



City of Richmond

Report to Committee

To: General Purposes Committee

Date: October 2, 2017

From: David Weber
Director, City Clerk's Office

File: 01-0105-01

Re: 2018 Council and Committee Meeting Schedule

Staff Recommendation

That the 2018 Council and Committee meeting schedule as shown in Attachment 3 to the staff report dated October 2, 2017, from the Director, City Clerk's Office, be approved with the following revisions included:

- (1) *That in order to accommodate the August meeting break and the December holiday season,*
 - (a) *the Regular Council meetings (open and closed) of August 13, August 27 and December 24, 2018 be cancelled;*
 - (b) *the Public Hearing of August 20, 2018 be rescheduled to September 4, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall;*
- (2) *That in order to adjust the "fifth week" in January 2018,*
 - (a) *the Regular Council meetings (open and closed) of January 8 and January 22, 2018 be rescheduled to January 15 and January 29, 2018 respectively, with all January Committee meetings readjusted accordingly;*
 - (b) *the Public Hearing of January 15, 2018 be rescheduled to January 22, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and*
- (3) *That in order to avoid meeting conflicts with the 2018 UBCM convention, the Regular Council meeting (open and closed) of September 10, 2018 be cancelled and that a Special Council meeting be called in conjunction with the last Committee meeting during the week of September 4, 2018, if necessary, to deal with any business arising through Committee.*

David Weber
Director, City Clerk's Office
604-276-4098

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 2018 Council meeting schedule is being presented at this time to provide certainty and advance notice of Council's regular meeting schedule.

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 2018, City Hall will be closed Monday, December 24 and will re-open on Wednesday, January 2, 2019.

Accordingly, adjustments to the meeting schedule are proposed to:

- cancel the open and closed Regular Council meetings of August 13 and 27, 2018 and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 20, 2018 Public Hearing to September 4, 2018;
- cancel the open and closed Regular Council meetings that would otherwise fall during the December City Hall closure (on December 24, 2018) and, instead, plan to hold a Special Council meeting in conjunction with the last Committee meetings of the year in order to deal with any business arising from the Committees that is of a time-sensitive nature; and
- schedule the July Parks, Recreation and Cultural Services Committee (PRCS) meeting for Thursday, July 19, 2018 and the December PRCS meeting for December 19, 2018 so that Council may consider any recommendations from the PRCS meetings at the last Regular Council meeting before the August break on July 23, 2018 and at the December 19 Special Council "wrap-up" meeting respectively.

A draft meeting schedule for Option 1 is presented in Attachment 1.

Option 2 – Includes all adjustments under Option 1

PLUS a change for the "fifth week" in January 2018

The Council and Committee meeting calendar is primarily based upon the scheduling of two Council meetings per month held on the 2nd and 4th Mondays, with the Committee schedule being built upon this cycle accordingly. It is important to note during the scheduling process that when a given month includes 5 Mondays, it becomes necessary to include a week at the end of such months during which no meetings would normally be scheduled. This adjustment is required in order to maintain the standard cycle of Council meetings occurring on the 2nd and 4th Mondays in subsequent months. The week during which no meetings are normally scheduled is colloquially referred to as a *fifth week* and usually occurs 4 times a year. In 2018, so-called fifth weeks occur at the end of January, April, July and October.

With a fifth week occurring at the end of January 2018, there is an opportunity to adjust the usual schedule for January such that the fifth week is observed at the beginning of January instead of at

the end of that month. In essence, this adjustment would see all of the meetings in January moved forward on the calendar by one week from where they would otherwise normally fall. This adjustment does not impact the normal pattern of meetings scheduled in subsequent months.

This adjustment to the January 2018 fifth week would assist in the production of more substantive agendas and reports being made available for the first Council and Committee cycle in January. By contrast, the usual approach presents challenges in this regard due to the fact that there are very few business days between the last meetings of the year and the first meetings of the New Year due to the City Hall closure in December. By adjusting the January schedule to observe the fifth week at the beginning of January, staff would be in a better position to respond to and bring forward to Committee any emerging issues occurring during the closure period and the period immediately after City Hall re-opens.

