



To: General Purposes Committee

Date: November 16, 2016

From: David Weber
Director, City Clerk's Office

File: 01-0105-01

Re: **2017 Council and Committee Meeting Schedule**

Staff Recommendation

That the 2017 Council and Committee meeting schedule as shown in Attachment 2 to the staff report dated November 16, 2016, from the Director, City Clerk's Office, be approved with the following revisions:

- (1) That the Regular Council meetings (open and closed) of August 14, August 28 and December 27, 2017 be cancelled;
- (2) That the August 21, 2017 Public Hearing be re-scheduled to September 5, 2017 at 7:00 p.m. in the Council Chambers at Richmond City Hall;
- (3) That the Regular Council meetings (open and closed) of September 25, 2017 be cancelled and that a Special Council meeting be called in conjunction with the last Committee meeting during the week prior, if necessary, in order to avoid a meeting conflict with the 2017 Union of BC Municipalities (UBCM) convention; and
- (4) That the Council and Committee meeting schedule be adjusted annually for the Union of BC Municipalities (UBCM) and Federation of Canadian Municipalities (FCM) conventions if these events are scheduled in a manner that conflicts with the usual meeting schedule.

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW
APPROVED BY CAO 	

Staff Report

Origin

Under the *Community Charter* and the Council Procedures 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 2017 Council meeting schedule is being presented at this time to provide certainty and advance notice of Council's regular meeting schedule.

Analysis

August Meeting Break

In accordance with the Council Procedures Bylaw No. 7560, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, to accommodate the August meeting break, it is recommended that the open and closed Regular Council meetings of August 14 and 28, 2017 be cancelled. Also, as a result of the City Hall closure over the holiday season, it is recommended that the open and closed Regular Council meeting of December 27, 2017 also be cancelled.

Changes to the Committee meeting dates can be altered at the call of the Chair as circumstances arise closer to the dates of the meetings, and do not require a Council resolution. The only 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, 2017, the day after the last Council meeting before the August meeting break. Instead, and in order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 24, 2017, it is proposed that the PRCS meeting be moved to the previous Thursday, July 20, 2017.

With regard to the August Public Hearing, and in-keeping with past practice, staff propose that it be re-scheduled from August 21, 2017 to September 5, 2017. 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. Typically, there would be no need for a second scheduled Public Hearing during the third week of September.

December Holiday Season

City Hall will be closed Monday, December 25, 2017 and will be re-opening on Tuesday, January 2, 2018 in recognition of the holiday season. Staff propose that the December 27, 2017 PRCS meeting be moved to December 20, 2017 – immediately following Public Works and Transportation Committee. A Special Council meeting would likely be called 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.

Union of BC Municipalities (UBCM) and Federation of Canadian Municipalities (FCM) Conventions

Many BC municipalities adjust their meeting schedules annually to avoid conflicts with the Union of BC Municipalities and Federation of Canadian Municipalities conventions. This allows council members the flexibility to attend those annual general meetings and conventions without causing quorum or meeting attendance problems back in their home municipalities. Attendance at the conventions also provide an opportunity for elected officials to participate in educational sessions, to network, to lobby senior government officials, and to discuss and share ideas and solutions with colleagues on a broad range of issues affecting municipalities. Staff surveyed the larger lower mainland municipalities and discovered that Richmond is the only large municipality in Metro Vancouver that does not accommodate these municipal conventions by adjusting its meeting schedule (see Table 1).

Table 1: Metro Vancouver Municipalities – Meeting Schedules and UBCM / FCM Conventions

Metro Vancouver Jurisdiction	Are meetings scheduled during week of UBCM Convention?	Are meetings scheduled during week of FCM Convention?
Burnaby	No meetings scheduled	No meetings scheduled
Coquitlam	No meetings scheduled	No meetings scheduled
Delta	No meetings scheduled	No meetings scheduled
Langley (City)	No meetings scheduled	No meetings scheduled
Langley (Township)	No meetings scheduled	No meetings scheduled
Maple Ridge	No meetings scheduled	No meetings scheduled
New Westminster	No meetings scheduled	No meetings scheduled
North Vancouver (City)	No meetings scheduled	No meetings scheduled
North Vancouver (District)	No meetings scheduled	No meetings scheduled
Port Coquitlam	No meetings scheduled	Yes
Port Moody	No meetings scheduled	No meetings scheduled
Richmond	Yes	Yes
Surrey	No meetings scheduled	No meetings scheduled
Vancouver	No meetings scheduled	No meetings scheduled
West Vancouver	No meetings scheduled	No meetings scheduled

