



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
Public Works: 250-557-4295
FAX: 250-557-4568
Email: office@portclements.ca
Web: www.portclements.ca

6:00 PM – 7:00 PM, Wednesday January 11th, 2023
Committee of the Whole

AGENDA

1. **ADOPT AGENDA**
2. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
UB-1—2023 Regular Council Meeting Schedule
Consideration: - *number & frequency of Regular Council Meetings*
3. **ADJOURNMENT**



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Pursuant to *Community Charter* Section 127 notice is hereby given for the 2023 Regular Council Meetings. Meetings are scheduled to meet the requirement of having at least one Regular Council Meeting per month, and not be held on a date which is a statutory holiday. The schedules of regular meetings are as follows:

January 16th
February 6th & 21st (Family Day, February 20th)
March 6th & 20th
April 3rd & 17th
May 1st & 15th
June 5th & 19th
July 17th
August 21st
September 18th
October 16th
November 20th
December 18th

Meetings are open to the public and are held in the Council Chambers located in the Multi-Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 PM. Submissions of Correspondence and/or request to appear as a delegation in front of Council must be made in writing a minimum four business days (Wednesday by 1 PM) prior to the scheduled meeting.

Committees of Council Schedule

Port Clements Vibrant Community Commission	-- as required – will post in advance
Port Clements Emergency Management Commission	– as required – will post in advance
Port Clements Recreation Commission	– as required – will post in advance

Please contact the Village Office Monday through Thursday 9:30 AM to 3:00 PM and Friday 9:30 AM to 2:00 PM for updates or changes to scheduled meetings. Notices for any changes to scheduled meetings will be located on the public posting location and on the municipal website (www.portclements.ca).



REPORT TO COUNCIL

COPY

Author: Elizabeth Cumming, Deputy CAO
Date: November 21st, 2022
RE: Council Meeting Schedule 2023

BACKGROUND:

Annually the Village of Port Clements is required to adopt a schedule for the upcoming year's Regular Council Meetings and typically staff prepare and present this to Council for adoption in November/December. Mayor Cabianca also wanted to know how to reduce the number of Regular Council Meetings to once per month.

DISCUSSION:

As per s. 127 of the *Community Charter*, Council must make available a public schedule of the date, time, and place of regular council meetings at least once a year, following other notice requirements per s. 94. The meeting times and place must be in accordance with the Procedural Bylaw that the Village is required to have as per s. 124. As per the *Village's Procedural Bylaw #460, 2020*, the notice for this Regular Council Meeting schedule must be prepared and issued before January 15th of the year. Typically, staff prepare a draft of the meeting schedule for Council's approval in November or December, to meet the requirements set in the *Procedural Bylaw*.

The *Village's Procedural Bylaw* sets out that Regular Council Meetings must be schedule on the first and third Monday of each month. Meetings can be cancelled and postponed, and usually one meeting in January and July are cancelled in the schedule and the other meeting moved, as these months are two operational busy periods, but the bylaw cannot be circumvented in a way that defeats the bylaw. Not scheduling most of the meetings would be such circumvention. A change like reducing or increasing the number of meetings per month or changing the order of proceedings and business (for example, it was previously brought up a question on moving the public question section to the start of the agenda), can be done but it requires the *Procedural Bylaw* to be amended or a new *Procedural Bylaw* to be adopted with the desired changes. If Council desired this, it should bring the bylaw onto the agenda for review and discussion and then direct staff to initiate bylaw development/redevelopment processes and bring a draft bylaw back to Council for consideration.

CONCLUSION:

Staff have prepared the draft Council Meeting Schedule for 2023 based on the current requirements set out by the procedure bylaw and operational needs considerations. If Council is satisfied with it, it can be adopted as presented. However, if Council would rather consider changing its procedure bylaw, it does not have to be adopted at this time and Council can initiate the process for the procedural bylaw to be reviewed instead.

STRATEGIC	(Guiding Documents Relevancy – Community Charter, Procedural Bylaw) <i>Community Charter</i> and the <i>Village's Procedural Bylaw</i> require the bylaw to issue a schedule of the Regular Council Meetings for the upcoming year.
FINANCIAL	(Corporate Budget Impact) N/A
ADMINISTRATIVE	(Workload Impact and Consequence) Once the schedule is approved, staff give public notice of the meeting. Administrative staff workload would increase if Council wanted to review and make changes to the <i>Procedural Bylaw</i> and, depending on timing, changes may not be in effect for the 2023 but for the years following.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.



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January 16th
February 6th & 21st (Family Day, February 20th)
March 6th & 20th
April 3rd & 17th
May 1st & 15th
June 5th & 19th
July 17th
August 8th & 21st (BC Day August 7th)
September 5th & 18th (Labour Day, September 4th)
October 2nd & 16th
November 6th & 20th
December 4th & 18th

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