

Report

Date December 4, 2024

File: 0570-01

Subject 2025 Regular Council and Committee of the Whole Meeting Schedule

PURPOSE

To consider rescheduling and/or cancelling the 2025 Council and Committee of the Whole meeting dates where conflicts are noted.

BACKGROUND

The [Council and Committee Procedure Bylaw](#) establishes the dates and times of regular meetings of Council and requires that:

- Council meetings be held on the first and third Wednesday of each month, beginning at 5:00 p.m. (unless part of the meeting is closed to the public then the meeting will begin at 3:00 p.m) with the exceptions being that no meetings are held:
 - on the first Wednesday in January, July, and August,
 - during the same week as the Federation of Canadian Municipalities (FCM) Annual Conference or the Union of BC Municipalities (UBCM) Convention,
 - during the two weeks prior to a general local election, and,
 - between general voting day and the Inaugural meeting.
- Committee of the Whole (CoW) meetings be held on the second Tuesday of each month, beginning at 5:00 p.m., except where part of the meeting is closed to the public, then the meeting will begin at 3:00 p.m.;
- the schedule of the dates, times and places of regular Council meetings be posted by December 31 of each year; and,
- Notice must be given that the schedule is available in accordance with section 127(1)(b) of the [Community Charter](#) [notice of council meetings] and the [Public Notice Bylaw](#) and made available to the public by posting it at the public notice posting places (i.e., the notice board at the main entrance of the Municipal Hall and the municipal website).

A resolution of Council, passed by a majority vote, is required to cancel or reschedule a meeting to another date. However, the Mayor has the authority under the Council and Committee Procedure Bylaw to cancel a meeting when it is known in advance that quorum cannot be achieved, or if there are no items of business (in consultation with the CAO or Corporate Officer). The Mayor also has the authority to postpone a Council or CoW meeting.

If there were no changes required to the regular meeting dates of Council or CoW, the Corporate Officer would be authorized to publish the notice of the 2025 Council and CoW Meeting schedule per Section 5(1)(d) of [Delegation of Authority Bylaw No. 3814](#).

Pursuant to Section 3.29 of the [Council and Committee Procedure Bylaw](#), regular Council and CoW meetings shall be conducted as Hybrid Meetings, allowing members of the public to attend in person from Council Chambers or by electronic means.

DISCUSSION

When a regular Council meeting or CoW meeting falls on a statutory holiday, the meeting must be held on the next business day that the Municipal Hall is open. When a regular Council meeting or CoW meeting conflicts with one of the conferences that Council is authorized to attend under the Council Conference Attendance Policy (other than the FCM or UBCM), the past practice has been to reschedule the meeting to a different date. When a regular Council or CoW meeting takes place two weeks before a general local election, the meeting is cancelled.

2025 Conference Dates

The 2025 Council Conference Schedule is as follows:

- Local Government Leadership Academy (LGLA)
The LGLA Elected Officials Seminar will be held in Richmond at the Radisson Vancouver Airport Hotel from March 12 – 14, 2025
- Association of Vancouver Island Coastal Communities (AVICC)
The AVICC AGM & Convention will be held in Nanaimo at the Vancouver Island Conference Centre from April 11 – 13, 2025
- Federation of Canadian Municipalities (FCM)
The FCM Conference and Trade Show will be held in Ottawa, Ontario, at Rogers Centre from May 29 – June 1, 2025
- Union of BC Municipalities (UBCM)
The UBCM Convention will be held in Victoria at the Victoria Conference Centre from September 22 – 26, 2025
- Vancouver Island Economic Alliance (VIEA)
The VIEA Summit will be held in Nanaimo at the Vancouver Island Conference Centre from October 28 – 30, 2025

Meeting Date Conflicts

The following date conflicts with statutory holidays:

- CoW meeting on November 11, 2025 (second Tuesday) conflicts with Remembrance Day. Per section 3.22 [Meetings that fall on a Statutory Holiday] of the [Council and Committee Procedures Bylaw](#), this meeting will be held on November 12, 2025 – the next day that Municipal Hall is open.

There are no meeting conflicts in 2025 with any of the scheduled conferences noted above.

The following dates conflict with the by-election (April 12, 2025 – this date will be formalized after the Chief Election Officer is appointed in January):

- Council meeting on April 2, 2025 (first Wednesday) conflicts with the 10-day advance voting opportunity being held on April 2, 2025, that is statutorily required, per section 107(1)(a) of the [Local Government Act](#). Per section 3.23(c) [Meetings that occur two weeks prior to a general local election] of the [Council and Committee Procedure Bylaw](#), staff recommend that this meeting be cancelled.

- CoW meeting on April 8, 2025 (second Tuesday) conflicts with the second advance voting opportunity being held on April 8, 2025, that is statutorily required, per section 20 of the [Election and Assent Voting Bylaw No. 3837](#). Per section 3.23(c) [Meetings that occur two weeks prior to a general local election] of the [Council and Committee Procedure Bylaw](#), staff recommend that this meeting be cancelled.
- Council meeting on April 16, 2025 (third Wednesday) doesn't conflict with any voting opportunities, but it does occur the week after general voting day on April 12, 2025. This is problematic because Legislative Services' main priority will be administering the by-election, and they will have no time to prepare and publish an agenda package.

The language in the Council and Committee Procedure Bylaw refers to a 'general local election' but does not refer to a 'by-election'. The two are similar but technically not the same; therefore, staff are seeking Council's approval to cancel the meetings that conflict with the by-election. Staff have earmarked this as a future amendment to the Council and Committee Procedure Bylaw to provide clarity so that the procedures for a by-election align with those for a general local election.