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 an adjusted January schedule as described above.

Option 3 – Includes all adjustments under Option 1 and Option 2

PLUS a change to accommodate the Union of BC Municipalities (UBCM) convention (Recommended)

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.

No schedule change would be necessary to accommodate the FCM convention as the 2018 convention (May 31 - June 3) does not conflict with any usual meeting days.

The UBCM convention is scheduled for September 10-14, 2018 in Whistler and if the meeting schedule were to be adjusted to accommodate the convention, staff propose that the Community Safety Committee meeting be rescheduled to the previous Wednesday (September 5th) and held immediately following the Planning Committee meeting. In addition, a Special Council meeting could be called on September 5th to deal with any matters arising from Committee during that week. This would allow for the cancellation of the Regular Council meeting (open and closed) that would otherwise fall on September 10th. These adjustments would avoid a scheduling conflict for those wishing to attend the UBCM convention.

A draft meeting schedule for Option 3 (**Recommended**) is presented in Attachment 3, which incorporates adjustments for:

- the August meeting break,
- the December holiday season City Hall closure;
- the scheduling of the fifth week in January at the beginning of the month; and
- the UBCM convention.

It is noted for information only that due to changes in provincial legislation, the 2018 General Local and School Election will be held in the month of October, specifically October 20, 2018. Accordingly, the Inaugural Council meeting following the election would be held on the first

Monday in November. Both of these dates are shown on the proposed 2018 meeting calendar and are noted here because they fall approximately one month earlier than in previous election years.

Financial Impact

None.

Conclusion

It is recommended that the 2018 Council and Committee meeting schedule be approved as shown in Attachment 3, on the understanding 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. The approval of the meeting schedule at this time provides Council and the public with certainty and advance notice of the meeting schedule.



David Weber
Director, City Clerk's Office
(604-276-4098)

- Att. 1 Proposed 2018 Council and Committee Meeting Schedule – Option 1
- Att. 2 Proposed 2018 Council and Committee Meeting Schedule – Option 2
- Att. 3 Proposed 2018 Council and Committee Meeting Schedule – Option 3 (Recommended)

2018 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	GP FC 2	PC 3	4	5	6					1	2	3					1	2	3
7	CO 8	CS 9	DP 10	11	12	13	4	GP FC 5	PC 6	7	8	9	10	4	GP FC 5	PC 6	7	8	9	10
14	GP PH 15	PC 16	PWT 17	18	19	20	11	STAT 12	CO 13	CS DP 14	15	16	17	11	CO 12	CS 13	DP 14	15	16	17
21	CO 22	PRC 23	DP 24	25	26	27	18	GP PH 19	PC 20	PWT 21	22	23	24	18	GP PH 19	PC 20	PWT 21	22	23	24
28	29	30	31				25	CO 26	PRC 27	DP 28				25	CO 26	PRC 27	DP 28	29	STAT 30	31
APRIL							MAY							JUNE						
1	STAT 2	GP FC 3	PC 4	5	6	7			1	2	3	4	5						FCM 1	FCM 2
8	CO 9	CS 10	DP 11	12	13	14	6	GP FC 7	PC 8	9	10	11	12	FCM 3	GP FC 4	PC 5	6	7	8	9
15	GP PH 16	PC 17	PWT 18	19	20	21	13	CO 14	CS 15	DP 16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16
22	CO 23	PRC 24	DP 25	26	27	28	20	STAT 21	GP PH 22	PC 23	PWT 24	25	26	17	GP PH 18	PC 19	PWT 20	21	22	23
29	30						27	CO 28	PRC 29	DP 30	FCM 31			24	CO 25	PRC 26	DP 27	28	29	30
JULY							AUGUST							SEPTEMBER						
1	STAT 2	GP FC 3	PC 4	5	6	7				1	2	3	4							1
8	CO 9	CS 10	DP 11	12	13	14	5	STAT 6	7	8	9	10	11	2	STAT 3	GP FC PH 4	PC 5	6	7	8
15	GP PH 16	PC 17	PWT 18	PRC 19	20	21	12	13	14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15
22	CO 23	24	DP 25	26	27	28	19	20	21	22	23	24	25	16	GP 17	PC 18	PWT 19	20	21	22
29	30	31					26	27	28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29
														30						
OCTOBER							NOVEMBER							DECEMBER						
	GP FC 1	PC 2	3	4	5	6					1	2	3							1
7	STAT 8	CO 9	CS DP 10	11	12	13	4	CO 5*	GP FC 6	PC 7	8	9	10	2	GP FC 3	PC 4	5	6	7	8
14	GP PH 15	PC 16	PWT 17	18	19	★ 20	11	STAT 12	CO 13	CS DP 14	15	16	17	9	CO 10	CS 11	DP 12	13	14	15
21	CO 22	PRC 23	DP 24	25	26	27	18	GP PH 19	PC 20	PWT 21	22	23	24	16	GP PH 17	PC 18	PWT PRC CO 19*	20	21	22
28	29	30	31				25	CO 26	PRC 27	DP 28	29	30		23	24	STAT 25	STAT 26	27	28	29
		★ Election Day							★ Inaugural					30	31	STAT 1 JAN	★ Special Council Meeting			

