



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** November 3, 2020

**From:** Claudia Jesson  
Director, City Clerk's Office

**File:** 01-0105-01/2020-Vol  
01

**Re:** **2021 Council and Committee Meeting Schedule**

### Staff Recommendation

1. That Council select the preferred option for the 2021 Council and Committee Meeting Schedule, as detailed in Attachments 1 and 2 of the staff report dated November 3, 2020, from the Director, City Clerk's Office; and
2. That the following revisions as detailed in the staff report title "2021 Council and Committee Meeting Schedule" dated November 3, 2020, from the Director, City Clerk's Office, be approved:
  - a) That the Regular Council meetings (open and closed) of August 9 and August 23, 2021 be cancelled; and
  - b) That the August 16, 2021 Public Hearing be rescheduled to September 7, 2021 at 7:00pm in the Council Chambers at Richmond City Hall.

Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)  
Att. 2

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF SENIOR DIRECTOR</b>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>
<b>APPROVED BY GAO</b>	

## Staff Report

### Origin

Under the *Community Charter* and the Council Procedure Bylaw No. 7560, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2021 Council meeting schedule options are being presented at this time to provide advance notice of Council's regular meeting schedule. Although at this time a reduced Committee schedule is in place due to the COVID-19 Pandemic, the proposed 2021 Council and Committee Meeting Schedule options are based on the full complement of meetings. It should be noted that a Special Council meeting can be called with 24 hours' notice should any unusual or urgent circumstances arise outside of the usual schedule. Likewise, Council and Committee may make adjustments to the meeting schedule through the year as circumstances may necessitate.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

*Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.*

### Analysis

#### Option 1 – August Meeting Break and December Holiday Season

It has been the City's usual practice to observe a meeting break in August and to close City Hall during the December holiday season. In 2021, City Hall will be closed on Friday, December 24, 2021 and will re-open on Monday, January 3, 2022. In accordance with the Council Procedure Bylaw No. 7560, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, in order to accommodate an August meeting break and December Holiday Season, it is recommended that the Regular Council meetings (open and closed) of August 9 and 23, 2021 be cancelled.

Changes to the Committee meeting dates may also be altered at the discretion of the Chair as circumstances arise closer to the dates of the meetings and do not require a Council resolution. Following the 2020 December City Hall closure, City Hall will re-open on Monday, January 4, 2021 and the General Purposes and Finance Committees would fall on Tuesday, January 5, 2021 and the Planning Committee on Wednesday, January 6, 2021.

A further change that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meeting that would normally fall on July 27, 2021, the day after the last Council meeting before the August meeting break. In order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 26, 2021, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Tuesday, July 20, 2021.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 16, 2021 to September 7, 2021. This change to the Public Hearing

schedule minimizes the delay, due to the August meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

Accordingly, adjustments to the meeting schedule are proposed to:

- cancel the open and closed Regular Council meetings of August 9 and 23, 2021 and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 16, 2021 Public Hearing to September 7, 2021;
- reschedule the July PRCS meeting for Tuesday, July 20, 2021, following the PWT meeting so that Council may consider any recommendations from the PRCS meeting at the last Regular Council meeting before the August break on July 26, 2021; and
- schedule the December PRCS and the PWT meetings in tandem for December 14, 2021.

A draft meeting schedule is presented in Attachment 1, which incorporates adjustments for the August meeting break and the December holiday season City Hall closure.

Option 2 – Includes all adjustments under Option 1 **PLUS** a change to accommodate the Union of BC Municipalities (UBCM) convention

In 2016, Council first considered whether changes to the meeting schedule would be made to accommodate attendance at the Federation of Canadian Municipalities (FCM) or UBCM Conventions and direction was given that the circumstances be considered each year.

The FCM Convention schedule has not been finalized for 2021, however, the proposed dates of June 3 - 6, 2021 or June 10 – 13, 2021 does not conflict with any usual meeting days.

The 2021 UBCM convention is scheduled for September 13 - 17, 2021 in Vancouver and if the meeting schedule were to be adjusted to accommodate the convention, staff propose the following:

- the September 14, 2021 Community Safety Committee (CS) meeting be rescheduled for September 21, 2021, following the PWT meeting;

Matters arising from the CS meeting during this week would be considered at the Regular Council meeting on September 27, 2021. This adjustment would avoid a scheduling conflict for those wishing to attend the UBCM convention.

A draft meeting schedule for Option 2 is presented in Attachment 2, which incorporates adjustments for:

- the August meeting break;
- the December holiday season City Hall closure; and
- the UBCM convention.

