



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** September 17, 2024

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

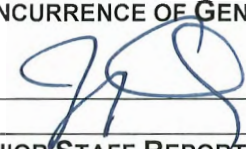


**File:** 01-0105-01

**Re:** 2025 Council and Committee Meeting Schedule

### Staff Recommendation

1. That the 2025 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated September 17, 2024 from the Director, City Clerk's Office, be approved; and,
2. That the *Council Procedure Bylaw No. 7560* be varied to allow for the following revisions as detailed in the staff report titled "2025 Council and Committee Meeting Schedule" dated September 17, 2024, from the Director, City Clerk's Office, be approved:
  - a) That the Regular Council meetings (open and closed) of August 11 and August 25, 2025 be cancelled; and
  - b) That the August 18, 2025 Public Hearing be rescheduled to September 2, 2025 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

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b>	
	

## 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 2025 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

#### December Holiday Season, August Meeting Break and UBCM Conference

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 11 and 25, 2025 be cancelled.

Following the 2024 December City Hall closure, City Hall will re-open on Thursday, January 2, 2025 and the General Purposes and Finance Committees will commence on Monday, January 6, 2025. For the December 2025 holiday season, City Hall will be closed from Thursday, December 25, 2025 and will re-open on Monday, January 5, 2026. 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 29, 2025, 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 28, 2025, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 23, 2025.

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 19<sup>th</sup>, April 23<sup>rd</sup>, and May 21<sup>st</sup>. 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 18, 2025 to September 2, 2025. 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 2025 UBCM convention is scheduled for September 22 to 26, 2025 in Victoria. Accordingly, the Parks, Recreation and Cultural Services Committee (PRCS) that would normally be scheduled for September 23, 2025 would be rescheduled to take place on Wednesday, September 17, 2025, immediately following the PWT Committee meeting. It should be noted that no schedule adjustments are required for the FCM Convention, in Ottawa, Ontario, scheduled for May 29 to June 1, 2025.

Accordingly, adjustments to the meeting schedule are proposed to:

- reschedule the July PRCS meeting for July 23<sup>rd</sup>, 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 28<sup>th</sup>;
- cancel the open and closed Regular Council meetings of August 11<sup>th</sup> and 25<sup>th</sup> and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 18<sup>th</sup> Public Hearing to September 2<sup>nd</sup>;
- reschedule the September 23<sup>rd</sup> PRCS to September 17<sup>th</sup> to accommodate Council members wishing to attend the UBCM Conference;
- schedule PWT meetings to be in tandem with PC on February 19<sup>th</sup>, April 23<sup>rd</sup>, and May 21<sup>st</sup>; and
- schedule the December PRCS and the PWT meetings in tandem for December 17<sup>th</sup>.

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

### **Financial Impact**

None.

**Conclusion**

It is recommended that the 2025 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.



Evangel Bason  
Manager, Legislative Services

Att. 1: Proposed 2025 Council and Committee Meeting Schedule

# 2025 MEETING SCHEDULE

JANUARY							FEBRUARY							MARCH									
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
			STAT 1	2	3	4							1								1		
	GP FC 6	PC 7	8	9	10	11		GP FC 3	PC 4	5	6	7	8		GP FC 3	PC 4	5	6	7	8			
	CO 12	ES 13	DP 14	15	16	17	18		CO 9	ES 10	DP 11	12	13	14	15		CO 9	ES 10	DP 11	12	13	14	15
	GP PH 19	PC 20	PWT 21	22	23	24	25		STAT 16	GP PH 17	PC 18	PWT 19	20	21	22		GP PH 16	PC 17	PWT 18	19	20	21	22
	CO 26	PRC 27	DP 28	29	30	31		CO 23	PRC 24	DP 25	26	27	28		CO 23	PRC 24	DP 25	26	27	28	29		
														30	31								
APRIL							MAY							JUNE									
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
		1	2	3	4	5					1	2	3	FCM 1	GP FC 2	PC 3	4	5	6	7			
	GP FC 6	PC 7	8	9	10	11	12		GP FC 4	PC 5	6	7	8	9	10		CO 8	ES 9	DP 10	11	12	13	14
	CO 13	ES 14	DP 15	16	17	STAT 18	19		CO 11	ES 12	DP 13	14	15	16	17		GP PH 15	PC 16	PWT 17	18	19	20	21
	STAT 20	GP PH 21	PC 22	PWT 23	24	25	26		STAT 18	GP PH 19	PC 20	PWT 21	22	23	24		CO 22	PRC 23	DP 24	25	26	27	28
	CO 27	PRC 28	DP 29	30				CO 25	PRC 26	DP 27	FCM 28	FCM 29	FCM 30	31									
JULY							AUGUST							SEPTEMBER									
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
		STAT 1	2	3	4	5						1	2		STAT 1	GP FC PH 2	PC 3	4	5	6			
	GP FC 6	PC 7	8	9	10	11	12		STAT 3	4	5	6	7	8	9		CO 7	ES 8	DP 9	10	11	12	13
	CO 13	ES 14	DP 15	16	17	18	19		10	11	12	DP 13	14	15	16		GP 14	PC 15	PWT PRC 16	17	18	19	20
	GP PH 20	PC 21	PWT PRC 22	23	24	25	26		17	18	19	20	21	22	23		CO UBCM 21	UBCM 22	UBCM DP 23	UBCM 24	UBCM 25	UBCM 26	27
	CO 27	28	DP 29	30	31			24	25	26	DP 27	28	29	30		28	29	STAT 30					
							31																
OCTOBER							NOVEMBER							DECEMBER									
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
			1	2	3	4							1		GP FC 1	PC 2	3	4	5	6			
	GP FC 5	PC 6	7	8	9	10	11		GP FC 2	PC 3	4	5	6	7	8		CO 7	ES 8	DP 9	10	11	12	13
	STAT 12	CO 13	ES 14	DP 15	16	17	18		CO 9	STAT 10	ES 11	DP 12	13	14	15		GP PH 14	PC 15	PWT PRC 16	17	18	19	20
	GP PH 19	PC 20	PWT 21	22	23	24	25		GP PH 16	PC 17	PWT 18	19	20	21	22		21	22	23	24	STAT 25	STAT 26	27
	CO 26	PRC 27	DP 28	29	30	31		CO 23	PRC 24	DP 25	26	27	28	29		28	29	30	31	STAT 1 JAN	2 JAN	3 JAN	
							30																

- CO Regular Council Meeting, 7:00pm
- FC Regular (Closed) Council Meeting, 4:00pm
- ES Community Safety, 4:00pm
- DP Development Permit Panel, 3:30pm
- PH Finance, following 1<sup>st</sup> General Purposes meeting of each month
- GP General Purposes, 4:00pm

- PC Planning, 4:00pm
- PH Public Hearing, 7:00pm
- PRC Parks, Recreation and Cultural Services, 4:00pm
- PWT Public Works and Transportation, 4:00pm
- FCM FCM
- UBCM UBCM

Note: All meeting dates are subject to change.

\* Special Council Meeting