



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 19, 2025

From: Claudia Jesson
Director, City Clerk's Office



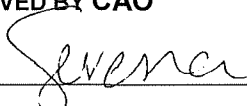
File: 01-0105-01/2025-Vol
01

Re: 2026 Council and Committee Meeting Schedule

Staff Recommendations

1. That Council provide direction on the preferred option for the 2026 Council and Committee meeting schedule, as outlined in the report titled "2026 Council and Committee Meeting Schedule" dated September 19, 2025, from the Director, City Clerk's Office; and
2. That the *Council Procedure Bylaw No. 7560* be varied to allow for the following revisions as detailed in the report titled "2026 Council and Committee Meeting Schedule" dated September 19, 2025, from the Director, City Clerk's Office:
 - a) That the Regular Council meetings (open and closed) of August 12 and August 26, 2026 be cancelled; and
 - b) That the August 18, 2026 Public Hearing be rescheduled to September 8, 2026 at 5:30 p.m. 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 2026 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 2026 Meeting Schedule Options

For the meetings scheduled in December 2026, staff are proposing two potential options:

- Option 1 (Attachment 1) would follow the regular format of the scheduling of General Purposes, Finance and Planning Committees on the first full week of the month, which would fall on the week of December 7, 2026. The week of November 30, 2026 would have no meetings and would be considered a "fifth week". The final Special Council meeting of the year would fall on December 23, 2026. While allowing for the fifth week in the beginning of the month, a potential disadvantage of this proposal is that staff and Council have less time to address any urgent items arising from the last Council meeting before the end of the year.
- Option 2 (Attachment 2) would continue the scheduling of Committee meetings throughout the "fifth week" in November/December 2026, starting with General Purposes and Finance Committee scheduled on November 30, 2026 and Planning Committee scheduled on December 1, 2026. This schedule would allow the final Special Council meeting of the year to take place on December 16, 2026. The following week leading up to Christmas Day would have no meetings. A potential advantage of this proposal would be that staff and Council would have more time to address any urgent items arising from the last Council meeting before the end of the year.

2025 and 2026 Holiday Season Closures

Following the 2025 December City Hall closure, City Hall will re-open on Friday, January 2, 2026 and the General Purposes and Finance Committees will commence on Monday, January 5, 2026. For the December 2026 holiday season, City Hall will be closed from Friday, December 25, 2026 and will re-open on Monday, January 4, 2027.

August Meeting Break and UBCM Conference

It has been the City's 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 12 and 26, 2026 be cancelled.

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 28, 2026, 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 27, 2026, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 22, 2026.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 18, 2026 to September 8, 2026. 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 2026 UBCM convention is scheduled for September 14 to 18, 2026 in Vancouver. Accordingly, the Community Safety Committee meeting that would normally be scheduled for September 15, 2026 would be rescheduled to take place on Wednesday, September 9, 2026, immediately following the Planning Committee meeting. It should be noted that no schedule adjustments are required for the FCM Convention, in Edmonton, Alberta, scheduled for June 4 to June 7, 2026.

2026 General Local Election

The 2026 General Local Election will be held on October 17, 2026. The final Regular Council meeting of the current term will be held on October 26, 2026. The Inaugural Council meeting will take place on November 2, 2026.

Other Considerations

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 2025, these double meetings would occur on February 20th, and May 20th. Keeping the PWT Committee meetings on Wednesdays would allow for the timely publishing and distribution of the following week's Council agenda package.

Summary of Adjustments

A summary of proposed adjustments are noted below:

- reschedule the July PRCS meeting for July 22nd, 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 27th;
- cancel the open and closed Regular Council meetings of August 10th and 24th and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 17th Public Hearing to September 8th;
- reschedule the September 15th Community Safety Committee to September 9th, immediately following Planning Committee to accommodate Council members wishing to attend the UBCM Conference;
- schedule PWT meetings to be in tandem with PC on February 18th, and May 20th; and
- schedule the December PRCS and the PWT meetings in tandem for December 9th or December 16th.

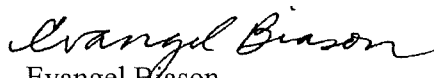
Please note that changes to the Committee meeting dates may also be altered at the discretion of the Chair as circumstances arise closer to the dates of the meetings and do not require a Council resolution.

Financial Impact

None.

Conclusion

Council is requested to direct staff of the preferred option for the 2026 Council and Committee meeting schedule.


Evangel Binson
Manager, Legislative Services

Att. 1: Option 1 - 2026 Council and Committee Meeting Schedule with no December adjustments

Att. 2: Option 2 - 2026 Council and Committee Meeting Schedule with December adjustments

