



City of Richmond

Report to Committee

To: General Purposes Committee
From: David Weber
Director, City Clerk's Office

Date: October 18, 2018
File: 01-0105-01

Re: 2019 Council and Committee Meeting Schedule



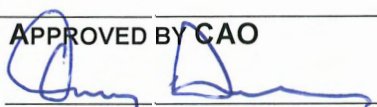
Staff Recommendation

That the 2019 Council and Committee meeting schedule as shown in Attachment 1 to the staff report dated October 18, 2018, from the Director, City Clerk's Office, be approved with the following revisions as part of the regular August meeting break and December holiday season:

1. That the Regular Council meetings (open and closed) of August 12, August 28, and December 23, 2019 be cancelled; and
2. That the August 19, 2019 Public Hearing be rescheduled to September 3, 2019 at 7:00 p.m. in the Council Chambers at Richmond City Hall.

David Weber
Director, City Clerk's Office

Att. 2

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 2019 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 (RECOMMENDED)

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 2019, City Hall will be closed on Wednesday, December 25 and will re-open on Thursday, January 2, 2020. 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 and December Holiday Season, it is recommended that the Regular Council meetings (open and closed) of August 12 and 26, 2019 and December 23, 2019 be cancelled.

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. Staff are proposing a few changes to the Committee schedule. Following the 2018 December city hall closure, City Hall will re-open on Tuesday, January 2, 2019 and normally the General Purposes and Finance Committees would fall on Monday, January 7, 2019 and the Planning Committee on Tuesday, January 8, 2019. Staff propose that the schedule for these three committees be adjusted by two days, with the General Purposes and Finance Committees meeting on Wednesday, January 9th and the Planning Committee proceeding on Thursday, January 10, 2019.

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 23, 2019, 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 22, 2019, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee on Wednesday, July 17, 2019.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 19, 2019 to September 3, 2019. 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.

Accordingly, adjustments to the meeting schedule are proposed to:

- cancel the open and closed Regular Council meetings of August 12 and 26, 2019 and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 19, 2019 Public Hearing to September 3, 2019;
- cancel the open and closed Regular Council meetings that would otherwise fall during the 2019 December holiday season (on December 23, 2019) 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;

- schedule the first cycle of committee meetings in January 2019 to commence on Wednesday, January 9, 2019 with the General Purposes and Finance Committees, and with the Planning Committee being scheduled for Thursday, January 10th; and
- schedule the July Parks, Recreation and Cultural Services Committee (PRCS) meeting for Wednesday, July 17, 2019, following the Public Works and Transportation Committee and the December PRCS meeting for December 18, 2019 so that Council may consider any recommendations from the PRCS meetings at the last Regular Council meeting before the August break on July 22, 2019 and at the December 18, 2019 Special Council “wrap-up” meeting respectively.

A draft meeting schedule for Option 1 is presented in Attachment 1, which incorporates adjustments for the August meeting break and the December holiday season City Hall closure.

Option 2 – Includes all adjustments under Option 1 **PLUS** a change to accommodate the Union of BC Municipalities (UBCM) convention

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 2019 convention (May 30 - June 2) does not conflict with any usual meeting days.

The UBCM convention is scheduled for September 23 - 27, 2019 in Vancouver and if the meeting schedule were to be adjusted to accommodate the convention, staff propose that the Parks, Recreation and Cultural Services Committee meeting be rescheduled to the previous Tuesday (September 17, 2019) and held immediately following the Planning Committee meeting. In addition, a Special Council meeting could be called on September 18, 2019 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 23, 2019. These adjustments would avoid a scheduling conflict for those wishing to attend the UBCM convention.

A draft meeting schedule for Option 2 is presented in Attachment 2, which incorporates adjustments for:

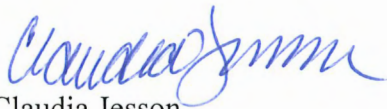
- the August meeting break;
- the December holiday season City Hall closure; and
- the UBCM convention.

Financial Impact

None.

Conclusion

It is recommended that the 2019 Council and Committee meeting schedule be approved as shown in Attachment 1 (Option 1), 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.



