



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 8, 2019

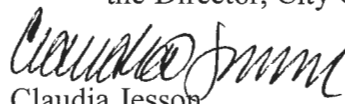
From: Claudia Jesson
Director, City Clerk's Office

File: 01-0105-00/Vol 01

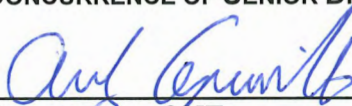
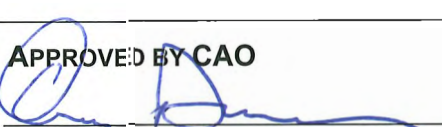

Re: Council and Committee 2020 Meeting Schedule and Agenda Distribution Options

Staff Recommendations

1. That the 2020 Council and Committee meeting schedule Option 2 (One Monthly Planning Committee), as shown in Attachment 1 to the staff report dated November 8, 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:
 - a) That the Regular Council meetings (open and closed) of August 10, August 24, and December 28, 2020 be cancelled;
 - b) 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
 - c) 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.
2. That the Agenda Distribution Option 2 (seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution) be approved as the preferred agenda distribution option as described in the staff report titled "Council and Committee 2020 Meeting Schedule and Agenda Distribution Options" dated November 8, 2019, from the Director, City Clerk's Office.


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

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR	
	
REVIEWED BY SMT	INITIALS:
	
APPROVED BY CAO	

Staff Report

Origin

At the November 4th General Purposes Committee, the following referral to staff was made:

That staff review the Council and Committee meeting schedule and agenda distribution process, and identify opportunities to optimize the schedule, and report back.

The purpose of this report is to respond to the referral and provide Council with options for the 2020 Council and Committee meeting schedule and options for the distribution of Council and Committee agendas.

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.

8.1 Increased opportunities for public engagement.

Analysis

When identifying meeting schedule and agenda distribution options, staff found that the following key principles are important to consider when selecting the optimal meeting schedule and agenda distribution process:

- Recognizing of the City's unique overall Committee Structure in terms of Committee items forming the Council agendas, as no other lower mainland municipality that has been polled has a Committee structure that directly feeds into a Council meeting;
- Respecting each Council Committee's role in considering and vetting various matters prior to proceeding to the Council meeting for formal ratification;
- Enhancing the current public access to the meeting process whenever possible;
- Providing elected officials more time to review new Committee material and submit queries to staff in advance of meetings;
- Ensuring that City business proceeds as expeditiously as possible to ensure that overall customer service levels remain high;
- Ensuring that the cycle of each report proceeding to a Committee meeting for consideration and to the Council meeting for formal ratification must not experience unnecessary delay;
- Maintaining the quality control and high standards for reports proceeding to Committee/Council meetings; and,
- Reducing additional burden on administration.

Council and Committee 2020 Meeting Schedule Options

Table1 below provides a highlight of four meeting schedule options for consideration. The four options for the 2020 Council and Committee meeting schedule all include a schedule that has been adjusted to enable Council members to attend the 2020 UBCM Convention. In other words, there are no Council and/or Committee meetings proposed for September 21-25, 2020. With regards to the 2020 FCM Convention (June 4-7, 2020), this does not conflict with any usual meeting days. In

addition, the four meeting schedule options all include the first cycle of committee meetings commencing on Tuesday, January 7, 2020 due to the timing of the City Hall holiday closure.

It should be noted that 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 require. This flexibility applies to all options.

Table 1: Council and Committee Meeting Schedule Options

Option	Description	Summary of Options
Option 1	Base Schedule <i>(NOT RECOMMENDED)</i>	August Meeting Break December City Hall closure No meetings during UBCM
Option 2	One Monthly Planning Committee and Tuesday Public Works & Transportation Committee <i>(RECOMMENDED)</i>	August Meeting Break December City Hall closure No meetings during UBCM One Planning Committee Tuesday PWT Committee No Wednesday Committee meetings
Option 3	Tuesday Consecutive Committee Schedule – No Committee post Public Hearing <i>(NOT RECOMMENDED)</i>	August Meeting Break December City Hall Closure No meetings during UBCM One Planning Committee No Tuesday Committee Meeting post Public Hearing Community Safety and PWT held back to back No Wednesday Committee Meetings
Option 4	Wednesday Consecutive Committee Schedule – No Tuesday Committees post Council and Public Hearings Meetings <i>(NOT RECOMMENDED)</i>	August Meeting Break December City Hall Closure No meetings during UBCM One Planning Committee No Tuesday Committee Meeting post Council & PH PRCS and PWT held back to back on Wednesday

RECOMMENDED: Option 2 – One Monthly Planning Committee (Attachment 1)

There are numerous options for a Council and Committee schedule. However, when the key principles are taken into account (refer to page 2), significant change to the actual Committee structure is not recommended. The City's Committee structure is unique, as no other Lower Mainland municipality exhibits this structure where reports to Committees form the Council agenda. The Committee structure enables matters to be carefully reviewed/scrutinized prior to proceeding to Council again for further consideration and formal ratification. Each Committee is unique and should be preserved; there is the opportunity to make the schedule more efficient.

