

Background and Previous Council Direction

Background

Procedure Bylaw 42M2025 requires that Council annually establish a Council Calendar and Deputy Mayor Roster at its Organizational Meeting.

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2024 October 22	C2024-1000	<p>2025 Council Calendar and Deputy Mayor Roster</p> <p>That Council:</p> <ol style="list-style-type: none">1. Amend Procedure Bylaw 35M2017 by giving three readings to Proposed Bylaw 35M2024 in Attachment 1;2. Adopt the proposed 2025 Council Calendar in Attachment 2; and3. Adopt the amended proposed 2025 Deputy Mayor Roster, as follows: <p>January – Councillor Penner February – Councillor Chu March – Councillor Wyness April – Councillor Sharp May – Councillor Wong June – Councillor Chabot July – Councillor Dhaliwal August – Councillor Pootmans September – Councillor Carra October 1-29 until the Swearing-In Ceremony – Councillor Walcott October 29, 30 and November – Ward 13 Councillor December – Ward 12 Councillor</p>

2023 October 24	C2023-1022	<p>2024 Council Calendar and Deputy Mayor Roster</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the proposed 2024 Council Calendar in Attachment 1; and 2. Adopt the amended proposed 2024 Deputy Mayor Roster as follows: <p style="margin-left: 40px;">January – Councillor Wong February – Councillor Chabot March – Councillor Wyness April – Councillor Spencer May – Councillor Demong June – Councillor Penner July – Councillor Walcott August – Councillor Dhaliwal September – Councillor Pootmans October – Councillor Sharp November – Councillor Mian December – Councillor McLean</p>
2023 April 25	EC2023-0206	<p>2022-2023 White Goose Flying Annual Progress Report</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Establish an annual Regular Council Meeting with an Indigenous focus during the month of September, starting in 2024; 2. Direct Administration to incorporate the additional Regular Council Meeting into the Council Calendar for consideration at the annual Organizational Meeting of Council; and 3. Direct Administration to bring the next Progress Report on White Goose Flying to the 2024 September meeting of Council.

Bylaws, Regulations, Council Policies

1. Council and Council Committee Meeting Scheduling by Council Calendar

Procedure Bylaw 42M2025

Section 18 of Procedure Bylaw 42M2025 provides Council with the following direction for establishing an annual Council Calendar:

18. (1) Annually, at its Organizational meeting, *Council* will adopt a Council Calendar setting the dates of *Regularly Scheduled Council Meetings* and select regularly scheduled *Council Committee* meetings, as determined by the *City Clerk*, for the subsequent year.
- (2) All *Members of Council* must be present at the meeting when a Council Calendar is adopted.

Municipal Government Act

Section 193 of the *Municipal Government Act* provides Council with the following direction for establishing an annual Council Calendar:

- 193 (1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times, and places.
- (2) Notice of regularly scheduled meetings need not be given.
- (3) If council changes the date, time, or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change.
 - (a) to any councillors not present at the meeting at which the change was made, and
 - (b) to the public.

2. Deputy Mayor and Deputy Mayor Roster

Procedure Bylaw 42M2025

Section 11 of Procedure Bylaw 42M2025 provides Council with the following direction for establishing the Deputy Mayor Roster:

11. (1) *Council*, annually at its Organizational meeting, held under the *Municipal Government Act*, shall adopt a roster of *Deputy Mayors* for the following year.

- (2) If the *Mayor* is absent from a meeting of *Council*, the *Deputy Mayor* assigned on the roster shall preside. If the assigned *Deputy Mayor* is also absent, the next *Deputy Mayor* in the adopted rotation shall preside, and so on.

Municipal Government Act

Section 152 of the *Municipal Government Act* provides Council with the following direction for establishing a Deputy Mayor Roster:

- 152 (1) A council must appoint one or more councillors as deputy chief elected official so that
- (a) only one councillor will hold that office at any one time, and
 - (b) the office will be filled at all times.
- (2) A deputy chief elected official must act as the chief elected official
- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
 - (b) if the office of the chief elected official is vacant.
- (3) A council may appoint a councillor as an acting chief official to act as the chief elected official
- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
 - (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.