

Staff Report to Council

Administrative Services

FILE: 01-0550-01-20

REPORT DATE: November 24, 2020 MEETING DATE: December 01, 2020
TO: Mayor and Council
FROM: Kate Barchard, Corporate Officer
SUBJECT: 2021 Council Meeting Schedule

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S): THAT Council:

- A. Approve the 2021 Council Meeting Schedule as presented at the December 1, 2020 Regular Meeting of Council; OR
- B. Other.

PURPOSE

The purpose of this report is to provide Council with a draft 2021 meeting schedule for their consideration and approval.

☐ Information Report ☒ Decision Report ☐ Direction Report

DISCUSSION

Background:

In accordance with s. 127 of the Community Charter [*notice of Council meetings*], there is a legislated requirement to prepare and make public an annual schedule of meeting dates and times for Regular Council Meetings.

The 2021 Council Meeting Schedule provides an at-a-glance view of the following:

- Regular Council meetings;
- Engagement & Priorities Committee (EPC) meetings;
- Dates reserved for joint Council meetings;
- Upcoming conferences; and
- Tentative dates for the 2022 Business Plan presentations and budget deliberations.

Relevant Policy, Bylaw or Legislation:

The 2021 Council Meeting Schedule is presented in alignment with the Council Procedure Bylaw 2834, 2019 as follows:

Part 2, section 7:

- (3) Regular Council meetings will:
- (a) be held on Tuesday evenings in accordance with the annual meeting schedule as approved by Council each year;
 - (b) be held approximately twice monthly, except during the month of August;
 - (c) begin at 7:00 P.M.

Part 6, section 39:

- (3) Regular EPC meetings will be:
- (a) scheduled approximately once monthly, except for August, between regular Council meetings;
 - (a) typically held on Tuesday evenings at 7:00 pm at City Hall; and
 - (b) held in accordance with the annual meeting schedule as approved by Council each year.

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☐ Principled Governance ☐ Balanced Economic Prosperity ☒ Corporate Excellence
☐ Community Spirit & Wellbeing ☐ Transportation & Infrastructure Initiatives
☐ Not Applicable

FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved ☐ Referral to Business Planning
☐ Other
-

There are no financial implications associated with this report.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s):

Upon approval of the 2021 Council Meeting Schedule, staff will be proactive with providing copies to the public within City Hall, on the City's website, as well as providing notification in the local newspaper as per s. 94 of the Community Charter [*requirement for Public Notice*].

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by:

Tanya Barr,
Deputy Corporate Officer

Reviewed by:

Kate Barchard,
Corporate Officer

ATTACHMENT(S):

A. DRAFT - 2021 Council Meeting Schedule

2021 Council Meeting Schedule - DRAFT

pittmeadows.ca


Regular Council Meetings / 7:00 p.m.
Engagement & Priorities Committee Meetings / 7:00 p.m.
Business Planning Presentations / Nov 22 & 23 @ 5:30 p.m.
2022 Budget Deliberations / Dec 6 & 7 @ 5:30 p.m.
Potential Council to Council Meetings
Statutory Holiday / City Hall Closed

Special Dates

SD42 Spring Break, March 15 - 26
LMLGA Conference, Harrison Hot Springs, BC May 12 - 14
FCM Convention, Montreal, QC June 3 - 6
UBCM Convention, Vancouver, BC Sept 13 - 17

January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

City Hall Closed Dec 25 – Jan 3 inclusive

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Special Council meetings
will be scheduled
as required.