



## Committee of the Whole Report

### For the Meeting of October 15, 2020

---

**To:** Committee of the Whole **Date:** October 5, 2020  
**From:** Chris Coates, City Clerk  
**Subject:** 2021 Committee and Council Meeting Schedule

---

### RECOMMENDATION

That Council approve the 2021 Committee of the Whole and Council meeting schedule attached to this report and make it available to the public as required under Section 127 of the *Community Charter*.

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval of the 2021 Committee of the Whole and Council meeting schedule. Typically, Committee of the Whole meetings are held on the first four Thursdays of the month and Council meetings are held the second and fourth Thursdays of the month. Exceptions to the schedule include:

- January:
  - In January, the schedule proposes that Committee of the Whole and Council meetings start on the second Thursday due to the Christmas break.
- July:
  - In July, the schedule proposes Committee of the Whole meetings are held on the second through fifth Thursdays and Council meetings are held on the third and fifth Thursdays, as the first Thursday of the month is a Statutory Holiday for Canada Day.
- September:
  - In September, the schedule proposes Committee of the Whole meetings are held on the first, second, fourth, and fifth Thursdays and Council meetings are held on the second and fifth Thursdays, as the Union of British Columbia Municipalities convention is scheduled during the third week of September, which many Council members may wish to attend.
- November:
  - In November, the schedule proposes removing the Committee of the Whole meeting from the second Thursday and moving the Council meeting from the second Thursday to the first Thursday, as the second Thursday of the month is a Statutory Holiday for Remembrance Day.

- Summer and Winter holidays:
  - August 12 - 26, 2021
  - December 16 - 30, 2021
- Conferences that Council members may choose to attend:
  - Association of Vancouver Island and Coastal Communities: April 16-18, 2021 – Ucluelet, BC
  - Federation of Canadian Municipalities: June 3-6 or June 10-13, 2021 – Montreal, QC (Dates to be confirmed in the fall of 2020)
  - Union of BC Municipalities: September 13-17, 2021 - Vancouver, BC

The proposed 2021 schedule of Committee of the Whole and Council Meetings is attached as Attachment A for Council's consideration.

Alternatively, Council may wish to discuss the meeting schedule and direct staff to revise the meeting dates.

Respectfully submitted,



Chris Coates  
City Clerk



Susanne Thompson  
Deputy City Manager

**Report accepted and recommended by the City Manager:**



**Date:** October 7, 2020

**Attachment A: 2021 Committee and Council Meeting Dates**