Staff is recommending “Option 2 – One Monthly Planning Committee” (Attachment 1) which reduces the number of Planning Committee meetings by replacing a bi-weekly schedule with a monthly Planning Committee meeting. Under this option, the monthly Planning Committee will be scheduled for the first Tuesday of every month to ensure that all land use development applications proceed to the subsequent month’s Public Hearing.

With a monthly Planning Committee schedule, the agenda would be more substantial and there would be one less meeting per month for Planning Committee members to attend. This option also proposes to move the Public Works and Transportation Committee from the regularly scheduled third Wednesday of each month to the third Tuesday of each month, taking the place of the eliminated second Planning Committee. With this option, Council and Committee meetings only take place on Mondays and Tuesdays, with the exception of weeks having statutory holidays on a Monday. Figure 1 below depicts the “One Monthly Planning Committee” schedule for the month of March 2020.

Figure 1 – One Monthly Planning Committee Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
	GP FC PC					
1	2	3	4	5	6	7
8	CO	CS	DP	12	13	14
	GP PH PWT					
15	16	17	18	19	20	21
	CO	PRC	DP			
22	23	24	25	26	27	28
29	30	31				

Benefits for Option 2	Challenges for Option 2
<ul style="list-style-type: none"> No impact to the stream of applications being forwarded to Public Hearing, hence, no erosion of service level 	<ul style="list-style-type: none"> Adjustment for external applicants to adhere to new deadlines for the monthly Planning Committee
<ul style="list-style-type: none"> Monthly Planning Committee agenda would be more substantial, as at times bi-monthly agendas have been quite light 	<ul style="list-style-type: none"> Monthly Planning Committee agenda could be heavy in terms of agenda items
<ul style="list-style-type: none"> One less Committee meeting for members to attend 	<ul style="list-style-type: none"> Missed deadlines for land use applications may result in additional Special Planning Committee meetings being called
<ul style="list-style-type: none"> Establishes a clear pattern for applications, all applications for the monthly Planning Committee would proceed to next month’s Public Hearing 	
<ul style="list-style-type: none"> No Committee meetings on a Wednesday 	

Attachment 2 provides additional detailed information on the other proposed Council and Committee schedule meeting options 1, 3 and 4, should Council wish to consider alternative meeting schedules. Unlike, the other meeting options described in Attachment 2, the recommended Option 2 takes into account the important role of each Committee (ie. No consecutive meetings) and identifies an efficiency via a monthly Planning Committee. As the public is very familiar with the current committee structure and it is working well overall, significant changes to the Committee schedule are not recommended.

Council and Committee Agenda Distribution

Municipal Survey

Staff undertook a survey of six lower mainland municipalities to ascertain the agenda production process in other cities. Unlike other municipalities, the City of Richmond is unique in terms of its Committee structure and Committee Items feeding into subsequent Council Agendas.

The Cities of Burnaby, New Westminster and Surrey distribute complete Council agendas on a Thursday for a Monday Meeting; it should be noted that unlike in Richmond, these Cities' Council agendas contain new material (ie. Reports to Council) that have not come via Standing Committees which Council has been able to review previously. The City of Delta distributes Council agendas on a Wednesday for a Monday meeting, and the City of Vancouver issues Council agendas five business days in advance on a Tuesday for a Tuesday meeting.

The recommended "Option 2 – Seven (7) Business Days in Advance and Wednesday Single Council Distribution" enhances the current distribution of Committee and Council material. In addition, the recommended option exceeds the current agenda distribution practices of other municipalities with respect to the timing of when elected officials receive Committee and Council packages.

Committee Report Cycle

With regards to the report preparation, from the drafting to the finalization of a report, the life cycle of a report represents a long continuum. Due to the current advance distribution of Committee packages five (5) business days in advance (Option 1 – Status Quo), the life of cycle of all reports has been further extended, as reports need to be prepared that much earlier.

Prior to finalized and signed off reports reaching a respective Committee, there is much internal review and quality control of reports to ensure the reports are of a high quality when presented to Council. Most reports are at least six (6) weeks old when they reach a targeted Committee and as such it is important that the Committee reports proceed to the next available Council meeting for formal ratification. The recommended agenda distribution option addresses the need to ratify Committee Reports at the Council level as quickly as possible. In terms of quality control, report final sign-offs/approvals on a Council or Committee meeting day are disruptive for the administration and the quality of control of reports is impacted. The current "Status Quo" arrangement of five (5) business days in advance is challenging and accordingly the recommended option, as outlined below, aims to both enhance and improve the current process.

