



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

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 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 4th, 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.

October 8, 2021

- 4 -

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

* STAT Subject to change

- 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.

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17	STAT	18	GP	PH	PWT	PC	20	21	22	23	22	STAT	23	CO	24	PRC	25	DP	26	27	28	19	GP	PH	PC	PWT	21	22	23	24	25
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