

# STAFF REPORT TO COUNCIL

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**DATE:** November 2, 2020

**TO:** MAYOR AND COUNCIL

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

**SUBJECT:** 2021 Council Meeting Schedule

**ATTACHMENTS:** Draft 2021 Council Meeting Calendar

**RECOMMENDATION:**

That Council APPROVES the 2021 Council Meeting Calendar, as attached to the report dated November 2, 2020, from the Acting City Manager, titled “2021 Council Meeting Schedule”.

**PURPOSE:**

For Council approval.

**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* provides that regular Council meetings must be held on Monday or Wednesdays, 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.

In preparing the 2021 Council Meeting Calendar, consideration was given to 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 of November 2, 2020, the dates for the NCLGA Annual General Meeting and Convention and the FCM Annual Conference and Trade Show have not been confirmed for 2021. The FCM website indicates their conference will be held either June 3 – 6, 2021 or June 10 – 13, 2021. As such, the second and fourth Monday of June (June 14 and 28) has been established for meeting dates during the month of June. On confirmation of the dates for the preceding events, an updated Council Meeting Calendar will be returned to Council for approval at a future open meeting.

Following Council’s approval of the 2021 Council Meeting Calendar, public notice of the schedule will be advertised and posted at the public notice posting place in City Hall and on the City’s website, as required by legislation.

**SUMMARY AND CONCLUSION:**

It is recommended that the attached 2021 Council Meeting Calendar be approved.

**RESPECTFULLY SUBMITTED:**

Walter Babicz, Acting City Manager

PREPARED BY: Leslie Kellett, Legislative Coordinator

Meeting Date: 2020/11/09