The Federation of Canadian Municipalities annual convention is typically scheduled from Thursday through to a Monday in early June and the Union of BC Municipalities convention is typically scheduled from Monday through to a Friday in September of each year. Schedule adjustments can be made by shifting meetings ahead or back by a week if practical, by cancelling meetings, or by scheduling a special council meeting in conjunction with the last Committee meeting during a given week to deal with any items arising from the Committees as is done during the last week of Committee meetings prior to the winter holiday break.

In 2017, no schedule change would be necessary in Richmond to accommodate the FCM convention as the 2017 convention is scheduled during a week that would otherwise have no meetings scheduled (a "fifth week") and wraps-up on Sunday (June 4, 2017). The 2017 convention would not conflict with Council's usual meeting schedule.

The Union of BC Municipalities convention is scheduled for September 25-29, 2017 and if the meeting schedule were to be adjusted to accommodate the convention, the Parks, Recreation and Cultural Services Committee could be moved to the previous Wednesday and held in conjunction with the Public Works and Transportation Committee meeting. In addition, a Special Council meeting could be called on the same day (September 20) in order to ratify any matters arising from the Committee meetings that week. This would mirror the approach that is proposed for the last week of meetings in December 2017. A draft meeting schedule for 2017 is provided in Attachment 2 (Option 2) which includes schedule changes to accommodate the Union of BC Municipalities convention.

Financial Impact

None.

Conclusion

It is recommended that the 2017 Council and Committee meeting schedule be approved with the suggested allowances for the Regular Council meeting break in August, and the holiday season in December, 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. Such a meeting may be facilitated using a conference call, as permitted by the Council Procedures Bylaw No. 7560, for those Council members who wish to participate but are unable to attend in person. The meeting schedule shown as Option 1 reflects the usual changes for the August and winter meeting break (Attachment 1).

Additionally, staff recommend that the 2017 meeting schedule be adjusted to accommodate the Union of BC Municipalities convention and that the meeting schedule be adjusted annually thereafter for the UBCM and FCM conventions if these events are scheduled in a manner that conflicts with the usual Council and Committee schedule. The meeting schedule shown as Option 2 (Attachment 2) reflects the usual changes for the August and winter meeting break in addition to incorporating changes for the 2017 UBCM convention.



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

- Att. 1: Proposed 2017 Council and Committee Meeting Schedule (Option 1)
- Att. 2: Proposed 2017 Council and Committee Meeting Schedule with Adjustments for the UBCM (Option 2)

