



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 19, 2019

From: Claudia Jesson
Director, City Clerk's Office

File: 01-0105-01

Re: 2020 Council and Committee Meeting Schedule

Staff Recommendation

That the 2020 Council and Committee meeting schedule (Option 1), as shown in Attachment 1 to the staff report dated September 19, 2019, from the Director, City Clerk's Office, be approved with the following revisions as part of the regular August meeting break and December holiday season:

1. That the Regular Council meetings (open and closed) of August 10, August 24, and December 28, 2020 be cancelled;
2. That the August 17, 2020 Public Hearing be rescheduled to September 8, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and
3. That the December 21, 2020 Public Hearing be rescheduled to December 14, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall.

Claudia Jesson
Director, City Clerk's Office

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO	

Staff Report

Origin

Under the *Community Charter* and the Council Procedure Bylaw, 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 2020 Council meeting schedule is being presented at this time to provide certainty and advance notice of Council's regular meeting schedule.

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

Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.

Analysis

Option 1 – August Meeting Break, December Holiday Season and a change to accommodate the Union of BC Municipalities (UBCM) convention (RECOMMENDED)

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 2020, City Hall will be closed on Friday, December 25 and will re-open on Monday, January 4, 2021. In accordance with the Council Procedure Bylaw No. 7560, Council resolutions are required for any changes to the prescribed Council meeting schedule.

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 2019 December City Hall closure, City Hall will re-open on Thursday, January 2, 2020 and the General Purposes and Finance Committees would fall on Monday, January 6, 2020 and the Planning Committee on Tuesday, January 7, 2020.

July 2020 Committee Meetings

Further proposed changes to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meeting scheduled that would normally fall on July 28, 2020, 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 27, 2020, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee on Wednesday, July 22, 2020.

August 2020 Meeting Break

In order to accommodate an August meeting break, it is recommended that the Regular Council meetings (open and closed) of August 10 and 24, 2020 and the Committee meetings associated to those Council meeting cycles be cancelled.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 17, 2020 to September 8, 2020. 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.

UBCM Convention – September 21 to 25, 2020

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

With regards to the FCM, no schedule change would be necessary to accommodate the FCM convention as the 2020 convention (June 4 - 7, 2020) does not conflict with any usual meeting days.

As the UBCM convention is scheduled for September 21 - 25, 2020 in Victoria, staff recommend that the 2020 Council and Committee schedule be adjusted accordingly to enable Council members to attend the convention. Should Option 1 be endorsed, the meeting schedule would be adjusted to accommodate the convention as follows:

- the September 15, 2020 Community Safety Committee meeting be rescheduled for September 9, 2020, following the Planning Committee meeting;
- the September 21, 2020 General Purposes Committee meeting be rescheduled for September 15, 2020;
- the September 22 and the September 23, 2020 Planning Committee and Public Works and Transportation Committee be rescheduled in tandem on September 16, 2020; and
- the September 16, 2020 Development Permit Panel meeting be rescheduled to September 17, 2020.

Matters arising from September 15th and 16th Committees would be considered at the Regular Council meeting on September 28, 2020. These adjustments would avoid a scheduling conflict for Council members wishing to attend the UBCM convention.

December 2020 Committee Meetings

In order to accommodate the December 2020 Holiday Season and City Hall closure, staff are proposing the following schedule adjustments:

- cancel the open and closed Regular Council meetings that would otherwise fall during the 2020 December holiday season (on December 28, 2020) and, instead hold a Special Council meeting, following the December 16, 2020 Public Works and Transportation Committee and Parks, Recreation and Cultural Services Committee meetings to consider any business arising from the Committees that is of a time-sensitive nature.

The Option 1 meeting schedule is presented in Attachment 1, which incorporates adjustments for the August meeting break, the 2020 UBCM Convention and the December Holiday Season City Hall closure.

It should be noted that the proposed December schedule, with the final Special Council meeting taking place on December 16th, will enable staff to prepare, compile and distribute the agenda packages for the first cycle of 2021 meetings before the 2020 City Hall closure. For year 2021, it is anticipated that the City Hall would re-open on Monday, January 4, 2021 and that the General Purposes and Finance Committees would be scheduled for that day.

Option 2 – Includes all proposed changes under Option 1 with no adjustments to accommodate the Union of BC Municipalities (UBCM) Convention

The July, August and December 2020 schedule would remain as proposed in Option 1.

September 2020 Meeting Schedule

With no adjustments proposed to accommodate the UBCM Convention, the September 2020 Committee and Council meetings would be scheduled in a typical arrangement with the exception of the September 21, 2020 Public Hearing, which would be rescheduled for September 8, 2020.

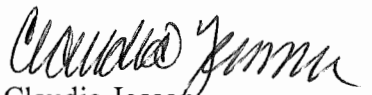
A draft meeting schedule for Option 2 is presented in Attachment 2, which incorporates adjustments for the August meeting break and the December Holiday Season City Hall closure.

Financial Impact

None.

Conclusion

It is recommended that the 2020 Council and Committee (Option 1) meeting schedule be approved as shown in Attachment 1. Should any unusual or urgent circumstances arise outside of the usual schedule, a Special Council meeting can be called with 24 hours' notice. In addition, Council and Committees may make adjustments to the meeting schedule through the year as circumstances may necessitate.


Claudia Jesson
Director, City Clerk's Office

- Att. 1: Proposed 2020 Council and Committee Meeting Schedule - Option 1
- Att. 2: Proposed 2020 Council and Committee Meeting Schedule - Option 2

2020 MEETING SCHEDULE

OPTION 1

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

October 23, 2019

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| <ul style="list-style-type: none"> CO Regular Council Mtg., 7:00pm FC 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 | <ul style="list-style-type: none"> 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 |
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Note: All meeting dates are subject to change.

2020 MEETING SCHEDULE

OPTION 2

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

October 23, 2019

- 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.