


Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>October 21, 2024</u>	Item: <u>7.3.</u>



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

## COUNCIL REPORT

Date:	October 8, 2024
From:	H. Dallas, Senior Manager, Legislative Services/Corporate Officer
Subject:	Proposed 2025 Council Meeting Schedule
File:	0120-01

### RECOMMENDATION

THAT the proposed 2025 Council Meeting Schedule, as attached to the October 8, 2024 report from the Senior Manager of Legislative Services/Corporate Officer, be approved.

#### 1.0 Purpose

To present the proposed 2025 Council Meeting Schedule for Council's consideration.

#### 2.0 Legislation/Bylaw/Policy

The *Community Charter* (sections 125 and 127) applies.

Council Procedure Bylaw No. 5005, 2019 (sections 6.3 and 6.4) applies.

#### 3.0 Council Strategic Objective(s)/Official Community Plan

Neither the Official Community Plan nor Council's Strategic Objectives apply.

#### 4.0 Financial Implications

The financial implications of the proposed Council Meeting Schedule will be accounted for in the proposed 2025 budget, and costs are expected to remain similar to those incurred during 2024. Additional resources would be required should Council resolve to significantly increase the number of Council meetings scheduled for 2025.

## 5.0 Background

Council annually considers its meeting schedule for the following year.

### 5.1 Previous Decisions

Council, at its November 20, 2023 regular meeting, passed the following resolution:

*THAT the proposed 2024 Council Meeting Schedule be approved as follows:*

- *January 15, 22, and 29;*
- *February 12 and 26;*
- *March 4 and 11;*
- *April 8, 15, and 22;*
- *May 6, 13, and 27;*
- *June 3 and 24;*
- *July 8 and 22;*
- *September 9 and 23;*
- *October 7, 21, and 28;*
- *November 18 and 25; and*
- *December 9 and 16;*

*with all regular Council meetings to start at 7 p.m. and to be held in the Municipal Hall Council Chamber and via electronic communication facilities.*

### 5.2 History

The Council Meeting Schedule has historically provided for a summer recess during August. Furthermore, meetings have historically not been scheduled during: weeks in which there is a statutory holiday on the Monday of that week; weeks in which there is a conference of the Union of British Columbia Municipalities; and during Spring Break.

## 6.0 Analysis

### 6.1 Discussion

Establishing and making available to the public an annual schedule of Council meetings is a statutory requirement pursuant to the *Community Charter* (section 127).

The proposed 2025 Council Meeting Schedule (attached as **Appendix A**) provides for two regular Council meetings per month, but with no Council meetings in August. Special meetings and public hearings are scheduled

as required. The proposed schedule contemplates an earlier meeting time from 7 p.m. to 6 p.m. to ensure sufficient time for agenda items.

Council may wish to review the meeting schedule during the year as agenda volume may necessitate amendments to the meeting schedule.

## 6.2 Sustainability

Section 127 of the *Community Charter* requires the District to make available to the public the schedule of the date, time and place of regular Council meetings.

## 6.3 Public Engagement and Outreach

Council establishes an annual schedule of meetings in accordance with the statutory requirement.

## 6.4 Other Communication, Consultation, and Research

Council determines the proposed meeting dates. In accordance with the *Community Charter* (sections 94 and 127), upon Council's approval of the 2025 Council Meeting Schedule, public notice of the schedule will be advertised in the local newspaper and posted at the public notice posting places, including the District's website.

## 7.0 Options

### 7.1 Recommended Option

To approve the proposed 2025 Council Meeting Schedule.

### 7.2 Considered Options

Alternative meeting dates may be considered.

## 8.0 Conclusion

The proposed 2025 Council Meeting Schedule is based on two regular meetings per month, with the exception described in section 6.1.

Author:



Hope Dallas

Appendices:

Appendix A: Proposed 2025 Council Meeting Schedule

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## Proposed 2025 Council Meeting Schedule

Regular Council meetings will begin at 6 p.m. and will be held in the Municipal Hall Council Chamber and via electronic communication facilities (unless Council resolves otherwise).

January: January 13 and 27  
*\*(New Year's Day closure on Wednesday, January 1)*

February: February 10 and 24  
*\*(Family Day on Monday, February 17)*

March: March 10 and 31

April: April 14 and 28  
*\*(Good Friday on April 18; Easter Monday on April 21)*

May: May 12 and 26  
*\*(Victoria Day on Monday, May 19)*

June: June 9 and 23

July: July 7 and 21  
*\*(Canada Day closure on Tuesday, July 1)*

August: No meetings scheduled  
*\*(BC Day on Monday, August 4)*

September: September 8 and 15  
*\*(Labour Day on Monday, September 1; National Day for Truth and Reconciliation on Tuesday, September 30)*

October: October 6 and 20  
*\*(Thanksgiving on Monday, October 13)*

November: November 3 and 17  
*\*(Remembrance Day on Tuesday, November 11)*

December: December 1 and 15  
*\*(Christmas Day on Thursday, December 25; Boxing Day on Friday, December 26)*

*\*Municipal Hall will be closed.*

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