Agenda Distribution Options

In response to Council's recent referral, staff has also reviewed the current agenda distribution process and five options have been identified. Historically, the Council and Committee agenda distribution was on the Friday prior to the following week's meetings (Monday, Tuesday, and Wednesday). As all elected officials are familiar with this agenda distribution schedule, staff have not included it as an option in the list below. The following five options have been identified for Council's consideration:

- Option 1 – Status Quo – Five (5) Business Days in Advance for Committees and Council Distribution
- Option 2 – Seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution (**RECOMMENDED**)
- Option 3 – Six (6) Business Days in Advance for Committees and Thursday Single Council Distribution
- Option 4 – Seven (7) Business Days in Advance for Committees and Thursday Single Council Distribution
- Option 5 – Six (6) Business Days in Advance for Committees and Council Distribution

As with the recommended meeting schedule in the previous section, staff has also taken into account the key principles (page 2) when determining which agenda distribution option should be recommended. If the purpose is to ensure adherence to the key principles, then staff recommend that the agenda distribution "Option 2 – Seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution" (see page 7) best meets and exceeds the key principles of timeliness, transparency, report quality control, and respect of the Committee structure. It should be noted that prior to the current distribution process, all Committee, Council and Public Hearing packages were distributed on a Friday prior to the following Monday's cycle of meetings. The traditional format for distribution did not provide the public much advance access to any agendas nor provide much time for Council members to review the packages and send out queries to staff. Although improvements have been made to provide earlier access to Committee packages, the recent changes with the five (5) business days in advance distribution have created additional challenges for staff. Ultimately, the aim of this report is to enhance these recent improvements and resolve some of the challenges that have resulted from changing the timing of distributing Committee and Council agendas packages.

Option 1 – Status Quo - Five (5) Business Days in Advance for Committees and Council Distribution (NOT RECOMMENDED)

At this point in time, for Committees, the packages are being distributed to Council on a Monday, five (5) business days in advance of the meetings. Along with the Committee packages, Public Hearing packages are distributed to Council five (5) business days in advance. Having agenda production work on a Monday when Committee and Council meetings take place is continually challenging to manage and balance. The finalization of reports and assembly of packages on a Monday Committee and/or Council meeting day is also challenging in terms of report quality control, as it is difficult to undertake the day of busy Committee/Council meeting days while finalizing Committee reports.

In terms of Council packages, the challenge with the five (5) business days advance distribution has been to ensure that Committee items are not delayed going to Council for formal consideration and endorsement. In an effort to ensure that Council packages incorporate items considered by

Committees in the immediate two weeks prior to the Council meeting, an initial Council agenda is distributed to Council five (5) business days in advance which captures all potential committee items from the last two weeks. An updated/revised Council agenda is distributed to Council on the Friday before the Monday Council meeting, which captures the outcome from the respective Committee meetings. There has recently been concern expressed by some Council members that the current approach applied to the distribution of Council agendas is not working well.

It should be noted that the revised Council agenda “revisions” do not represent new material and only capture the updates (ie. actual recommendations) regarding the previously considered Committee items. While Council meeting agendas are primarily comprised of recent Committee reports, the current dual Council agenda production is not a clear process and may be confusing to the public. Figure 2 below illustrates when Committee and Council (Initial and Revised) packages are currently distributed.



Figure 2 – Status Quo

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, well in advance of scheduled meetings 	<ul style="list-style-type: none"> Advance distribution of Committee and Council agendas on a Monday is challenging to administer for staff, as Council and/or Committee meetings are taking place
<ul style="list-style-type: none"> Council package is comprised of items from the previous two weeks of Committees, representing no delay in Council ratification of items 	<ul style="list-style-type: none"> Report finalization and sign off on a meeting Monday is challenging to administer for all staff involved
<ul style="list-style-type: none"> Additional time for staff to respond to Council members' agenda queries 	<ul style="list-style-type: none"> Council agenda distribution is not one complete package due to the initial and revised agendas Increased likelihood of Committee agenda changes/revisions with earlier distribution

RECOMMENDED - Option 2 – Seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution

Under this option, the Committee and Public Hearing packages would be distributed to Council members seven business days in advance, an enhancement to the current five (5) business days in advance schedule. In an effort to provide the Council package to Council members as early as possible and as one complete package, but still capturing the previous two weeks' committee items, this option proposes to distribute the complete Council agenda on the Wednesday prior to a Monday Council meeting. It should be noted that with a Wednesday distribution of Council agendas, there would be times when Committee meeting minutes would need to be provided with a supplemental agenda on a Friday.

With the recommended meeting schedule Option 2 (One Monthly Planning Committee), there would be no committees on a Wednesday which would enable staff to finish off the minutes from Monday and Tuesday meetings and issue a complete Council agenda on Wednesdays. A Wednesday distribution would provide Council and the public with even earlier access to a complete Council package and would ensure Committee items are ratified by Council in a timely manner.

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests. Figure 3 below illustrates when Council and Committee packages would be distributed.