Two additional conflicts were found in January and October as the first Tuesday of the month falls right before the second Wednesday of the month, which creates back-to-back CoW and Council meetings, as follows:

- CoW on January 14 [second Tuesday] and Council on January 15 [third Wednesday]
- CoW on October 14 [second Tuesday] and Council on October 15 [third Wednesday]

Proposed Changes to the 2025 Council and CoW Meeting Dates

Staff is recommending that Council amend their 2025 regular Council and CoW meeting dates as follows:

- Reschedule the CoW meeting from Tuesday, January 14, 2025, to Tuesday, January 7, 2025, to avoid back-to-back meetings with the regular Council meeting on Wednesday, January 15, 2025.
- Cancel the April 2 and 16, 2025, regular Council meetings and the April 8, 2025, CoW meeting due to the tentatively scheduled by-election on April 12, 2025.
- Reschedule the CoW meeting from Tuesday, October 14, 2025, to Tuesday, October 7, 2025, to avoid back-to-back meetings with the regular Council meeting on Wednesday, October 15, 2025.

Staff also recommends that the Joint Council meetings between North Cowichan and the City of Duncan be included in the 2025 schedule. The Inter-Municipal Relationship Protocol agreement, agreed to by both Councils, states that meetings should be held twice a year, targeting spring and fall and alternate between North Cowichan Municipal Hall and Duncan City Hall. It has been difficult to schedule these meetings ad hoc; therefore, we are including them in Council's 2025 meeting schedule as follows:

- Tuesday, February 25, 2025, at 4:00 p.m. to be hosted by North Cowichan
- Thursday, October 9, 2025, at 4:00 p.m. to be hosted by the City of Duncan

The 2025 Council and CoW Meeting Schedule (Attachment 1) illustrates the above-noted changes.

Public Hearings

Public hearings are not illustrated in the 2025 Council and CoW Meeting Schedule as public hearings will only be held on the third Wednesday of the month when the Director of Planning and Building has provided notice as authorized by section 5(3) of the [Delegation of Authority Bylaw](#). Therefore, it only appears as a notation in the bottom left-hand corner of the schedule (Attachment 1), and public hearings will be scheduled as needed.

OPTIONS

1. (Recommended Option)

THAT Council:

1. Reschedule the January 14, 2025, Committee of the Whole meeting to January 7, 2025, and the October 14, 2025, Committee of the Whole meeting to October 7, 2025;
2. Cancel the April 2, 2025 and April 16, 2025, regular Council meetings;
3. Cancel the April 8, 2025 Committee of the Whole Meeting;
4. Schedule a Joint Council meeting with the City of Duncan on Tuesday, February 25, 2025 at 4:00 p.m. to be hosted by North Cowichan; and,
5. Schedule a Joint Council meeting with the City of Duncan on Thursday, October 9, 2025 at 4:00 p.m. to be hosted by the City of Duncan.

- Rescheduling the January 14 and October 14 meetings is consistent with past practice. Cancelling the April 2, 8 and 16 meetings means no Council meetings will be held in April. Including the Joint Council meetings in the 2025 meeting schedule ensures these meetings are scheduled early and in accordance with the Inter-Municipal Relationship Protocol agreement.

2. THAT Council:

1. Reschedule the January 14, 2025, Committee of the Whole meeting to January 21, 2025; and the October 14, 2025, Committee of the Whole meeting to October 21, 2025;
2. Cancel the April 2, 2025 and April 16, 2025, regular Council meetings;
3. Cancel the April 8, 2025 Committee of the Whole Meeting;
4. Schedule a Joint Council meeting with the City of Duncan on Tuesday, February 25, 2025 at 4:00 p.m. to be hosted by North Cowichan; and,
5. Schedule a Joint Council meeting with the City of Duncan on Thursday, October 9, 2025 at 4:00 p.m. to be hosted by City of Duncan.

- Rescheduling the January 14 meeting to January 21 and the October 14 meeting to October 21 accomplishes no back-to-back meetings, is consistent with past practice, and accommodates staff absences over the holiday season.

3. Do not make any changes to the schedule, regardless of meetings being back-to-back or conflicts with the by-election.

- This option would result in conflicts with back-to-back meetings, cause an unmanageable workload for Legislative Services leading up to and during the by-election, and contribute to difficulty finding dates down the road that work for Joint Council meetings.

IMPLICATIONS

Depending on which option Council endorses, the Corporate Officer would then publish the schedule to the website and notice board immediately, publish a notice to social media beginning the week of December 9, 2024, and in the Cowichan Valley Citizen and Chemainus Courier on December 18, 2024.

RECOMMENDATION

THAT Council:

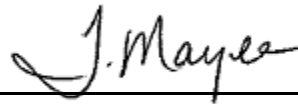
1. Reschedule the January 14, 2025, Committee of the Whole meeting to January 7, 2025, and the October 14, 2025, Committee of the Whole meeting to October 7, 2025;
2. Cancel the April 2, 2025 and April 16, 2025, regular Council meetings;
3. Cancel the April 8, 2025 Committee of the Whole Meeting;
4. Schedule a Joint Council meeting with the City of Duncan on Tuesday, February 25, 2025 at 4:00 p.m. to be hosted by North Cowichan; and,
5. Schedule a Joint Council meeting with the City of Duncan on Thursday, October 9, 2025 at 4:00 p.m. to be hosted by City of Duncan.

Report prepared by:



Andrea Hainrich
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Report reviewed by:



Tricia Mayea
Manager, Legislative Services

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachment:

- (1) 2025 Council and CoW Meeting Schedule