

# STAFF REPORT TO COUNCIL

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**DATE:** October 25, 2023

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** WALTER BABICZ, CITY MANAGER

**SUBJECT:** Proposed 2024 Council Meeting Schedule

**ATTACHMENTS:** Appendix “A” – Draft 2024 Council Meeting Calendar Option 1  
Appendix “B” – Draft 2024 Council Meeting Calendar Option 2

**RECOMMENDATION:**

That Council APPROVES Appendix “A” or Appendix “B” as the 2024 Council Meeting Calendar, as attached to the report dated October 25, 2023, from the City Manager titled “Proposed 2024 Council Meeting Schedule”.

**PURPOSE:**

For Council’s consideration of the proposed 2024 Council Meeting calendar.

**BACKGROUND:**

The *Community Charter* requires that each year Council make available to the public a schedule of the date, time, and place of its regular Council meetings. Amendments to the Council meeting calendar must also be approved by Council resolution.

*City of Prince George Council Procedures Bylaw No. 8388, 2011* requires that regular Council meetings must be held on a Monday or Wednesday, and that no regular Council meetings shall be scheduled during the first fourteen (14) days of August. Subject to those requirements, Council may resolve to add or remove meetings from the approved meeting calendar, as needed. In accordance with the *Community Charter*, the Mayor may also call special council meetings at any time for a specific purpose.

Following Council’s approval of the 2024 Council Meeting Calendar, public notice of the schedule will be posted at the public notice posting place in City Hall and published on the City’s website, as required by legislation.

Council has been provided with two options for consideration regarding the 2024 Council Meeting Calendar:

Option 1 – Appendix “A”

Consideration was given to the scheduling and travel required to attend the annual municipal conferences and conventions for the North Central Local Government Association (NCLGA), Union of British Columbia Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM) as well as the scheduling of statutory holidays throughout the year.

To accommodate these events and to provide both Council and Administration time to prepare for upcoming council meetings on Mondays and Tuesdays prior to the scheduled meeting, the meeting calendar attached as Appendix “A” proposes that most council meetings be scheduled on Wednesdays.

Option 2 – Appendix “B”

The meeting calendar attached as Appendix “B” also considers the scheduling and travel required to attend the annual municipal conference and conventions, while continuing the past practice of scheduling most council meetings on Mondays.

**SUMMARY AND CONCLUSION:**

It is recommended that Council consider and approve either option 1 (Appendix “A”) or option 2 (Appendix “B”) as the 2024 Council Meeting Calendar.

**RESPECTFULLY SUBMITTED:**

Walter Babicz, City Manager

**PREPARED BY:** Leslie Kellett, Deputy Corporate Officer

Meeting Date: 2023/10/30