COVID and flu exposures and the numerous protocols and precautions that must be followed when conducting these types of in-person meetings to ensure the public, Council and staff's safety and adherence to Public Health Officer Orders.
- As required under the Community Charter, if Council holds fully electronic Council meetings, a physical location must be provided for members of the public to attend to watch each electronic meeting and a designated municipal officer must be in attendance at the location for the duration of the meeting. Accordingly, it is recommended that Regular Council Meetings be held at 3:00 pm instead of 7:00 pm, during regular City Hall business hours.
- As the Union of BC Municipalities Conference is scheduled to take place September 12-16 in Whistler, B.C., only one Council meeting is scheduled for September.
- As it has been the practice not to schedule Council meetings in the week prior to Christmas, it is recommended that the last Regular Council Meeting of the year be December 12th. Although this will result in back-to-back meetings in December, typically these meetings are lighter than those earlier in the year, and if the meetings are held electronically, can also be more easily coordinated.

BUDGET IMPLICATIONS:

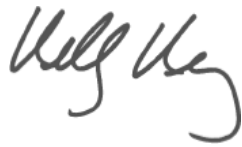
If meetings are held fully electronically, in order to allow members of the public to attend on-site to watch the proceedings, there may be additional staffing costs to facilitate having a physical location set up and manned for each meeting.

Notice of the availability of the 2022 Regular Council Meeting schedule must be placed in two consecutive editions of the local newspaper.

ALTERNATIVES:

Council may provide alternate direction to staff with respect to the proposed schedule and format of Regular Council meetings.

Respectfully Submitted,



Kelly Kenney
Corporate Officer

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer