



## Council Report

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**Report Number:** CLK2023-006

**Meeting Date:** December 12, 2023

**Title:** **2024 Council, Committee of the Whole and  
Planning Advisory Committee Meeting Schedule**

**Description:**

**Author and Title:** Sarah O'Connell, Deputy Clerk

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### **Recommendation(s):**

**That** Report CLK2023-006, **2024 Council, Committee of the Whole and Planning Advisory Committee Meeting Schedule** be received; and

**That** the Council, Committee of the Whole and Planning Advisory Committee Meeting schedule for 2024, as outlined in Appendix A to Report CLK2023-006, be approved.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

**Background:**

An annual Council, Committee of the Whole and Planning Advisory Committee meeting schedule developed and approved by Council allows all parties to plan for reports and initiatives coming forward for the entire year, as well as to assist in scheduling other meetings, work plan commitments and vacations.

This Report addresses the schedule for Council, Committee of the Whole and Planning Advisory Committee Meetings from January to December of 2024.

**Rationale:**

The purpose of this Report is to put forward a schedule for 2024 for the benefit of Council, Staff, the public and media, to achieve the following goals:

1. To provide members of Council, Staff, the Public and Media with an outline of the Regular Council, Committee of the Whole and Planning Advisory Committee Meeting dates for the 2024 calendar year;
2. To provide members of Council with reduced meeting commitments during the summer break period and a break during the Christmas season;
3. To assist with scheduling of vacations for members of Council and Staff;
4. To accommodate attendance at municipal conferences by members of Council and Staff without having a conflict with a Regular Council Meeting;
5. To schedule monthly Committee of the Whole Meetings to allow for planned presentations and deputations from the public for new items to Council; and
6. To facilitate the scheduling of Special Council Meetings, Council Orientation, Workshops, Training Opportunities and Strategic Planning Sessions for Council without overburdening members of Council.

The schedule for 2024 can be revised by Mayor Elmslie throughout the year, as appropriate, and notice will be provided to members of Council if any changes are made.

**Other Alternatives Considered:**

The schedule is to be a guiding document for 2024. Council has the option to make any revisions to the schedule as they see fit or as circumstances change throughout the year.

Special Council Meetings may be called by the Chair, subject to the usual notice requirements. Special Council Meetings will be added to the meeting schedule as they are called.

## **Alignment to Strategic Priorities**

Good Government

The Schedule will allow Council and staff to deal with issues relating to the adopted strategic plan in an organized manner.

## **Financial/Operation Impacts:**

None identified.

## **Consultations:**

Mayor

CAO

City Clerk

Director of Development Services

Manager of Planning

## **Attachments:**

Appendix A – 2024 Council, Committee of the Whole and Planning Advisory Committee Meeting Calendar



Appendix A

## **Department Head:**

Cathie Ritchie, City Clerk