



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 21, 2022

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


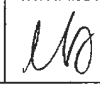
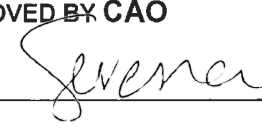
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**Re:** 2023 Council and Committee Meeting Schedule

### Staff Recommendation

1. That the 2023 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated October 21, 2022, from the Director, City Clerk's Office, be approved; and,
2. That the following revisions as detailed in the staff report titled "2023 Council and Committee Meeting Schedule" dated October 21, 2022, from the Director, City Clerk's Office, be approved:
  - a) That the Regular Council meetings (open and closed) of August 8 and August 21, 2023 be cancelled; and
  - b) That the August 14, 2023 Public Hearing be rescheduled to September 5, 2023 at 7:00pm in the Council Chambers at Richmond City Hall.

Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)  
Att. 1

|   |   |
|---|---|
| <b>REPORT CONCURRENCE</b>   |   |
| <b>CONCURRENCE OF GENERAL MANAGER</b><br> |   |
| <b>SENIOR STAFF REPORT REVIEW</b>   | <b>INITIALS:</b><br> |
| <b>APPROVED BY CAO</b><br>                |   |

## 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 2023 Council meeting schedule is being presented at this time to provide advance notice of Council's regular meeting schedule. 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

#### 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 2023, City Hall will be closed from Wednesday, December 27, 2023 and will re-open on Tuesday, January 2, 2024. 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 8 and 21, 2023 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 2022 December City Hall closure, City Hall will re-open on Tuesday, January 3, 2023 and the General Purposes and Finance Committees will commence on Monday, January 9, 2023.

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 25, 2023, 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 24, 2023, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 19, 2023.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 14, 2023 to September 5, 2023. 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.

In addition to the above noted adjustments, the proposed Council meeting schedule includes changes to accommodate Council members wishing to attend the UBCM Conference. The 2023 UBCM convention is scheduled for September 18 to 22, 2023 in Vancouver. Accordingly, the Planning Committee (PC) that would normally be scheduled for September 19, 2023 and the Public Works and Transportation (PWT) Committee that would be scheduled on September 20, 2023, are both rescheduled to take place on Wednesday, September 13, 2023. It should be noted that no schedule adjustments are required for the FCM Convention that has proposed dates of May 25 to 28, 2023

Accordingly, adjustments to the meeting schedule are proposed to:

- cancel the open and closed Regular Council meetings of August 8 and 21, 2023 and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 14, 2023 Public Hearing to September 5, 2023;
- reschedule the July PRCS meeting for Wednesday, July 19, 2023, 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 24, 2023;
- schedule the December PRCS and the PWT meetings in tandem for December 12, 2023; and
- reschedule the September 19<sup>th</sup> PC and September 20<sup>th</sup> PWT committees to September 13, 2023 to accommodate Council members wishing to attend the UBCM Conference.

Council is requested to approve the proposed meeting schedule as presented in Attachment 1.

### **Financial Impact**

None.

### **Conclusion**

It is recommended that the 2023 Council and Committee meeting schedule be approved as shown in Attachment 1. 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 2023 Council and Committee Meeting Schedule