**Financial Impact**

None.

**Conclusion**

It is recommended that Council select the preferred option for the 2021 Council and Committee Meeting Schedule. The approval of the meeting schedule at this time provides Council and the public with advance notice of the meeting schedule.



Claudia Jesson  
Director, City Clerk's Office

- Att. 1: Proposed 2021 Council and Committee Meeting Schedule – Option 1
- 2: Proposed 2021 Council and Committee Meeting Schedule – Option 2

# 2021 MEETING SCHEDULE

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>						
					STAT 1	2		GP 1	FC 2	PC 3	4	5	6		GP 1	FC 2	PC 3	4	5	6
3	4	GP 5	FC 6	7	8	9	7	CO 8	CS 9	DP 10	11	12	13	7	CO 8	CS 9	DP 10	11	12	13
10	CO 11	CS 12	DP 13	14	15	16	14	STAT 15	GP 16	PH 17	PWT 18	19	20	14	GP 15	PH 16	PWT 17	18	19	20
17	GP 18	PH 19	PWT 20	21	22	23	21	CO 22	PRC 23	DP 24	25	26	27	21	CO 22	PRC 23	DP 24	25	26	27
24	CO 25	PRC 26	DP 27	28	29	30	28							28	29	30	31			
31																				
<b>APRIL</b>							<b>MAY</b>							<b>JUNE</b>						
				1	STAT 2	3							1			1	2	FCM 3	FCM 4	FCM 5
4	STAT 5	GP 6	FC 7	8	9	10	2	GP 3	FC 4	PC 5	6	7	8	6	FCM 7	GP 8	FC 9	PC 10	11	12
11	CO 12	CS 13	DP 14	15	16	17	9	CO 10	CS 11	DP 12	13	14	15	13	CO 14	CS 15	DP 16	17	18	19
18	GP 19	PH 20	PWT 21	22	23	24	16	GP 17	PH 18	PWT 19	20	21	22	20	GP 21	PH 22	PWT 23	24	25	26
25	CO 26	PRC 27	DP 28	29	30		23	STAT 24	CO 25	PRC 26	DP 27	28	29	27	CO 28	PRC 29	DP 30			
							30	31												
<b>JULY</b>							<b>AUGUST</b>							<b>SEPTEMBER</b>						
				STAT 1	2	3	1	STAT 2	3	4	5	6	7			1	2	3	4	
4	GP 5	FC 6	PC 7	8	9	10	8	9	10	DP 11	12	13	14	5	STAT 6	GP 7	FC 8	PH 9	PC 10	11
11	CO 12	CS 13	DP 14	15	16	17	15	16	17	18	19	20	21	12	CO 13	CS 14	DP 15	UBCM 16	UBCM 17	18
18	GP 19	PH 20	PWT 21	22	23	24	22	23	24	DP 25	26	27	28	19	GP 20	PWT 21	22	23	24	25
25	CO 26	27	DP 28	29	30	31	29	30	31					26	CO 27	PRC 28	DP 29	30		
<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>						
					1	2		GP 1	FC 2	PC 3	4	5	6				1	2	3	4
3	GP 4	FC 5	PC 6	7	8	9	7	CO 8	CS 9	DP 10	STAT 11	12	13	5	CO 6	CS 7	DP 8	9	10	11
10	STAT 11	CO 12	CS 13	DP 14	15	16	14	GP 15	PH 16	PWT 17	18	19	20	12	GP 13	PH 14	PWT 15	16	17	18
17	GP 18	PH 19	PWT 20	21	22	23	21	CO 22	PRC 23	DP 24	25	26	27	19	CO 20	21	22	23	24	25
24	CO 25	PRC 26	DP 27	28	29	30	28	GP 29	FC 30					26	STAT 27	STAT 28	29	30	31	1 JAN
31														2 JAN	STAT 3 JAN					

November 5, 2020

- CO** Regular Council Mtg., 7:00pm  
Regular (Closed) Council Mtg., 4:00pm
- CS** Community Safety, 4:00pm
- DP** Development Permit Panel, 3:30pm
- FC** Finance, following 1st General Purposes Meeting of each month
- GP** General Purposes, 4:00pm
- PC** Planning, 4:00pm
- PH** Public Hearing, 7:00pm
- PRC** Parks, Recreation & Cultural Services, 4:00pm
- PWT** Public Works & Transportation, 4:00pm
- FCM** FCM
- UBCM** UBCM

Note: All meeting dates are subject to change.

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**UBCM** UBCM

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