

TO: MAYOR & COUNCIL
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **2024 MEETING SCHEDULES FOR COUNCIL, PUBLIC HEARINGS, ADVISORY BODIES AND BOARDS**
PURPOSE: To set the 2024 meeting dates for Council, Public Hearings, and Advisory Bodies and Boards.

RECOMMENDATION

THAT the 2024 meeting schedules for Council (Attachment 1), Public Hearings (Attachment 2), and Advisory Bodies and Boards (Attachment 3), as outlined in the report titled “2024 Meeting Schedules for Council, Public Hearings, and Advisory Bodies” dated November 6, 2023, be approved;

THAT a 5:00 p.m. start time for Council meetings and Public Hearings in 2024 be approved;

THAT an optional 10:00 a.m., 2:00 p.m. or 5:00 p.m. start time for meetings of Standing Committees of Council for 2024 be approved; and

THAT the 2024 meeting schedule for the Public Library Board (Attachment 4) be received for information.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the General Manager Corporate Services.

1.0 POLICY SECTION

The following sections of the *Community Charter* apply:

- Section 127 – Notice of council meetings
- Section 94.2 – Requirements for public notice

In addition, public notice as per the Burnaby Public Notice Bylaw applies.

2.0 BACKGROUND

Section 127 of the *Community Charter* requires Council to adopt annually, a schedule of Council meetings and the Burnaby Procedure Bylaw requires this is adopted prior to December 31st of the preceding year.

3.0 GENERAL INFORMATION

The purpose of this report is to recommend a schedule of 2024 Council meetings, as well as Public Hearings, Advisory Bodies and Boards for Council’s consideration.

It is recognized that adopting the recommendation in this report does not preclude Council or a Board, Committee, or Commission from adopting future resolutions or at the discretion of the Chair to add, cancel or change meeting dates, times and/or venues, if and when required. Special Council and Advisory Body and Board meetings may also be called in accordance with Council’s procedure bylaw.

Standing Committee Start Times (New Recommendations from Legislative Services)

Standing Committees of Council do not include members of the public as appointed members. Standing Committees are appointed by the Mayor and include the:

- Executive Committee of Council;
- Planning and Development Committee;
- Financial Management Committee;
- Audit Committee; and
- International Relations and Friendship Cities Committee.

The start times for Standing Committees are proposed to be held at either 10:00 a.m., 2:00 p.m. or 5:00 p.m. on scheduled meeting days. As all standing committee meetings are recorded and available online with no public members or public comment periods, public engagement would not be impacted. Delegations who request to appear at standing committee meetings will be provided options of dates to appear and advance notice of any daytime meeting times.

As with previous practice, appointments for the Standing Committees for 2024 will be determined by the Mayor prior to the end of 2023, so the membership of Council members on each Standing Committee is not yet known. Therefore, once membership is appointed, each Standing Committee can have flexibility and the options to scheduling meetings at a time that works best for their committee.

The Simon Fraser Liaison Committee and the International Relations and Friendship Cities Committee meet as required (at the Call of the Chair), and therefore are not included in the attached meeting schedule.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Upon adoption of the meeting schedules, Section 94.2 of the *Community Charter* requires that public notice of the Council meeting schedule be published, in the City’s eNewsletter and on the City’s website at least 7 days before the date of the matter and the Burnaby Procedure Bylaw (2004) requires the schedule be provided for Council’s approval before December 31st. The notice of meeting schedules will be published on November 16 and 23, 2023, on the City of Burnaby’s website and eNewsletter and will be posted at the Council Chambers (meeting location).

5.0 FINANCIAL CONSIDERATIONS

Not applicable.

Respectfully submitted,

Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

Attachment 1 – 2024 Regular Council Meetings Schedule

Attachment 2 – 2024 Public Hearings Schedule

Attachment 3 – 2024 Advisory Bodies & Board Schedule

Attachment 4 – 2024 Burnaby Public Library Board Meetings Schedule

REPORT CONTRIBUTORS

This report was drafted by Blanka Zeinabova, Senior Manager Legislative Services and reviewed by Nikki Best, Director Legislative Services and Noreen Kassam, Deputy CAO/Chief Financial Officer.

2024 REGULAR COUNCIL MEETINGS SCHEDULE

(5:00 p.m. in the Council Chamber)

January	15 29	July	08 22
February	12 26	August	26
March	11 25	September	09 23
April	15 29	October	07 21
May	13 27	November	04 18
June	10 24	December	02 16

2024 PUBLIC HEARINGS SCHEDULE

(5:00 p.m. – Council Chamber)

January	30	July	30
February	27	August	27
March	26	September	24
April	30	October	29
May	28	November	26
June	25	December	10

2024 ADVISORY BODIES AND BOARD SCHEDULE

(in the Council Chamber)

Access Advisory Committee – 5:00 p.m.

January	31	September	03
March	28	October	24
May	30	November	28

Audit Committee – 5:00 p.m.*

April	02
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Board of Variance – 5:00 p.m.

January	11	July	04
February	08	August	<i>No meeting scheduled</i>
March	07	September	05
April	04	October	03
May	02	November	07
June	06	December	05

Community Heritage Commission – 5:00 p.m.

February	15	September	12
April	11	November	14
June	13		

Environment Committee – 5:00 p.m.

February	21	October	22
April	17	November	20
June	19		

Executive Committee of Council – 5:00 p.m.*

January	17	July	03
February	07	September	04
March	06	October	02
April	03	November	06
May	08	December	04
June	05		

Financial Management Committee – 5:00 p.m.*

January	16	July	16
February	20	September	11
March	19	October	15
April	09	November	19
May	21		
June	18		

Parcel Tax Roll Review Panel – 4:00 p.m.

March	14
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Parks, Recreation and Culture Committee - 5:00 p.m.

February	13	September	10
April	16	November	12
June	11		

Planning and Development Committee – 5:00 p.m.*

January	10	June	12
February	14	July	10
March	13	September	25
April	10	October	09
May	15	November	13

Public Safety Committee – 5:00 p.m.

February	28	October	23
April	24	November	27
June	26		

Social Planning Committee – 5:00 p.m.

January	24	September	26
March	20	October	16
May	22		

Transportation Committee – 5:00 p.m.

January	25	October	10
March	27	November	21
May	29		

**Optional 10 a.m., 2 p.m. or 5 p.m. start time for Standing Committees of Council*

2024 BURNABY PUBLIC LIBRARY BOARD MEETINGS SCHEDULE

(7:00 p.m. – Electronically or In-Person)

January	18 (<i>Bob Prittie Metrotown</i>)	July	18
March	21	September	19 (<i>Cameron</i>)
April	18 (<i>Tommy Douglas</i>)	October	24
June	20	December	12 (<i>McGill</i>)

**Schedule approved by the Burnaby Public Library Board on 2023 June 15*