DRAFT - 2017 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						
1	STAT 2	GP FC 3	PC 4	5	6	7				1	2	3	4				DP 1	2	3	4
8	CO 9	CS 10	DP 11	12	13	14	5	GP FC 6	PC 7	8	9	10	11	5	GP FC 6	PC 7	8	9	10	11
15	GP PH 16	PC 17	PWT 18	19	20	21	12	STAT 13	CO 14	CS DP 15	16	17	18	12	CO 13	CS 14	DP 15	16	17	18
22	CO 23	PRC 24	DP 25	26	27	28	19	GP PH 20	PC 21	PWT 22	23	24	25	19	GP PH 20	PC 21	PWT 22	23	24	25
29	30	31					26	CO 27	PRC 28					26	CO 27	PRC 28	DP 29	30	31	
APRIL							MAY							JUNE						
						1		GP FC 1	PC 2	3	4	5	6					1	2	3
2	GP FC 3	PC 4	5	6	7	8	7	CO 8	CS 9	DP 10	11	12	13	4	GP FC 5	PC 6	7	8	9	10
9	CO 10	CS 11	DP 12	13	STAT 14	15	14	GP PH 15	PC 16	PWT 17	18	19	20	11	CO 12	CS 13	DP 14	15	16	17
16	STAT 17	GP PH 18	PC 19	PWT 20	21	22	21	STAT 22	CO 23	PRC DP 24	25	26	27	18	GP PH 19	PC 20	PWT 21	22	23	24
23	CO 24	PRC 25	DP 26	27	28	29	28	29	30	31				25	CO 26	PRC 27	DP 28	29	30	
30																				
JULY							AUGUST							SEPTEMBER						
						1			1	2	3	4	5						1	2
2	STAT 3	GP FC 4	PC 5	6	7	8	6	STAT 7	8	DP 9	10	11	12	3	STAT 4	GP FC PH 5	PC 6	7	8	9
9	CO 10	CS 11	DP 12	13	14	15	13	14	15	16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16
16	GP PH 17	PC 18	PWT 19	PRC 20	21	22	20	21	22	DP 23	24	25	26	17	GP PH 18	PC 19	PWT 20	21	22	23
23	CO 24	25	DP 26	27	28	29	27	28	29	30	31			24	CO 25	PRC 26	DP 27	28	29	30
30	31																			
OCTOBER							NOVEMBER							DECEMBER						
1	GP FC 2	PC 3	4	5	6	7				1	2	3	4						1	2
8	STAT 9	CO 10	CS DP 11	12	13	14	5	GP FC 6	PC 7	8	9	10	11	3	GP FC 4	PC 5	6	7	8	9
15	GP PH 16	PC 17	PWT 18	19	20	21	12	STAT 13	CO 14	CS DP 15	16	17	18	10	CO 11	CS 12	DP 13	14	15	16
22	CO 23	PRC 24	DP 25	26	27	28	19	GP PH 20	PC 21	PWT 22	23	24	25	17	GP PH 18	PC 19	PWT 20	21	22	23
29	30	31					26	CO 27	PRC 28	DP 29	30			24	STAT 25	STAT 26	27	28	29	30
														31	STAT 1 JAN	2 JAN	*Special Council Meeting			

November 21, 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

Note: All meeting dates are subject to change.

DRAFT - 2017 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						
1	STAT 2	GP FC 3	PC 4	5	6	7				1	2	3	4				DP 1	2	3	4
8	CO 9	CS 10	DP 11	12	13	14	5	GP FC 6	PC 7	8	9	10	11	5	GP FC 6	PC 7	8	9	10	11
15	GP PH 16	PC 17	PWT 18	19	20	21	12	STAT 13	CO 14	CS DP 15	16	17	18	12	CO 13	CS 14	DP 15	16	17	18
22	CO 23	PRC 24	DP 25	26	27	28	19	GP PH 20	PC 21	PWT 22	23	24	25	19	GP PH 20	PC 21	PWT 22	23	24	25
29	30	31					26	CO 27	PRC 28					26	CO 27	PRC 28	DP 29	30	31	
APRIL							MAY							JUNE						
						1		GP FC 1	PC 2	3	4	5	6					FCM 1	FCM 2	FCM 3
2	GP FC 3	PC 4	5	6	7	8	7	CO 8	CS 9	DP 10	11	12	13	FCM 4	GP FC 5	PC 6	7	8	9	10
9	CO 10	CS 11	DP 12	13	STAT 14	15	14	GP PH 15	PC 16	PWT 17	18	19	20	11	CO 12	CS 13	DP 14	15	16	17
16	STAT 17	GP PH 18	PC 19	PWT 20	21	22	21	STAT 22	CO 23	PRC DP 24	25	26	27	18	GP PH 19	PC 20	PWT 21	22	23	24
23	CO 24	PRC 25	DP 26	27	28	29	28	29	30	31				25	CO 26	PRC 27	DP 28	29	30	
30																				
JULY							AUGUST							SEPTEMBER						
						1			1	2	3	4	5						1	2
2	STAT 3	GP FC 4	PC 5	6	7	8	6	STAT 7	8	DP 9	10	11	12	3	STAT 4	GP FC 5	PC 6	7	8	9
9	CO 10	CS 11	DP 12	13	14	15	13	14	15	16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16
16	GP PH 17	PC 18	PWT 19	PRC 20	21	22	20	21	22	DP 23	24	25	26	17	GP PH 18	PC 19	PWT 20	21	22	23
23	CO 24	25	DP 26	27	28	29	27	28	29	30	31			24	UBCM 25	UBCM 26	DP UBCM 27	UBCM 28	UBCM 29	30
30	31																			*Special Council Meeting
OCTOBER							NOVEMBER							DECEMBER						
1	GP FC 2	PC 3	4	5	6	7				1	2	3	4						1	2
8	STAT 9	CO 10	CS DP 11	12	13	14	5	GP FC 6	PC 7	8	9	10	11	3	GP FC 4	PC 5	6	7	8	9
15	GP PH 16	PC 17	PWT 18	19	20	21	12	STAT 13	CO 14	CS DP 15	16	17	18	10	CO 11	CS 12	DP 13	14	15	16
22	CO 23	PRC 24	DP 25	26	27	28	19	GP PH 20	PC 21	PWT 22	23	24	25	17	GP PH 18	PC 19	PWT 20	21	22	23
29	30	31					26	CO 27	PRC 28	DP 29	30			24	STAT 25	STAT 26	27	28	29	30
														31	STAT 1 JAN	2 JAN				*Special Council Meeting