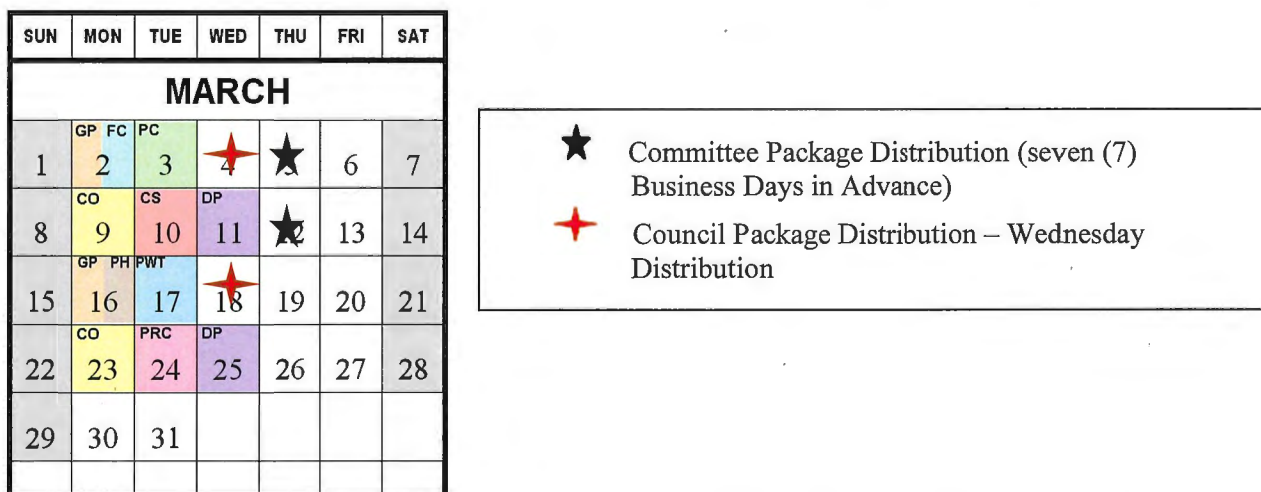


Figure 3 – Wednesday Council Distribution and “Seven (7) Business Days in Advance” Committee Package

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Agenda production work moved from a Monday meeting day 	<ul style="list-style-type: none"> Tighter timeframe to finalize, sign-off and compile agenda items
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, earlier than current distribution, providing more review time 	<ul style="list-style-type: none"> Earlier distribution of agendas increases the likelihood of agenda changes, revisions and distribution of supplemental agendas
<ul style="list-style-type: none"> Council agenda is distributed as one complete package well in advance of meeting 	<ul style="list-style-type: none"> Adding an additional courier delivery, as most Council members are not in on Wednesdays

Alternative Agenda Distribution Options

Should Council wish to consider alternative options, Attachment 3 provides additional material regarding the following options that are not recommended:

- Option 3 – Six (6) Business Days in Advance for Committee Meetings and Thursday Single Council Distribution
- Option 4 – Seven (7) Business Days in Advance for Committee Meetings and Thursday Single Council Distribution
- Option 5 – Six (6) Business Days in Advance for Committee and Council Meetings Distribution

Financial Impact

There is no financial impact. Any additional courier costs and staff overtime costs that may arise would be covered under the existing budget.

Conclusion

This report provides options for the 2020 Committee and Council meeting schedule and the agenda distribution cycle. This report recommends a 2020 Committee and Council meeting schedule that proposes to move to a monthly Planning Committee schedule, with all other Committee meetings proceeding, as per existing schedule. This report also recommends enhanced changes to the agenda distribution schedule by moving the distribution of Committee packages from the current five (5) business days in advance to seven business days in advance. Furthermore, this report recommends the streamlining of the Council agenda distribution to one single agenda distribution on the Wednesday before a Monday meeting.

The recommended meeting schedule and agenda distribution schedule serve to ensure that the principles of timeliness, transparency, report quality control and respect of the Committee structure are all enhanced rather than compromised.



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

CJ:cj

- Att. 1: Recommended: Option 2 – One Monthly Planning Committee
2: Additional Information – Meeting Schedule Options 1, 3 and 4 – Not Recommended
3: Additional Information – Agenda Distribution Options 3, 4 and 5 – Not Recommended

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	4	5	6	7
5	6	GP 7	FC 8	9	10	11	2	GP 3	FC 4	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	PWT 18	19	20	21
19	GP 20	PH 21	PWT 22	23	24	25	16	STAT 17	GP 18	PH 19	PWT 20	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	3	FCM 4	FCM 5	FCM 6
5	GP 6	FC 7	8	9	STAT 10	11	3	GP 4	FC 5	6	7	8	9	FCM 7	CO 8	CS 9	DP 10	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	PWT 17	18	19	20
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	PWT 21	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	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	10	11	12
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PWT 16	17	18	19
19	GP 20	PH 21	PWT 22	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			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
				1	2	3	1	GP 2	FC 3	4	5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	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	PWT 18	19	20	21	13	GP 14	PH 15	PWT 16	17	18	19
18	GP 19	PH 20	PWT 21	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						

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. GP - 66

Meeting Schedule Options 1, 3 and 4 – Additional Information

Option 1 – Base Schedule (NOT RECOMMENDED)

Option 1 is the current Committee and Council meeting schedule and observes a meeting break in August, and closure of the City Hall during the December holiday season. Following the 2019 closure, City Hall will re-open on Thursday, January 2, 2020. This option, therefore, proposes that the General Purposes and Finance Committees will resume on Tuesday, January 7, 2020 and the Planning Committee on Wednesday, January 8, 2020. In 2020, City Hall will be closed on Friday, December 25, 2020 and will re-open on Monday, January 4, 2021. This option, Figure 4 below depicts the schedule for the month of March 2020.

Figure 4 –Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
	GP FC	PC				
1	2	3	4	5	6	7
	CO	CS	DP			
8	9	10	11	12	13	14
	GP PH	PC	PWT			
15	16	17	18	19	20	21
	CO	PRC	DP			
22	23	24	25	26	27	28
29	30	31				

Benefits for Option 1	Challenges for Option 1
<ul style="list-style-type: none"> Other than no meetings during UBCM, the Committee schedule is the usual pattern that has been in place for a very long time 	<ul style="list-style-type: none"> Committee, Council and Public Hearing schedule is demanding, as every week there are always at least two consecutive meeting days

Option 3 – Consecutive Committee Schedule – No Tuesday Committee Meeting Post Public Hearing and No Wednesday Committee Meetings

This option modifies Option 2 by eliminating Committee meetings on the Tuesday following Public Hearings. In order to have no committee meetings following a Public Hearing, this option proposes to move the Public Works and Transportation Committee to the second Tuesday of each month, to be held consecutively with the Community Safety Committee.

As the schedule for a Monday Public Hearing also includes a General Purposes Committee being held prior to the Public Hearing, having no Committee meetings scheduled for the following day would free up Council members from having to attend a committee meeting, after a potentially long Monday meeting night. In addition, by holding the Public Works and Transportation and Community Safety Committees back to back, the overall meeting schedule is more efficient while maintaining the frequency of these committee meetings. Figure 5 below depicts the “No Committee Meetings Post Public Hearing” schedule for the month of March 2020.

Figure 5 – No Tuesday Committee Meeting Post Public Hearing and No Wednesday Committees - Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
1	GP FC PC 2	3	4	5	6	7
8	CO 9	CS PWT DP 10	11	12	13	14
15	GP PH 16	17	18	19	20	21
22	CO 23	PRC 24	DP 25	26	27	28
29	30	31				

Benefits for Option 3	Challenges for Option 3
<ul style="list-style-type: none"> Monthly Planning Committee benefits highlighted in Option 2 	<ul style="list-style-type: none"> Monthly Planning Committee challenges highlighted in Option 2
<ul style="list-style-type: none"> Reduction in Committee Meeting days with no reduction in actual Committee meetings due to Community Safety and Public Works and Transportation being held back to back 	<ul style="list-style-type: none"> Holding two committees consecutively (back to back) will mean committee members of the second Committee will need to wait for the first committee to adjourn
<ul style="list-style-type: none"> No Tuesday Committee meetings following a heavy Monday meeting of GP and Public Hearing 	<ul style="list-style-type: none"> Delegations scheduled for the second Committee will need to wait until the first Committee adjourns
<ul style="list-style-type: none"> Back to back schedule already takes place with consecutive Special Council, Open and Closed GP and Finance Committees 	<ul style="list-style-type: none"> Heavy meeting schedule, as two consecutive committees are scheduled on the Tuesday following a Monday Council Meeting

Option 4 –Consecutive Committee Schedule – No Tuesday Committee Meetings Post Council and Public Hearing Meetings

This option incorporates elements of Option 2 and Option 3, and proposes to have no Committee meetings held on a Tuesday following Council Meetings.

Under this option, the Community Safety would take place on the first Wednesday of each month. In addition, the Parks, Recreation and Cultural Services (PRCS) and the Public Works and Transportation (PWT) Committees would be held back to back on the third Wednesday of each month. A benefit of this option is that the days following Council meetings will be free of meetings enabling Council members to do other work. By holding the PRCS and PWT Committees back to back, this consecutive meeting schedule frees up other meeting days while still ensuring that the committee business proceeds, with no meetings being eliminated. Figure 6 below depicts the “No Committee Meetings Post Council Meetings and Public Hearings” schedule for the month of March 2020.

Figure 6 – No Tuesday Committee Meetings Post Council and Public Hearing Meetings - Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
1	GP FC	PC	CS	5	6	7
8	CO	9	10	DP	12	13
15	GP PH	16	17	PWT/PRC	19	20
22	CO	23	24	DP	26	27
29	30	31				

Benefits for Option 4	Challenges for Option 4
<ul style="list-style-type: none"> Monthly Planning Committee benefits highlighted in Option 2 	<ul style="list-style-type: none"> Monthly Planning Committee challenges highlighted in Option 2
<ul style="list-style-type: none"> Reduction in Committee Meeting days with no reduction in actual Committee meetings due to Public Works and Transportation and Parks, Recreation and Cultural Services being held back to back 	<ul style="list-style-type: none"> Holding two committees consecutively (back to back) will mean committee members of the second Committee will need to wait for the first committee to adjourn
<ul style="list-style-type: none"> No Tuesday Committee meetings following Monday Council meetings and Monday Public Hearings 	<ul style="list-style-type: none"> Delegations scheduled for the second Committee will need to wait until the first Committee adjourns
<ul style="list-style-type: none"> Back to back schedule already takes place with consecutive Special Council, Open and Closed GP and Finance Committees 	<ul style="list-style-type: none"> Heavy meeting schedule, as two consecutive committees of PWT and PRCS can both have substantial agendas

