



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Legislation Text

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File #: 20-459, Version: 1

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### REQUEST FOR DECISION

**DATE:** October 2, 2020

Report No. ADM-20-025

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Rachel Dumas, Manager of Corporate Services

**SUBJECT:**

2021 Council and Committee of the Whole Meeting Schedule and Council Appointments

**RECOMMENDATION:**

That Council approve the 2021 Regular Council and Committee of the Whole Meeting Schedule and Council Appointments to external and internal Committees as recommended by Mayor Desjardins and attached to Staff Report No. ADM-20-025.

**RELEVANT POLICY:**

*Community Charter* sections 94, 115 and 127(1)  
Council Procedure Bylaw, 2009, No. 2715, as amended.

**STRATEGIC RELEVANCE:**

This Request for Decision does not directly relate to a specific Council Strategic Priority.

**BACKGROUND:**

Section 127(1) of the *Community Charter* and Section 6 of the Council Procedure Bylaw, 2009, No. 2715 as amended, requires that Council annually before December 24<sup>th</sup> make available to the public a schedule of the dates, times and places of Regular Council meetings and must give the public notice of the availability of the Schedule of meetings.

Attached is the draft schedule of Regular Council and Committee of the Whole (COTW) meetings for 2021 [Attachment No. 1]. The Schedule has been adjusted for the annual conventions of the Association of Vancouver Island and Coastal Communities (AVICC), Federation of Canadian Municipalities (FCM) and Union of British Columbia Municipalities (UBCM), and as well for statutory holidays, so that the first and last meetings of each month are Regular Council meetings and the second meeting of each month is a COTW meeting. The Schedule has also been adjusted for Council's summer recess and staff 2nd period reports are scheduled for October due to the UBCM conference and statutory holiday in September. Also attached are the Council Appointments to external and internal Committees for the calendar year January 1, 2021, to December 31, 2021, as recommended by Mayor Desjardins for Council's review and approval [Attachment No. 3].

**ISSUES:**

1. Rationale for Selected Option

The draft schedule of 2021 Council and COTW meetings as attached is in compliance with the *Community Charter* and the Township's Council Procedure Bylaw.

2. Organizational Implications

There are no organizational implications.

3. Financial Implications

There are no financial implications.

4. Sustainability & Environmental Implications

There are no sustainability or environmental implications.

5. Communication & Engagement

In accordance with the *Community Charter* and Council Procedure Bylaw, once approved by Council, the public will be notified of the availability of the 2021 Schedule of Council and COTW meetings by publication in the local newspaper once a week for two consecutive weeks, and a copy of the notice will be posted on the Municipal Hall Notice Board and on the Township's website. As will, the schedule of meetings for 2021 will be updated on the website via the Legistar site.

**ALTERNATIVES:**

1. That Council approve the 2021 Regular Council and Committee of the Whole Meeting Schedule and 2021 Council Appointments to external and internal Committees as recommended by Mayor Desjardins and attached to Staff Report No. ADM-20-025.

2. That Council amend the attached 2021 Schedule of Council and COTW meetings and 2021 Council Appointments and approve as amended.