

STAFF REPORT TO COUNCIL

PRESENTED: September 7, 2021
FROM: Legislative Services Department
SUBJECT: 2022 COUNCIL MEETING SCHEDULE AND ACTING MAYOR APPOINTMENTS

REPORT: 21-102
FILE: 3014.02

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION(S)

That Council endorse the following Regular Council Meeting Schedule for 2022:

January 11	February 8	March 8	April 5
January 25	February 22	March 22	April 26
May 10	June 7	July 5	August 2
May 24	June 21	July 19	
September 6	October 4	November 1	December 6
September 20		November 15	December 20

and further;

That Council appoint as Acting Mayor for the months of January 2022 to October 2022 (inclusive)

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

PURPOSE OF REPORT

The purpose of this report is to seek Council's approval of the Regular Council Meeting Schedule for 2022 as set out in Appendix A – Regular Council Meeting Schedule for 2022, and for members of Council to be appointed as Acting Mayor for each month of 2022 as set out in Appendix B – 2022 Acting Mayor Appointments.

☐ Information Report ☒ Administrative Report (Decision or Direction)

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* 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.

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

- **January, February and March:** Due to Christmas holidays and New Year's Day taking place before the first Tuesday of January, the January Council meetings are proposed to be held on the second and fourth Tuesday. This will move the Council meetings in February and March to the second and fourth Tuesdays as well in order to maintain a bi-weekly Council schedule.
- **April and May:** The second meeting in April is proposed to be held on the fourth Tuesday to accommodate for Good Friday and Easter Monday on April 15 to 18, 2022. This will move the Council meetings in May to the second and fourth Tuesday in order to maintain a bi-weekly Council schedule.
- **October:** The second meeting in October is not scheduled as it falls immediately after the 2022 municipal election on October 15, 2022. The Council Procedure Bylaw requires that the inaugural meeting of the new Council occur on the first Tuesday in November. This meeting has been scheduled for November 1, 2022.

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. Physical distancing measures due to Covid-19 are still in place and all provincial health orders shall be followed.

Also in accordance with Council Procedure Bylaw, 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.

Analysis

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 Corporate Officer 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

Corporate Plan

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

Council Focus Areas

☐ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☒ Not Applicable

Corporate Goals

☐ Community character and mountain culture is reflected in municipal initiatives

☐ Municipal decision-making supports the effective stewardship of natural assets and ecological function

☐ Corporate policies and operations ensure continuous excellence in infrastructure, facility and program management

☒ A high level of accountability, transparency and community engagement is maintained

☐ Corporate financial health is optimized to ensure long-term community success

☐ A vibrant local economy and safe, resilient resort community is effectively reinforced by organizational activities

☐ Pandemic recovery

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.

LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for Crown land planning; achieve mutual objectives; and enable participation in Whistler's resort economy. This section identifies areas where RMOW activities intersect with these relationships.

At all Council meetings, the Mayor formally acknowledges that the meetings are held on the Lil'wat and Squamish Nation lands and that Council is grateful to be here.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

An advertisement will be published in the local newspaper for two consecutive weeks prior to December 31, 2021, outlining the 2022 Regular Council Meeting schedule. The schedule will also be posted on the RMOW website and outside Municipal Hall in the public notice posting areas.

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

REFERENCES

Appendix A – Regular Council Meeting Schedule for 2022

Appendix B – 2022 Acting Mayor Appointments

SUMMARY

Staff are seeking Council's approval of the proposed 2022 Regular Council Meeting Schedule and Acting Mayor appointments.

SIGN-OFFS

Written by:

Marius Miklea, Council Coordinator

Reviewed by:

Alba Banman, Deputy Corporate Officer

Pauline Lysaght, Corporate Officer

Ted Battiston, General Manager of Corporate
and Community Services

Ginny Cullen, Chief Administrative Officer