



REPORT

To: Lorraine Hilton
Chief Administrative Officer

Date: November 9, 2023
File: 0550.01

From: Melisa Miles
Corporate Officer

To Council
November 20, 2023

Subject: 2024 Council Meeting Schedule

PURPOSE

To establish a Council Meeting schedule for 2024.

DISCUSSION

Each year, pursuant to the *Community Charter*, the District is required to publish and make available to the public, a schedule of the date, time, and place of regular Council meetings. The meeting dates will be published in two editions of the *Goldstream Gazette*.

Council meetings are generally held the first and third Monday of each month, moving to the following day should a regular meeting fall on a statutory holiday.

It is suggested that the first Council meeting of the year be held on the second Monday in January as staff will not be returning to work until Thursday, January 2nd. This practice shifts the meetings in January to occur one week later. The proposed changes are as follows:

- Regular Council meeting, January 8
- Committee of the Whole, January 15
- Regular Council meeting, January 22

The summer schedule is reduced by moving to one regular meeting in July and August. The proposed schedule for 2024 is July 15 and August 12.

The UBCM Convention for 2024 is scheduled to be held in Vancouver during the third week in September (September 16-20), which falls on the week the Regular Council meeting would generally occur. Therefore, it is suggested there only be one meeting in September, and that it be held Monday, September 9.

In alignment with past practice, staff is also recommending that Council consider holding only one Council meeting in December. For 2024, that date would be Monday, December 9. A Committee of the Whole meeting would be scheduled for Monday, December 16. If necessary, Council may call a Special Meeting.

All Council meetings will be held at the Highlands Community Hall as per the Council Procedure Bylaw, unless otherwise advertised. Council has the option to approve the attached schedule as presented or make any changes prior to approving.

RECOMMENDATION

That Council approve the schedule of Council meetings for 2024.

Respectfully submitted,

Melisa Miles
Corporate Officer

Attachment

CAO Concurrence

Lorraine Hilton
Chief Administrative Officer

2024 REGULAR COUNCIL MEETING DATES

Month	Weekday	Date
January	2 nd Monday 4 th Monday	January 8 January 22
February	1 st Monday 3 rd Tuesday	February 5 February 20
March	1 st Monday 3 rd Monday	March 4 March 18
April	2 nd Monday 4 th Monday	April 8 April 22
May	1 st Monday 3 rd Tuesday	May 6 May 21
June	1 st Monday 3 rd Monday	June 3 June 17
July	3 rd Monday	July 15
August	2 nd Monday	August 12
September	2 nd Monday	September 9
October	1 st Monday 3 rd Monday	October 7 October 21
November	1 st Monday 3 rd Monday	November 4 November 18
December	2 nd Monday	December 9