



# City of Richmond




## Report to Committee

**To:** General Purposes Committee **Date:** October 8, 2021  
**From:** Claudia Jesson **File:** 01-0105-01/2020-Vol  
 Director, City Clerk's Office 01  
**Re:** **2022 Council and Committee Meeting Schedule**

### Staff Recommendation

1. That Council select the preferred option for the 2022 Council and Committee Meeting Schedule, as detailed in Attachments 1 and 2 of the staff report dated October 8, 2021, from the Director, City Clerk's Office; and
2. That the following revisions as detailed in the staff report titled "2022 Council and Committee Meeting Schedule" dated October 8, 2021, from the Director, City Clerk's Office, be approved:
  - a) That the Regular Council meetings (open and closed) of August 8 and August 22, 2022 be cancelled; and
  - b) That the August 15, 2022 Public Hearing be rescheduled to September 6, 2022 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 GENERAL MANAGER</b> 	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</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 2022 Council meeting schedule options are 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.

At the October 4<sup>th</sup>, Open General Purposes Committee the proposed 2022 Council and Committee Schedule report was presented to Council and was referred back to incorporate a bi-weekly schedule of the Planning Committee. The proposed meeting schedule Options 1 and 2 forming this report incorporate two Planning Committees for each month, with the exception of August.

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 2022, City Hall will be closed from Wednesday, December 28, 2022 and will re-open on Tuesday, January 3, 2023. 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 22, 2022 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 2021 December City Hall closure, City Hall will re-open on Tuesday, January 4, 2022 and the General Purposes and Finance Committees will fall on Wednesday, January 5, 2022 and the Planning Committee on Thursday, January 6, 2022.

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 26, 2022, 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 25, 2022, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 20, 2022.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 15, 2022 to September 6, 2022. 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 8 and 22, 2022 and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 15, 2022 Public Hearing to September 6, 2022;
- reschedule the July PRCS meeting for Wednesday, July 20, 2022, 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 25, 2022; and
- schedule the December PRCS and the PWT meetings in tandem for December 20, 2022.

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 for 2022 has proposed dates of June 2 - 5, 2022, as such no schedule adjustments are required. The 2022 UBCM convention is scheduled for September 12-16, 2022 in Whistler and if the meeting schedule were to be adjusted to accommodate the convention, staff propose the following:

- the September 13, 2022 Community Safety Committee meeting be rescheduled for September 20, 2022, following the Public Works and Transportation Committee meeting;

This adjustment would avoid a scheduling conflict for those wishing to attend the UBCM convention. The September 12, 2022 Regular Council meeting is not proposed to be rescheduled, as members of Council attending the UBCM Conference could participate in the Council meeting by electronic means.

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.

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### **Conclusion**

It is recommended that Council select the preferred option for the 2022 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 2022 Council and Committee Meeting Schedule – Option 1
- 2: Proposed 2022 Council and Committee Meeting Schedule – Option 2

2022 MEETING SCHEDULE

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

October 8, 2021

- 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.

## 2022 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			1	2	3	4	5			PRC	DP	3	4	5					
2	STAT	4	GP	FC	PC	7	8	6	GP	FC	PC	8	9	10	11	12	6	GP	FC	PC	8	9	10	11	12
9	CO	CS	DP	13	14	15	13	CO	CS	DP	16	17	18	19	13	CO	CS	DP	16	17	18	19			
16	GP	PH	PC	PWT	20	21	22	20	STAT	GP	PH	PWT	PC	24	25	26	20	GP	PH	PC	PWT	23	24	25	26
23	CO	PRC	DP	27	28	29	27	CO	28					27	CO	PRC	DP	30	31						
30	31																								
<b>APRIL</b>							<b>MAY</b>							<b>JUNE</b>											
					1	2	1	GP	FC	PC	4	5	6	7				1	FCM	FCM	FCM				
3	GP	FC	PC	6	7	8	9	8	CO	CS	DP	12	13	14	5	GP	FC	PC	7	8	9	10	11		
10	CO	CS	DP	14	STAT	16	15	GP	PH	PC	PWT	19	20	21	12	CO	CS	DP	15	16	17	18			
17	STAT	GP	PH	PWT	PC	23	22	STAT	CO	PRC	DP	27	28	19	GP	PH	PC	PWT	22	23	24	25			
24	CO	PRC	DP	28	29	30	29	30	31					26	CO	PRC	DP	29	30						
<b>JULY</b>							<b>AUGUST</b>							<b>SEPTEMBER</b>											
					STAT	1	2		STAT	1	2	3	4	5	6				1	2	3				
3	GP	FC	PC	6	7	8	9	7	8	9	DP	11	12	13	4	STAT	GP	FC	PH	PC	7	8	9	10	
10	CO	CS	DP	14	15	16	14	15	16	17	18	19	20	11	CO	UBCM	UBCM	DP	UBCM	UBCM	UBCM	17			
17	GP	PH	PC	PWT	PC	23	21	22	23	DP	24	25	26	27	18	GP	PH	PC	CS	PWT	22	23	24		
24	CO	25	26	DP	27	28	29	30	28	29	30	31			25	CO	PRC	DP	28	STAT*	30				
31																									
														* STAT Subject to change											
<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>											
						1			1	2	3	4	5					1	2	3					
2	GP	FC	PC	5	6	7	8	6	CO	* GP	FC	PC	10	STAT	12	4	GP	FC	PC	7	8	9	10		
9	STAT	CO	CS	DP	14	15	13	CO	CS	DP	16	17	18	19	11	CO	CS	PRC	DP	15	16	17			
16	GP	PH	PC	PWT	PC	22	20	GP	PH	PC	PWT	24	25	26	18	GP	PH	PC	PWT	PC	22	23	24		
23	CO	24	25	DP	26	27	28	29	27	CO	PRC	DP	30			25	STAT	STAT	28	29	30	31			
30	31														1 JAN	STAT	2 JAN								
							* Inaugural Council Meeting							* Special Council Meeting											

October 8, 2021

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

Note: All meeting dates are subject to change.