



PRESENTED: August 18, 2020 **REPORT:** 20-077
FROM: Corporate and Community Services **FILE:** 3014.02
SUBJECT: 2021 COUNCIL MEETING SCHEDULE AND ACTING MAYOR APPOINTMENTS

That the recommendation of the General Manager of Corporate and Community Services be endorsed.

That Council endorse the following Regular Council Meeting Schedule for 2021:

January 5	February 2	March 2	April 6
January 19	February 16	March 16	April 20
May 4	June 1	July 6	August 17
May 18	June 15	July 20	
September 7	October 5	November 2	December 7
September 21	October 19	November 16	December 21

That the following members of Council be appointed as Acting Mayor for the months of January 2021 to December 2021 (inclusive):

January:	John Grills	July:	Jen Ford
February:	John Grills	August:	Jen Ford
March:	Duane Jackson	September:	Cathy Jewett
April:	Duane Jackson	October:	Cathy Jewett
May:	Ralph Forsyth	November:	Arthur De Jong
June:	Ralph Forsyth	December:	Arthur De Jong

Appendix "A" – Regular Council Meeting Schedule for 2021

Appendix “B” – Draft Acting Mayor Appointments 2021

PURPOSE OF REPORT

The purpose of this Report is to seek Council's approval of the Regular Council Meeting Schedule for 2021 as set out in Appendix "A" – Draft Council Calendar 2021, and for members of Council to be appointed as Acting Mayor for each month of 2021 as set out in Appendix "B" - Draft Acting Mayor Appointments 2021.

DISCUSSION

Background

In accordance with "Council Procedure Bylaw No. 2207, 2018", Regular Council Meetings are to be held on the first and third Tuesday of each month, except where the Tuesday falls after a statutory holiday, where the meetings are then to be held on the second and fourth Tuesdays. Additionally, there is to be only one Meeting in August, unless otherwise resolved by Council. The Bylaw also states that, in accordance with section 127 of the *Community Charter [Notice of council meetings]*, that Council must establish the schedule of regular Council meeting dates, times and locations, and make the schedule available to the public annually by January 1.

As set out above, the Council Procedure Bylaw outlines the days of the month on which Meetings are to be scheduled; however, Council may amend the meeting schedule by resolution.

A few exceptions are proposed to the days set out in the Council Procedure Bylaw:

- **February:** The second Meeting in February is proposed to be held on the day directly following Family Day to accommodate potential scheduling conflicts with Tourism Whistler monthly board meetings.
- **September:** The first Meeting in September is proposed to be held on the day directly following Labour Day to accommodate the UBCM Conference on September 13 to 17, 2021.

Regular Council meetings will be held in the Franz Wilhelmsen Theatre at the Maury Young Arts Centre starting at 5:30 p.m. unless Council otherwise resolves. While physical distancing measures due to COVID-19 are still in place, Council meetings may be held by electronic means in accordance with Ministerial Order No. M192.

Also in accordance with "Council Procedure Bylaw No. 2207, 2018", by January 1, the Council must, from among its Members, designate Councillors to serve on a rotating basis to act in the place of the Mayor as Acting Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant. The proposed schedule is attached as Appendix "B".

OTHER POLICY CONSIDERATIONS

Section 127 of the *Community Charter* requires that Council must make available to the public, and give annual notice of, a schedule of the date, time and place of Regular Council meetings. If revisions are necessary to the annual schedule of Regular Council meetings, the Municipal Clerk must, as soon as possible, post a notice at the Public Notice Posting Places and advertise in the newspaper any revisions to the date, time, duration, location or cancellation of a Regular Council meeting.

BUDGET CONSIDERATIONS

There are minimal costs associated with the placing of the newspaper advertisements outlining next year's Regular Council Meeting dates. These advertising costs are entirely anticipated within the existing Legislative Services departmental budget.

COMMUNITY ENGAGEMENT AND CONSULTATION

An advertisement will be published in the local newspaper for two consecutive weeks prior to December 31, 2020, outlining the 2021 Regular Council Meeting schedule. The schedule will also be posted on the RMOW website and outside of Municipal Hall in the public notice posting places.

The Acting Mayor appointments are available to the public, but are not advertised in the newspaper.

SUMMARY

Staff are seeking Council's approval of the proposed 2021 Regular Council Meeting Schedule and Acting Mayor appointments.

Respectfully submitted,

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COUNCIL COORDINATOR

for
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MUNICIPAL CLERK

for
Ted Battiston
GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES