



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** October 3, 2023
From: Claudia Jesson **File:** 01-0105-01/2023-Vol
 Director, City Clerk's Office 01
Re: **2024 Council and Committee Meeting Schedule**

Staff Recommendation

1. That the 2024 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated October 3, 2023, from the Director, City Clerk's Office, be approved; and,
2. That the following revisions as detailed in the staff report titled "2024 Council and Committee Meeting Schedule" dated October 3, 2023, from the Director, City Clerk's Office, be approved:
 - a) That the Regular Council meetings (open and closed) of August 12 and August 26, 2024 be cancelled; and
 - b) That the August 19, 2024 Public Hearing be rescheduled to September 3, 2024 at 7:00 p.m. in the Council Chambers at Richmond City Hall.

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	

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 2024 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 2022-2026 Strategy #1 Proactive in Stakeholder and Civic Engagement:

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. 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 it is recommended that the Regular Council meetings (open and closed) of August 12 and 26, 2024 be cancelled.

For the December 2024 holiday season, City Hall will be closed from Wednesday, December 25, 2024 and will re-open on Thursday, January 2, 2025. Following the 2023 December City Hall closure, City Hall will re-open on Tuesday, January 2, 2024 and the General Purposes and Finance Committees will commence on Monday, January 8, 2024. 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.

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, 2024, 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 23, 2024, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 17, 2024.

In instances where there is a shortened week due to a holiday Monday, staff propose that the PWT meeting, which would otherwise fall on the Thursday, be scheduled on the Wednesday in tandem with the Planning Committee. For 2024, these double meetings would occur on February 21st, May 22nd, and October 16th. Keeping the PWT Committee meetings on

Wednesdays would allow for the timely publishing and distribution of the following week's agenda package.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 19, 2024 to September 3, 2024. 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 2024 UBCM convention is scheduled for September 16 to 20, 2024 in Vancouver. Accordingly, the Planning Committee (PC) that would normally be scheduled for September 17, 2024 and the PWT Committee that would be scheduled on September 18, 2024, are both rescheduled to take place on Wednesday, September 11, 2024. It should be noted that no schedule adjustments are required for the FCM Convention that has proposed dates of June 6 to 9, 2024.

Accordingly, adjustments to the meeting schedule are proposed to:

- reschedule the July PRCS meeting for July 17th, 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 22nd;
- cancel the open and closed Regular Council meetings of August 12th and 26th and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 19th Public Hearing to September 3rd;
- reschedule the September 17th PC and September 18th PWT committees to September 11th to accommodate Council members wishing to attend the UBCM Conference;
- schedule PWT meetings to be in tandem with PC on February 21st, May 22nd, and October 16th; and
- schedule the December PRCS and the PWT meetings in tandem for December 18th.

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

Financial Impact

None.

Conclusion

It is recommended that the 2024 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 2024 Council and Committee Meeting Schedule

2024 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							
	STAT 1	2	3	4	5	6					1	2	3						1	2	
7	GP 8	FC 9	PC 10	11	12	13	4	GP 5	FC 6	PC 7	8	9	10	3	GP 4	FC 5	PC 6	7	8	9	
14	CO 15	CS 16	DP 17	18	19	20	11	CO 12	CS 13	DP 14	15	16	17	10	CO 11	CS 12	DP 13	14	15	16	
21	GP 22	PH 23	PC 24	PWT 25	26	27	18	STAT 19	GP 20	PH 21	PC 22	23	24	17	GP 18	PH 19	PC 20	PWT 21	22	23	
28	CO 29	PRC 30	DP 31				25	CO 26	PRC 27	DP 28	29			24	CO 25	PRC 26	DP 27	28	STAT 29	30	
														31							
APRIL							MAY							JUNE							
	STAT 1	GP 2	FC 3	PC 4	5	6					1	2	3	4							1
7	CO 8	CS 9	DP 10	11	12	13	5	GP 6	FC 7	PC 8	9	10	11	2	GP 3	FC 4	PC 5	FCM 6	FCM 7	FCM 8	
14	GP 15	PH 16	PC 17	PWT 18	19	20	12	CO 13	CS 14	DP 15	16	17	18	FCM 9	CO 10	CS 11	DP 12	13	14	15	
21	CO 22	PRC 23	DP 24	25	26	27	19	STAT 20	GP 21	PH 22	PC 23	24	25	16	GP 17	PH 18	PC 19	PWT 20	21	22	
28	29	30					26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	
														30							
JULY							AUGUST							SEPTEMBER							
	STAT 1	GP 2	FC 3	PC 4	5	6					1	2	3	1	STAT 2	GP 3	FC 4	PH 5	PC 6	7	
7	CO 8	CS 9	DP 10	11	12	13	4	STAT 5	6	DP 7	8	9	10	8	CO 9	CS 10	PC 11	DP 12	13	14	
14	GP 15	PH 16	PC 17	PWT 18	19	20	11	12	13	14	15	16	17	15	GP 16	UBCM 17	UBCM 18	UBCM 19	UBCM 20	21	
21	CO 22	23	DP 24	25	26	27	18	19	20	DP 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	STAT 30						
OCTOBER							NOVEMBER							DECEMBER							
		GP 1	FC 2	PC 3	4	5					1	2	1	GP 2	FC 3	PC 4	5	6	7		
6	CO 7	CS 8	DP 9	10	11	12	3	GP 4	FC 5	PC 6	7	8	9	8	CO 9	CS 10	DP 11	12	13	14	
13	STAT 14	GP 15	PH 16	PC 17	18	19	10	STAT 11	CO 12	CS 13	DP 14	15	16	15	GP 16	PH 17	PC 18*	19	20	21	
20	CO 21	PRC 22	DP 23	24	25	26	17	GP 18	PH 19	PC 20	21	22	23	22	23	24	STAT 25	STAT 26	27	28	
27	28	29	30	31			24	CO 25	PRC 26	DP 27	28	29	30	29	30	31	STAT 1 JAN	STAT 2 JAN	STAT 3 JAN	STAT 4 JAN	

September 28, 2023

- 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.