November 21, 2017

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| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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.

REVISED

DRAFT - 2017 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						
1	STAT 2	GP FC 3	PC 4	5	6	7				1	2	3	4				DP 1	2	3	4
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29	30	31					26	CO 27	PRC 28					26	CO 27	PRC 28	DP 29	30	31	
APRIL							MAY							JUNE						
						1		GP FC 1	PC 2	3	4	5	6					FCM 1	FCM 2	FCM 3
2	GP FC 3	PC 4	5	6	7	8		CO 8	CS 9	DP 10	11	12	13	FCM 4	GP FC 5	PC 6	7	8	9	10
9	CO 10	CS 11	DP 12	13	STAT 14	15	14	GP PH 15	PC 16	PWT 17	18	19	20	11	CO 12	CS 13	DP 14	15	16	17
16	STAT 17	GP PH 18	PC 19	PWT 20	21	22	21	STAT 22	CO 23	PRC DP 24	25	26	27	18	GP PH 19	PC 20	PWT 21	22	23	24
23	CO 24	PRC 25	DP 26	27	28	29	28	29	30	31				25	CO 26	PRC 27	DP 28	29	30	
30																				
JULY							AUGUST							SEPTEMBER						
						1			1	2	3	4	5						1	2
2	STAT 3	GP FC 4	PC 5	6	7	8	6	STAT 7	8	DP 9	10	11	12	3	STAT 4	GP FC 5	PC 6	7	8	9
9	CO 10	CS 11	DP 12	13	14	15	13	14	15	16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16
16	GP PH 17	PC 18	PWT 19	PRC 20	21	22	20	21	22	DP 23	24	25	26	17	GP PH 18	PC 19	PWT PRC 20	21	22	23
23	CO 24	25	DP 26	27	28	29	27	28	29	30	31			24	CO 25	UBCM 26	DP UBCM 27	UBCM 28	UBCM 29	30
30	31																			
OCTOBER							NOVEMBER							DECEMBER						
1	GP FC 2	PC 3	4	5	6	7				1	2	3	4						1	2
8	STAT 9	CO 10	CS DP 11	12	13	14	5	GP FC 6	PC 7	8	9	10	11	3	GP FC 4	PC 5	6	7	8	9
15	GP PH 16	PC 17	PWT 18	19	20	21	12	STAT 13	CO 14	CS DP 15	16	17	18	10	CO 11	CS 12	DP 13	14	15	16
22	CO 23	PRC 24	DP 25	26	27	28	19	GP PH 20	PC 21	PWT 22	23	24	25	17	GP PH 18	PC 19	PWT PRC CO 20 *	21	22	23
29	30	31					26	CO 27	PRC 28	DP 29	30			24	STAT 25	STAT 26	27	28	29	30
														31	STAT 1 JAN	STAT 2 JAN	*Special Council Meeting			

December 6, 2016

- CO** Regular Council Mtg., 7:00pm
- 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.