



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: 2024 Schedule of Regular Council Meetings

File #: 0110.00

Doc #:

From: Paula Kusack
Deputy Corporate Officer

Date: November 7, 2023

RECOMMENDATION:

1. THAT the following dates be set for the Regular Meetings of Council in 2024:

January 15, 22
February 12, 26
March 4, 18
April 8, 29
May 13, 27
June 3, 17
July 8, 22
September 9, 23
October 7, 21
November 4, 18
December 2, 9

2. THAT the Regular Meetings of Council will be held in the Council Chambers, Langley City Hall, 20399 Douglas Crescent, Langley BC at 7:00 p.m., unless otherwise resolved by Council.

PURPOSE:

The purpose of this report is to provide, for Council's approval, the schedule of Regular Council Meetings for 2024.

POLICY:

Excerpt from the *Community Charter*:

Notice of council meetings

s.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.

Excerpt from the Council Procedure Bylaw No. 3193:

Time, Location and Adjournment of Meetings

s.6. (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.

COMMENTS/ANALYSIS:

The 2024 Regular Council Meeting Schedule has been prepared based on the following considerations:

- Meetings typically occur twice per month except for a scheduled summer break during the month of August.
- Back-to-back council meetings (one week in between) are avoided where possible; however, are necessary in some circumstances. Consideration is given to the timing of statutory holidays and the adoption of reports with statutory adoption deadlines. Therefore, there are three occasions in 2024, as noted below, where council meetings will be one week apart for these reasons.
 - Jan 15 / Jan 22 – the 2024 financial plan schedule requires two council meetings prior to January 29 to meet advertising requirements in conjunction with holding the Financial Plan Open House the first week of February. January 8 was omitted as a meeting date because of the short week due to the January 1st statutory holiday following the Christmas closure and its effect on the ability of staff to meet agenda report and approval deadlines.

- Feb 26 / Mar 4 – Following the opportunity for public input on the 2024 financial plan bylaw (Feb 12) the proposed dates advance the bylaw for consideration of third and final adoption respectively, in the most efficient manner while meeting legislative requirements.
- May 27 / Jun 3 – Considering the Victoria Day statutory holiday and council member's travel home from the Federation of Canadian Municipalities Annual Conference, the proposed dates are the most practical.
- Dec 2 / Dec 9 - Past practice has been to break for Christmas by the third week of December, making the last Regular Council Meeting of the year December 9th.
- There is one occurrence of a three-week break between the April 8 and the April 29 Council meetings due to the annual financial audit schedule.

BUDGET IMPLICATIONS:

Notice of the 2024 Regular Council Meeting is required by the Community Charter and is therefore placed in two consecutive editions of the local newspaper at an approximate cost of \$400 per issue.

ALTERNATIVES:

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

Respectfully Submitted,



Paula Kusack
Deputy Corporate Officer

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer

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