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	4	5	6	7
5	6	GP 7	FC 8	9	10	11	2	3	GP 4	FC 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	PWT 18	19	20	21
19	GP 20	PH 21	PWT 22	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	8	9	STAT 10	11	3	GP 4	FC 5	6	7	8	9	FCM 7	CO 8	CS 9	DP 10	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	PWT 17	18	19	20
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	PWT 21	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	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	PH 10	CS 11	12
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PH 16	PWT 17	DP 18	19
19	GP 20	PH 21	PWT 22	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			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
				1	2	3	1	GP 2	FC 3	4	5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	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	PWT 18	19	20	21	13	GP 14	PH 15	PWT 16	17	18	19
18	GP 19	PH 20	PWT 21	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						

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. GP - 70

2020 MEETING SCHEDULE

OPTION 3

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	6	GP 7	FC 8	PC 9	10	11	2	GP 3	FC 4	PC 5	6	7	8	8	CO 9	CS 10	PWT 11	DP 12	13	14	
12	CO 13	CS 14	PWT 15	DP 16	17	18	9	CO 10	CS 11	PWT 12	DP 13	14	15	15	GP 16	PH 17	18	19	20	21	
19	GP 20	PH 21	22	23	24	25	16	STAT 17	GP 18	PH 19	20	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	FCM 7	CO 8	CS 9	PWT 10	DP 11	12	13	
12	STAT 13	CO 14	CS 15	DP 16	17	18	10	CO 11	CS 12	PWT 13	DP 14	15	16	14	GP 15	PH 16	17	18	19	20	
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	21	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	PC 11	CS 12	
12	CO 13	CS 14	PWT 15	DP 16	17	18	9	10	11	12	13	14	15	13	CO 14	GP 15	PWT 16	DP 17	18	19	
19	GP 20	PH 21	PRC 22	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		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			1	2	3	4	5	
4	GP 5	FC 6	PC 7	8	9	10	8	CO 9	CS 10	PWT 11	STAT 12	DP 13	14	6	CO 7	CS 8	PWT 9	DP 10	11	12	
11	STAT 12	CO 13	CS 14	PWT 15	16	17	15	GP 16	PH 17	18	19	20	21	13	GP 14	PH 15	PRC 16	CO 17	18	19	
18	GP 19	PH 20	21	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	FC					27	STAT 28	29	30	31	STAT 1 JAN	2 JAN	
														3 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. GP - 71

2020 MEETING SCHEDULE

OPTION 4

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	CS 5	6	7
5	6	GP 7	FC 8	PC 9	10	11	2	3	GP 4	FC 5	PC 6	7	8	8	CO 9	10	DP 11	12	13	14
12	CO 13	14	DP 15	16	17	18	9	CO 10	11	DP 12	13	14	15	15	GP 16	PH 17	PWT 18	PRC 19	20	21
19	GP 20	PH 21	PWT 22	PRC 23	24	25	16	STAT 17	GP 18	PH 19	PWT 20	PRC 21	22	22	CO 23	24	DP 25	26	27	28
26	CO 27	28	DP 29	30	31		23	CO 24	25	DP 26	27	28	29	29	30	31				
APRIL							MAY							JUNE						
			1	2	3	4						1	2		GP 1	FC 2	PC 3	CS 4	FCM 5	FCM 6
5	GP 6	FC 7	PC 8	CS 9	STAT 10	11	3	GP 4	FC 5	PC 6	7	8	9	FCM 7	CO 8	9	DP 10	11	12	13
12	STAT 13	CO 14	DP 15	16	17	18	10	CO 11	12	DP 13	14	15	16	14	GP 15	PH 16	PWT 17	PRC 18	19	20
19	GP 20	PH 21	PWT 22	PRC 23	24	25	17	STAT 18	GP 19	PH 20	PWT 21	PRC 22	23	21	CO 22	23	DP 24	25	26	27
26	CO 27	28	DP 29	30			24	CO 25	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	CS 9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	PC 10	CS 11	12
12	CO 13	14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PWT 16	PRC 17	18	19
19	GP 20	PH 21	PWT 22	PRC 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			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
				1	2	3	1	GP 2	FC 3	PC 4	CS 5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	PC 7	CS 8	9	10	8	CO 9	10	STAT 11	DP 12	13	14	6	CO 7	CS 8	PWT 9	10	11	12
11	STAT 12	CO 13	DP 14	15	16	17	15	GP 16	PH 17	PWT 18	PRC 19	20	21	13	GP 14	PH 15	PRC 16	CO 17	18	19
18	GP 19	PH 20	PWT 21	PRC 22	23	24	22	CO 23	24	DP 25	26	27	28	20	21	22	23	24	STAT 25	26
25	CO 26	27	DP 28	29	30	31	29	GP 30	FC					27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
														3 JAN						