2026 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	1	GP FC 2	PC 3	4	5	6	7	1	GP FC 2	PC 3	4	5	6	7
4	GP FC 5	PC 6	7	8	9	10	8	CO 9	CS 10	DP 11	12	13	14	8	CO 9	CS 10	DP 11	12	13	14
11	CO 12	CS 13	DP 14	15	16	17	15	STAT 16	GP PH 17	PC PWT 18	19	20	21	15	GP PH 16	PC 17	PWT 18	19	20	21
18	GP PH 19	PC 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	22	CO 23	PRC 24	DP 25	26	27	28
25	CO 26	PRC 27	DP 28	29	30	31								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	STAT 3	4						1	2		GP FC 1	PC 2	3	FCM 4	FCM 5	FCM 6
5	STAT 6	GP FC 7	PC 8	9	10	11	3	GP FC 4	PC 5	6	7	8	9	7	FCM 8	CS 9	DP 10	11	12	13
12	CO 13	CS 14	DP 15	16	17	18	10	CO 11	CS 12	DP 13	14	15	16	14	GP PH 15	PC 16	PWT 17	18	19	20
19	GP PH 20	PC 21	PWT 22	23	24	25	17	STAT 18	GP PH 19	PC PWT 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	27	28	29	30	28	29	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							1			1	2	3	4	5
5	GP FC 6	PC 7	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP FC 8	PC 9	CS 10	11	12
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	UBCM 15	DP 16	UBCM 17	UBCM 18	UBCM 19
19	GP PH 20	PC 21	PWT 22	23	24	25	16	17	18	19	20	21	22	20	GP 21	PC 22	PWT 23	24	25	26
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	STAT 30			
							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
				DP 1	2	3	1	CO★ 2	GP FC 3	PC 4	5	6	7			1	2	3	4	5
4	GP FC 5	PC 6	7	8	9	10	8	CO 9	CS 10	STAT 11	DP 12	13	14	6	GP FC 7	PC 8	9	10	11	12
11	STAT 12	CO 13	CS 14	DP 15	16	17	15	GP PH 16	PC 17	PWT 18	19	20	21	13	CO 14	CS 15	PWT 16	PRC 17	DP 18	19
18	GP PH 19	PC 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	20	GP PH 21	PC 22	CO★ 23	24	STAT 25	STAT 26
25	CO 26	PRC 27	DP 28	29	30	31	29	30						27	28	29	30	31	STAT 1 JAN	2 JAN
							★ Inaugural Council Meeting							★ Special Council Meeting						

- CO** Regular Council Meeting, 7:00pm
 Regular (Closed) Council Meeting, 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, 5:30pm
PRC Parks, Recreation and Cultural Services, 4:00pm
PWT Public Works and Transportation, 4:00pm
FCM FCM
UBCM UBCM

GP-21

Note: All meeting dates are subject to change.

Approved: October ##, 2025

2026 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	1	GP FC 2	PC 3	4	5	6	7	1	GP FC 2	PC 3	4	5	6	7	
4	GP FC 5	PC 6	7	8	9	10	8	CO 9	CS 10	DP 11	12	13	14	8	CO 9	CS 10	DP 11	12	13	14	
11	CO 12	CS 13	DP 14	15	16	17	15	STAT 16	GP PH 17	PC PWT 18	19	20	21	15	GP PH 16	PC 17	PWT 18	19	20	21	
18	GP PH 19	PC 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	22	CO 23	PRC 24	DP 25	26	27	28	
25	CO 26	PRC 27	DP 28	29	30	31								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	STAT 3	4						1	2		GP FC 1	PC 2	3	FCM 4	FCM 5	FCM 6	
5	STAT 6	GP FC 7	PC 8	9	10	11	3	GP FC 4	PC 5	6	7	8	9	7	FCM 8	CO 9	CS 10	DP 11	12	13	
12	CO 13	CS 14	DP 15	16	17	18	10	CO 11	CS 12	DP 13	14	15	16	14	GP PH 15	PC 16	PWT 17	18	19	20	
19	GP PH 20	PC 21	PWT 22	23	24	25	17	STAT 18	GP PH 19	PC PWT 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	27	28	29	30	28	29	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							1			1	2	3	4	5	
5	GP FC 6	PC 7	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP FC PH 8	PC CS 9	10	11	12	
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	UBCM 15	DP UBCM 16	UBCM 17	UBCM 18	19	
19	GP PH 20	PC 21	PWT PRC 22	23	24	25	16	17	18	19	20	21	22	20	GP PH 21	PC 22	PWT 23	24	25	26	
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	STAT 30				
							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	
				DP 1	2	3	1	CO * 2	GP FC 3	PC 4	5	6	7			PC 1	2	3	4	5	
4	GP FC 5	PC 6	7	8	9	10	8	CO 9	CS 10	STAT 11	DP 12	13	14	6	CO 7	CS 8	PWT PRC 9	DP 10	11	12	
11	STAT 12	CO 13	CS 14	DP 15	16	17	15	GP PH 16	PC 17	PWT 18	19	20	21	13	GP PH 14	PC 15	CO * 16	17	18	19	
18	GP PH 19	PC 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	20	21	22	23	24	STAT 25	STAT 26	
25	CO 26	PRC 27	DP 28	29	30	31	29	GP FC 30						27	28	29	30	31	STAT 1 JAN	2 JAN	
										★ Inaugural Council Meeting								★ Special Council Meeting			

- CO

Regular Council Meeting, 7:00pm
Regular (Closed) Council Meeting, 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, 5:30pm
- PRC

Parks, Recreation and Cultural Services, 4:00pm
- PWT

Public Works and Transportation, 4:00pm
- FCM

FCM
- UBCM

UBCM
- GP

GP