October 6, 2017

- 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. **CNCL - 76**

2018 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	3
7	GP 8	FC 9	PC 10	11	12	13	4	GP 5	FC 6	PC 7	8	9	10	4	GP 5	FC 6	PC 7	8	9	10
14	CO 15	CS 16	DP 17	18	19	20	11	STAT 12	CO 13	CS 14	DP 15	16	17	11	CO 12	CS 13	DP 14	15	16	17
21	GP 22	PH 23	PC 24	25	26	27	18	GP 19	PH 20	PWT 21	22	23	24	18	GP 19	PH 20	PWT 21	22	23	24
28	CO 29	PRC 30	DP 31				25	CO 26	PRC 27	DP 28				25	CO 26	PRC 27	DP 28	29	STAT 30	31
APRIL							MAY							JUNE						
1	STAT 2	GP 3	FC 4	PC 5	6	7			1	2	3	4	5						FCM 1	FCM 2
8	CO 9	CS 10	DP 11	12	13	14	6	GP 7	FC 8	PC 9	10	11	12	FCM 3	GP 4	FC 5	PC 6	7	8	9
15	GP 16	PH 17	PWT 18	19	20	21	13	CO 14	CS 15	DP 16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16
22	CO 23	PRC 24	DP 25	26	27	28	20	STAT 21	GP 22	PH 23	PC 24	PWT 25	26	17	GP 18	PH 19	PWT 20	21	22	23
29	30						27	CO 28	PRC 29	DP 30	FCM 31			24	CO 25	PRC 26	DP 27	28	29	30
JULY							AUGUST							SEPTEMBER						
1	STAT 2	GP 3	FC 4	PC 5	6	7				1	2	3	4							1
8	CO 9	CS 10	DP 11	12	13	14	5	STAT 6	7	8	9	10	11	2	STAT 3	GP 4	FC 5	PH 6	PC 7	8
15	GP 16	PH 17	PWT 18	PRC 19	20	21	12	13	14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15
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October 6, 2017

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| DP Development Permit Panel, 3:30pm | PRC Parks, Recreation & Cultural Services, 4:00pm |
| FC Finance, following 1st General Purposes Meeting of each month | PWT Public Works & Transportation, 4:00pm |
| GP General Purposes, 4:00pm | FCM FCM |
| | UBCM UBCM |

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2018 MEETING SCHEDULE

ATTACHMENT 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	5	6					1	2	3					1	2	3
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JULY							AUGUST							SEPTEMBER						
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15	GP 16	PH 17	PC 18	PWT 19	PRC 20	21	12	13	14	DP 15	16	17	18	9	10	11	12	13	14	15
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