December 6, 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. GP - 72

*Special Council Meeting

Agenda Distribution Options 3, 4 and 5 – Additional Information

Option 3 – Six (6) Business Days in Advance for Committees and Thursday Single Council Distribution (NOT RECOMMENDED)

As there has been concern expressed by some Council members that the distribution of the initial and revised agendas is confusing to the public, this option proposes to address these concerns through one single Council agenda distribution. Unlike the status quo, this option proposes that complete Council agendas be distributed on the Thursday before a Monday Council meeting. With a Thursday distribution, the Council package would capture the last two weeks of committee items and would provide the public access to one complete Council package on Thursday. Under this option, it is proposed that the distribution of Committee and Public Hearing packages takes place six business days in advance, as the current distribution on a Monday is challenging for staff to administer. Undertaking agenda production work on the same day of Council, Public Hearing and Committee meetings is challenging to balance for all staff involved in reviewing, finalizing and compiling of the various agenda items.

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests. Figure 7 below illustrates when Council and Committee packages would be distributed.

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
	GP FC PC					
1	2	3	4	5	6	7
	CO	CS	DP			
8	9	10	11	12	13	14
	GP PH PWT					
15	16	17	18	19	20	21
	CO	PRC	DP			
22	23	24	25	26	27	28
29	30	31				

★	Committee Package Distribution (Six (6) Business Days in Advance)
✚	Council Package Distribution – Thursday Distribution of Single Council Package

Figure 7 – Thursday Council Distribution and “Six (6) Business Days in Advance” Committee Package

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Agenda production work moved from a Monday meeting day 	<ul style="list-style-type: none"> Tighter timeframe to finalize, sign-off and compile agenda items
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, earlier then current distribution 	<ul style="list-style-type: none"> Earlier distribution of agendas increases the likelihood of agenda changes, revisions and distribution of supplemental Committee agendas
<ul style="list-style-type: none"> Council agenda is distributed as one complete package 	<ul style="list-style-type: none"> Adding an additional courier delivery, as most Council members are not in on Thursdays

Option 4 – Seven (7) Business Days in Advance for Committees and Thursday Single Council Distribution (NOT RECOMMENDED)

Similar to Option 2, this option proposes to have one single Council agenda distribution on the Thursday before a Monday meeting. With a Thursday distribution, the Council package would capture the last two weeks of committee items and would provide the public access to one complete Council package on Thursday.

Under this option, it is also proposed that the distribution of Committee and Public Hearing packages take place seven business days in advance, in order to move all agenda production related work to a Thursday. As noted earlier, the current distribution on a Monday is challenging for staff to administer.

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests. Figure 8 below illustrates when Council and Committee packages would be distributed.

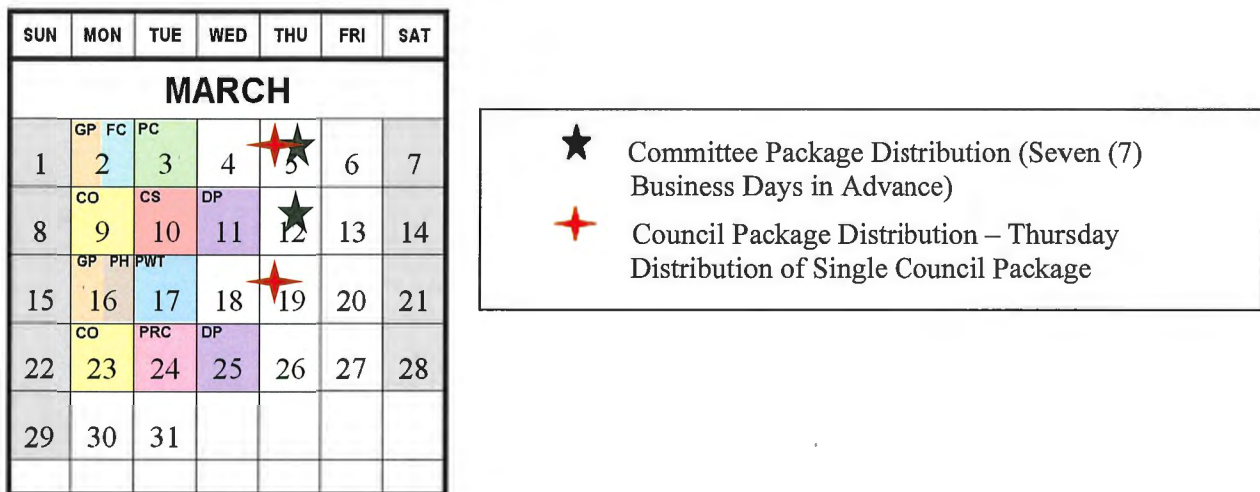


Figure 8 – Thursday Council Distribution and “Seven (7) Business Days in Advance” Committee Package

