



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** May 27, 2020

**From:** Claudia Jesson  
Director, City Clerk's Office

**File:** 01-0105-01/2020-Vol  
01

**Re:** Council and Committee 2020 August Meeting Schedule

### Staff Recommendation

That the report titled "Council and Committee 2020 August Meeting Schedule" dated May 27, 2020 from the Director, City Clerk's Office be received for information.

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

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR	
<i>Claudia Jesson</i>	
SENIOR STAFF REPORT REVIEW	INITIALS:
	<i>mr</i>
APPROVED BY CAO	
<i>[Signature]</i>	

## Staff Report

### Origin

At the May 19, 2020 General Purposes Committee meeting, the 2020 Council and Committee meeting schedule was discussed and the following referral was endorsed:

*“That staff review the Council meeting schedule for the month of August 2020 and report back.”*

Accordingly, this report is responding to the above endorsed referral.

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

The current 2020 Council and Committee schedule was considered and adopted by Council at the December 16, 2019 Special Council meeting (Attachment 1). As with all previous Richmond City Council meeting schedules, the 2020 meeting schedule has no Council, Standing Committee and Public Hearing meetings during the month of August, the summer recess.

The August summer recess has been in place for a very long time, in part as recognition of Council’s overall heavy meeting schedule of Standing Committees and Council meetings. In past surveys undertaken by staff, Richmond has a unique overall Committee structure in terms of Committee items forming the Council agendas. No other lower mainland municipality, that has been polled, has a Committee structure that directly builds into a Council meeting resulting in weekly formal meetings. While there are no meetings scheduled for August, it should be noted that in the event any unusual or urgent circumstances arise, a Special Council meeting can be called with 24 hours’ notice. The ability and flexibility to call a Special Council meeting has always existed and in the past five years no Special Council meetings have had to be called during the August summer recess.

Even though the 2020 Council and Committee schedule has been adopted by Council, there is built-in flexibility to adjust the schedule throughout the year as circumstances may require. Due to the COVID-19 Pandemic, the meeting schedule was adjusted to cancel all Standing Committees, with the exception of General Purposes and Finance Committees.

While certain Standing Committees have recently been cancelled, the number of Regular Council meetings and Public Hearings has not been reduced. Also, as an example of recent

meeting flexibility, Planning Applications are being forwarded to General Purposes Committee meetings for consideration and timely scheduling for Public Hearings.

In addition, since the beginning of the COVID-19 Pandemic, five Special Committee and 10 Special Council meetings have been called to ensure that urgent and time-sensitive matters are dealt with immediately. It is anticipated that Special Council meetings will continue to be utilized in the foreseeable future, including potentially during the August summer recess, as urgent matters arise, especially those related to the COVID-19 pandemic.

The recent adjustment to the Standing Committee meeting schedule has not impacted the ability of Council to deal with matters in a timely manner nor has there been any delay or backlog for having matters being considered by Council. Furthermore, reports originally drafted for information have now been converted and submitted to Council in memorandum format to ensure the continued flow of information.

In terms of agenda management and staffing, the Standing Committee meeting cycle that builds the Council agendas is a highly-structured and planned process managed by staff. With the advance distribution of Committee Agenda packages, the identification and preparation of reports for set meetings is undertaken well in advance. The remainder of the 2020 Committee meetings are already planned out in terms of agenda items. As there is no backlog of reports and information is regularly being provided to Council via memorandums, if meetings were to be scheduled for August then additional planning by staff would be required in order to fill the new meeting agendas.

As noted earlier, the Committee and Council schedule is quite busy for Council members, as there are formal meetings held virtually every week. There is a core group of key staff who support the Council meeting process through authoring of reports, administering the meetings and those staff who have to attend the meetings. With the early adoption of the Council and Committee meeting schedule, it is common practice for this core group of staff to begin planning well in advance for time off during the August meeting recess. Should a Special Council meeting be called, the number of staff required to support such a meeting is quite manageable, as typically Special Council meetings are called to consider a single matter. If regular Committee and Council meetings were to be scheduled for August, then agenda matters would need to be identified resulting in a significant number of staff being required to prepare reports, undertake administrative work and attend the meetings. In turn, this would undoubtedly result in many staff from this core support group having to cancel their previously scheduled vacation time. In spite of the travel restrictions that may exist throughout the summer months due to COVID-19, the August recess remains the appropriate time for staff to be able to take vacation and spend time with their families.

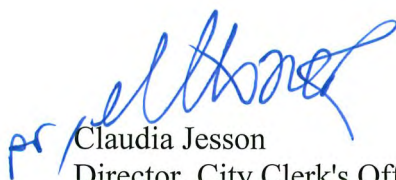
Due to the ability to schedule Special Council meetings on short notice and the continued efficient flow of Council business, staff does not recommend adjusting the 2020 Council and Committee schedule for the month of August, at this time.

**Financial Impact**

There is no financial impact.

**Conclusion**

The 2020 Council and Committee meeting schedule sets the schedule of meetings for the duration of the entire year and includes a formal recess from meetings during the month of August. At this time, staff does not recommend that the 2020 Council and Committee schedule be adjusted for the month of August, as there is the ability to call Special Council meetings on short notice to respond to urgent matters, as necessary.

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

Att. 1: 2020 Council and Committee Schedule

# 2020 MEETING SCHEDULE

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>						
			STAT 1	2	3	4							1	1	GP 2	FC 3	PC 4	5	6	7
5	6	GP 7	FC 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	PWT 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				
<b>APRIL</b>							<b>MAY</b>							<b>JUNE</b>						
			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	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	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													
<b>JULY</b>							<b>AUGUST</b>							<b>SEPTEMBER</b>						
			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	PWT 16	DP 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												
<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>						
				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	PWT 18	19	20	21	13	GP 14	PH 15	PWT 16	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						27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
														3 JAN						*Special Council Meeting

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.  
 Approved: December 18, 2019 **CNCL - 100**