# 2023 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>     |            |         |                           |         |         |     |
| 1              | STAT 2  | 3      | 4     | 5      | 6      | 7   |                 |         |        | DP 1   | 2      | 3      | 4      |                  |            |         | DP 1                      | 2       | 3       | 4   |
| 8              | GP 9    | FC 10  | 11    | 12     | 13     | 14  | 5               | GP 6    | FC 7   | 8      | 9      | 10     | 11     | 5                | GP 6       | FC 7    | 8                         | 9       | 10      | 11  |
| 15             | CO 16   | CS 17  | DP 18 | 19     | 20     | 21  | 12              | CO 13   | CS 14  | DP 15  | 16     | 17     | 18     | 12               | CO 13      | CS 14   | DP 15                     | 16      | 17      | 18  |
| 22             | GP 23   | PH 24  | FC 25 | PWT 26 | 27     | 28  | 19              | STAT 20 | GP 21  | PH 22  | FC 23  | 24     | 25     | 19               | GP 20      | PH 21   | FC 22                     | PWT 23  | 24      | 25  |
| 29             | CO 30   | PRC 31 |       |        |        |     | 26              | CO 27   | PRC 28 |        |        |        |        | 26               | CO 27      | PRC 28  | DP 29                     | 30      | 31      |     |
| <b>APRIL</b>   |         |        |       |        |        |     | <b>MAY</b>      |         |        |        |        |        |        | <b>JUNE</b>      |            |         |                           |         |         |     |
|                |         |        |       |        |        | 1   |                 | GP 1    | FC 2   | PC 3   | 4      | 5      | 6      |                  |            |         |                           | 1       | 2       | 3   |
| 2              | GP 3    | FC 4   | PC 5  | 6      | STAT 7 | 8   | 7               | CO 8    | CS 9   | DP 10  | 11     | 12     | 13     | 4                | GP 5       | FC 6    | PC 7                      | 8       | 9       | 10  |
| 9              | STAT 10 | CO 11  | CS 12 | DP 13  | 14     | 15  | 14              | GP 15   | PH 16  | FC 17  | PWT 18 | 19     | 20     | 11               | CO 12      | CS 13   | DP 14                     | 15      | 16      | 17  |
| 16             | GP 17   | PH 18  | FC 19 | PWT 20 | 21     | 22  | 21              | STAT 22 | CO 23  | PRC 24 | DP 25  | FCM 26 | FCM 27 | 18               | GP 19      | PH 20   | FC 21                     | PWT 22  | 23      | 24  |
| 23             | CO 24   | PRC 25 | DP 26 | 27     | 28     | 29  | FCM 28          | 29      | 30     | 31     |        |        |        | 25               | CO 26      | PRC 27  | DP 28                     | 29      | 30      |     |
| 30             |         |        |       |        |        |     |                 |         |        |        |        |        |        |                  |            |         |                           |         |         |     |
| <b>JULY</b>    |         |        |       |        |        |     | <b>AUGUST</b>   |         |        |        |        |        |        | <b>SEPTEMBER</b> |            |         |                           |         |         |     |
|                |         |        |       |        |        | 1   |                 |         | 1      | 2      | 3      | 4      | 5      |                  |            |         |                           | 1       | 2       |     |
| 2              | STAT 3  | GP 4   | FC 5  | 6      | 7      | 8   | 6               | STAT 7  | 8      | DP 9   | 10     | 11     | 12     | 3                | STAT 4     | GP 5    | FC 6                      | 7       | 8       | 9   |
| 9              | CO 10   | CS 11  | DP 12 | 13     | 14     | 15  | 13              | 14      | 15     | 16     | 17     | 18     | 19     | 10               | CO 11      | CS 12   | FC 13                     | PWT 14  | DP 15   | 16  |
| 16             | GP 17   | PH 18  | FC 19 | PWT 20 | 21     | 22  | 20              | 21      | 22     | DP 23  | 24     | 25     | 26     | 17               | GP 18      | PH 19   | FC 20                     | UBCM 21 | UBCM 22 | 23  |
| 23             | CO 24   | 25     | DP 26 | 27     | 28     | 29  | 27              | 28      | 29     | 30     | 31     |        |        | 24               | CO 25      | PRC 26  | DP 27                     | 28      | 29      | 30  |
| 30             | 31      |        |       |        |        |     |                 |         |        |        |        |        |        |                  |            |         |                           |         |         |     |
| <b>OCTOBER</b> |         |        |       |        |        |     | <b>NOVEMBER</b> |         |        |        |        |        |        | <b>DECEMBER</b>  |            |         |                           |         |         |     |
| 1              | GP 2    | FC 3   | 4     | 5      | 6      | 7   |                 |         |        | 1      | 2      | 3      | 4      |                  |            |         |                           | 1       | 2       |     |
| 8              | STAT 9  | CO 10  | CS 11 | DP 12  | 13     | 14  | 5               | GP 6    | FC 7   | 8      | 9      | 10     | 11     | 3                | GP 4       | FC 5    | 6                         | 7       | 8       | 9   |
| 15             | GP 16   | PH 17  | FC 18 | PWT 19 | 20     | 21  | 12              | STAT 13 | CO 14  | CS 15  | DP 16  | 17     | 18     | 10               | CO 11      | CS 12   | DP 13                     | 14      | 15      | 16  |
| 22             | CO 23   | PRC 24 | DP 25 | 26     | 27     | 28  | 19              | GP 20   | PH 21  | FC 22  | PWT 23 | 24     | 25     | 17               | GP 18      | PH 19   | FC 20                     | PWT 21  | 22      | 23  |
| 29             | 30      | 31     |       |        |        |     | 26              | CO 27   | PRC 28 | DP 29  | 30     |        |        | 24               | STAT 25    | STAT 26 | 27                        | 28      | 29      | 30  |
|                |         |        |       |        |        |     |                 |         |        |        |        |        |        | 31               | STAT 1 JAN | 2 JAN   | * Special Council Meeting |         |         |     |

- 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.**