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> All agenda production work moved from a Monday meeting day to a Thursday 	<ul style="list-style-type: none"> All agenda production would be taking place on one day; every Thursday there would be some agendas going out
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, earlier than current distribution 	<ul style="list-style-type: none"> Tighter timeframe to finalize, sign-off and compile agenda items
<ul style="list-style-type: none"> Council agenda is distributed as one complete package in advance of meeting 	<ul style="list-style-type: none"> Adding an additional courier delivery, as most Council members are not in on Thursdays
<ul style="list-style-type: none"> Reduced likelihood of Council agenda revisions and distribution of supplemental agenda with a Thursday distribution 	<ul style="list-style-type: none"> Earlier distribution of committee agendas increases the likelihood of agenda changes, revisions and distribution of supplemental agendas

Option 5 – Six (6) Business Days in Advance for Committees and Council Distribution (NOT RECOMMENDED)

Under this option, it is proposed that the Committee and Public Hearing packages would be distributed to Council on the Friday, six business days in advance of the actual meetings. The current distribution on a Monday, five (5) business days in advance, would move to the preceding Friday. In addition, the agenda production work would move from a Monday Council and Committee meeting day to the Friday.

With a Friday distribution of the Council package six (6) business days in advance, it should be noted that the Council package would be comprised of Committee items from three weeks before, rather than from the most recent two previous weeks. While there would be a single complete Council agenda distributed to Council, the consideration and ratification of Committee items would be significantly delayed.

Figure 9 below illustrates which Committees will feed into which Council meeting, with a typical three week delay.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
MARCH							APRIL						
1	GP FC PC									1	2	3	4
8	CO	CS	DP				5	GP FC PC				STAT	11
15	GP PH PC	PWT					12	STAT	CO	CS	DP		18
22	CO	PRC	DP				19		GP PH PC	PWT			25
29	30	31					26	CO	PRC	DP			

Figure 9 – Committees Feeding into Council Meetings

Under this option, there would be a need to distribute supplemental Council agendas to ensure that applications and related land use bylaws and matters of a time-sensitive nature are brought to Council in a timely manner. As an example, the March 23rd Council package would be distributed on Friday, March 13th and would be comprised of the March 2nd General Purposes and Finance Committees, March 3rd Planning Committee and March 10th Community Safety Committee. The supplemental agenda would be distributed on Friday, March 20th, if required.

If the bi-monthly Planning Committee would continue, it should be noted that the March 17th Planning Committee (refer to Figure 9 above) land use applications would need to be part of the March 20th Supplemental Council Package in order to be ratified at the March 23rd Council and proceed in time to the April 21st Public Hearing.

Figure 10 below illustrates the distribution of both Council and Committee packages on a Friday, six business days in advance of the actual meetings.

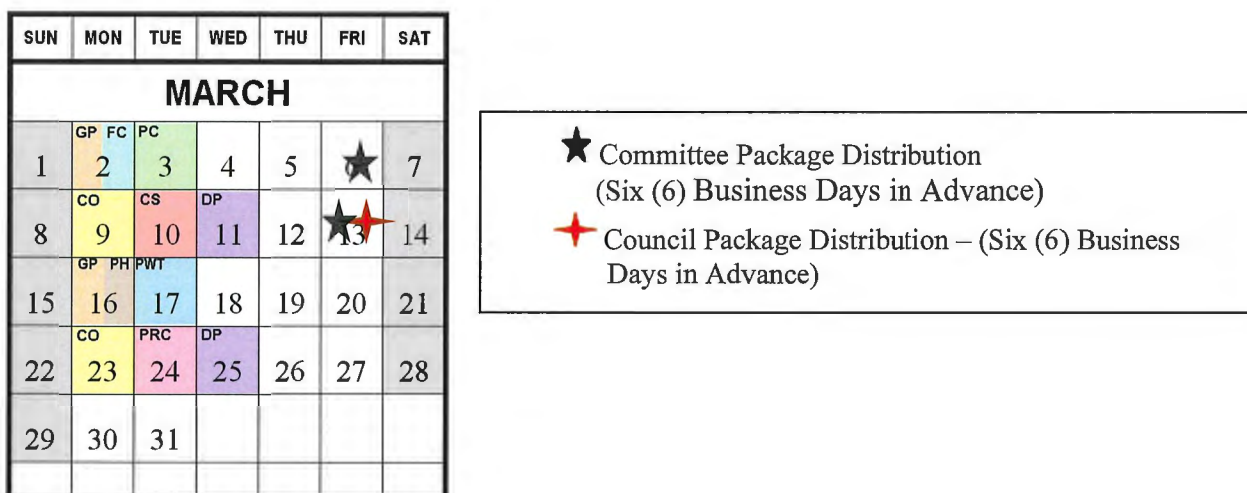


Figure 10 – Six (6) Business Days in Advance Distribution

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests.

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Agenda production work moved from a Monday meeting day to Friday 	<ul style="list-style-type: none"> Consideration and ratification of Committee items will be significantly delayed
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, well in advance of meetings 	<ul style="list-style-type: none"> Impact on land use applications and bylaws being delayed to later Public Hearings, unless supplemental packages are issued
<ul style="list-style-type: none"> Council agenda is distributed as one complete package 6 business days in advance of meeting 	<ul style="list-style-type: none"> Increased likelihood for late reports and need for supplemental agendas Increased likelihood for Special Council meetings to be called; Special Council meetings do not afford the public significant time to consider items