Claudia Jesson
Manager, Legislative Services, City Clerk's Office

- Att. 1: Option 1 - Proposed 2018 Council and Committee Meeting Schedule (**Recommended**)
- Att. 2: Option 2 - Proposed 2018 Council and Committee Meeting Schedule with UBCM & FCM Adjustments

2019 MEETING SCHEDULE

OPTION 1
(Recommended)

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

★ Special Council Meeting

- CO** Regular Council Meeting, 7:00 p.m.
Regular (Closed) Council Meeting, 4:00 p.m.
- CS** Community Safety, 4:00 p.m.
- DP** Development Permit Panel, 3:30 p.m.
- FC** Finance, following 1st General Purposes meeting of each month
- GP** General Purposes, 4:00 p.m.
- PC** Planning, 4:00 p.m.
- PH** Public Hearing, 7:00 p.m.
- PRC** Parks, Recreation and Cultural Services, 4:00 p.m.
- PWT** Public Works and Transportation, 4:00 p.m.
- FCM** FCM
- UBCM** UBCM

Note: All meeting dates are subject to change.

2019 MEETING SCHEDULE

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JANUARY							FEBRUARY							MARCH						
		STAT 1	2	3	4	5						1	2						1	2
6	7	8	GP FC PC 9	10	11	12	3	GP FC PC 4	5	6	7	8	9	3	GP FC PC 4	5	6	7	8	9
13	CO 14	CS 15	DP 16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16	10	CO 11	CS 12	DP 13	14	15	16
20	GP PH PC 21	PWT 22	23	24	25	26	17	STAT 18	GP PH PC 19	PWT 20	21	22	23	17	GP PH PC 18	PWT 19	20	21	22	23
27	CO 28	PRC 29	DP 30	31			24	CO 25	PRC 26	DP 27	28			24	CO 25	PRC 26	DP 27	28	29	30
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APRIL							MAY							JUNE						
	GP FC PC 1	2	3	4	5	6			1	2	3	4								FCM 1
7	CO 8	CS 9	DP 10	11	12	13	5	GP FC PC 6	7	8	9	10	11	FCM 2	GP FC PC 3	4	5	6	7	8
14	GP PH PC 15	PWT 16	17	18	STAT 19	20	12	CO 13	CS 14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15
21	STAT 22	CO 23	PRC 24	DP 25	26	27	19	STAT 20	GP PH PC 21	PWT 22	23	24	25	16	GP PH PC 17	PWT 18	19	20	21	22
28	29	30					26	CO 27	PRC 28	DP 29	FCM 30	FCM 31		23	CO 24	PRC 25	DP 26	27	28	29
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JULY							AUGUST							SEPTEMBER						
	STAT 1	GP FC PC 2	3	4	5	6			1	2	3			1	STAT 2	GP FC PC 3	4	5	6	7
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14	GP PH PC 15	PWT 16	17	18	19	20	11	12	13	DP 14	15	16	17	15	GP 16	PC 17	PRC 18	19	20	21
21	CO 22	23	DP 24	25	26	27	18	19	20	21	22	23	24	22	UBCM 23	UBCM 24	DP 25	UBCM 26	UBCM 27	28
28	29	30	31				25	26	27	DP 28	29	30	31	29	30					
OCTOBER							NOVEMBER							DECEMBER						
		1	2	3	4	5					1	2		1	GP FC PC 2	3	4	5	6	7
6	GP FC PC 7	8	9	10	11	12	3	GP FC PC 4	5	6	7	8	9	8	CO 9	CS 10	DP 11	12	13	14
13	STAT 14	CO 15	CS 16	DP 17	18	19	10	STAT 11	CO 12	CS 13	DP 14	15	16	15	GP PH PC 16	PWT 17	18	19	20	21
20	GP PH PC 21	PWT 22	23	24	25	26	17	GP PH PC 18	PWT 19	20	21	22	23	22	23	24	STAT 25	STAT 26	27	28
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CO Regular Council Meeting, 7:00 p.m.
Regular (Closed) Council Meeting, 4:00 p.m.

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DP Development Permit Panel, 3:30 p.m.

FC Finance, following 1st General Purposes meeting of each month

GP General Purposes, 4:00 p.m.

PC Planning, 4:00 p.m.

PH Public Hearing, 7:00 p.m.

PRC Parks, Recreation and Cultural Services, 4:00 p.m.

PWT Public Works and Transportation, 4:00 p.m.

FCM FCM

UBCM UBCM

Note: All meeting dates are subject to change.