



**General Purposes Committee
Electronic Meeting**

**Anderson Room, City Hall
6911 No. 3 Road**

**Monday, October 6, 2025
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-4 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on September 15, 2025.*



DELEGATION

1. Dr. Jeff Zabudsky, BCIT President, to speak on BCIT & City of Richmond: Collaborating for a Vibrant & Prosperous Community

ENGINEERING AND PUBLIC WORKS DIVISION

2. **STEVESTON HIGHWAY MULTI-USE PATHWAY PROJECT – NEXT STEPS**
(File Ref. No. 10-6500-01) (REDMS No. 8160500)

GP-9

See Page GP-9 for full report

Designated Speaker: Beata Ng

STAFF RECOMMENDATION

- (1) *That Option 1, to amend the scope and budget of the Steveston Multi-Use Pathway Phase3 project to include construction of Phase 4 with no additional City funding, as described in the staff report titled “Steveston Highway Multi-Use Pathway Project – Next Steps”, dated September 23, 2025, from the Director, Transportation be approved;*
- (2) *That a submission to TransLink for funding as part of the 2026 Cost-Share Program for Steveston Multi-Use Pathway – Phase 3 and Phase 4 be endorsed; and*
- (3) *That the Consolidated 5 Year Financial Plan (2025-2029) be amended accordingly.*



FINANCE AND CORPORATE SERVICES DIVISION

3. **2026 COUNCIL AND COMMITTEE MEETING SCHEDULE**
(File Ref. No. 01-0105-01) (REDMS No. 8171088)

GP-17

See Page GP-17 for full report

Designated Speaker: Evangel Biason

STAFF RECOMMENDATION

- (1) *That Council provide direction on the preferred option for the 2026 Council and Committee meeting schedule, as outlined in the report 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, be approved:*
 - (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.*



General Purposes Committee Agenda – Monday, October 6, 2025

Pg. #

ITEM

ADJOURNMENT





General Purposes Committee

Date: Monday, September 15, 2025

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au (via teleconference)
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on September 2, 2025, be adopted as circulated.

CARRIED

DELEGATION

1. Representatives of the Richmond Hospital Construction team, with the aid of a PowerPoint presentation (Copy on File, City Clerk's Office) provided an update on the Richmond Hospital construction and requested a location for a temporary construction site office. As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

- (1) *That the request in relation to the temporary construction site office for the Richmond Hospital project be endorsed; and*

General Purposes Committee

Monday, September 15, 2025

- (2) *That the Chief Administrative Officer be authorized to finalize the terms for the occupation until construction of the new hospital tower is complete.*

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

2. **AWARD OF CONTRACT 8409P - DOCUMENT AND RECORDS MANAGEMENT SYSTEM MODERNIZATION**

(File Ref. No. 03-1000-20-8409P) (REDMS No. 8141729)

In reply to queries from Committee, staff noted that (i) the repository for documents will be housed within the City's Microsoft 365 SharePoint site, (ii) documents will be secured through the same process applied to all City records and will remain within the City's domain, (iii) the process was carried out in two phases: Phase 1, proponents submitted their solutions and remediation approaches, which staff reviewed against requirements and financial information to confirm compliance and vendors that qualified moved to Phase 2, where they were evaluated in more detail through discussions, financial review, reference checks, and system demonstrations, (iv) the project is a major undertaking, with an anticipated two-year transition period, and (v) the initial five-year term includes this transition and given the significant investment, the project will be planned with a long-term perspective; however, Council will have the option to discontinue after the initial five years.

It was moved and seconded

- (1) *That Contract 8409P – Document and Records Management System Modernization Project, be awarded to Cadence Solutions Inc. for an initial five-year term for an estimated value of \$3,350,000 excluding taxes, as described in the report titled “Award of Contract 8409P - Document and Records Management System Modernization Project”, dated August 18, 2025 from the Director, Information Technology;*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Cadence Solutions Inc.; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the initial contract term for an additional five years at an amount of up to \$1,667,500, up to the maximum total term of ten years, for a maximum contract value of \$5,017,500 excluding taxes.*

CARRIED

2.

General Purposes Committee
Monday, September 15, 2025

ENGINEERING AND PUBLIC WORKS DIVISION

**3. LOCAL GOVERNMENT CLIMATE ACTION PROGRAM (LGCAP)
YEAR 4 SURVEY REPORT AND 2024 CORPORATE EMISSION
INVENTORY**

(File Ref. No. 10-6125-01) (REDMS No. 8130697)

In reply to queries from Committee, staff advised that (i) the baseline is set using 2007 data, and all reduction targets are measured against it, therefore, changing the baseline would automatically change the targets, (ii) the work is being carried out within the parameters of the provincial survey, which requires that projects be substantially started or completed in 2024, and (iii) the money received can be used for a variety of initiatives, including private incentives offered to homeowners to upgrade their homes, such as the incentive for heat pumps, while other initiatives focus on improving building envelopes and overall energy efficiency.

It was moved and seconded

That the LGCAP Year 4 Survey Report and Attestation Form as described in the report titled “Local Government Climate Action Program (LGCAP) Year 4 Survey Report and 2024 Corporate Emission Inventory”, from the Director, Climate and Environment, dated August 19, 2025, be endorsed and posted on the City’s website for public information, in accordance with Provincial requirements.

CARRIED

4. PROPOSED COMMERCIAL TRUCK PARKING STRATEGIES

(File Ref. No. 10-6360-16-01) (REDMS No. 8142854)

In reply to queries from Committee, staff noted that (i) the pilot program will be monitored, with potential for future expansion, (ii) the referral addresses a long-standing regional issue, (iii) the pilot is estimated to accommodate approximately 55 trucks, (iv) Richmond had 6,500 registered commercial vehicles in 2023, (v) City-owned properties were considered; however, some had existing interests or were already under lease, (vi) the majority of data collected is through proactive enforcement, (vii) a fee was implemented to ensure that private parking lots renting space would not be negatively impacted by the new pilot program and to help offset administrative costs, (viii) during the pilot program, larger industrial properties can be contacted to determine if they can accommodate larger trucks, (ix) monthly parking was recommended to facilitate scheduling and administration, and (x) fees can be adjusted as the pilot program progresses.

In response to further questions from Committee, staff advised that additional information could be provided on Triangle Road properties.

3.

General Purposes Committee

Monday, September 15, 2025

It was moved and seconded

- (1) *That the proposed On-Street Commercial Truck Parking Pilot Program and Recommended Actions as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, be approved;*
- (2) *That Staff report back to Council with the associated bylaw amendments required to implement Option A: Paid Monthly Permit Fee for the proposed On-Street Commercial Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation; and*
- (3) *That Staff include the estimated costs for the proposed On-Street Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, as part of the 2026 budget process for Council consideration.*
- (4) *That staff be directed to consider the viability of other industrial areas to add to the pilot program.*

CARRIED

CAO'S OFFICE

5. EXAMINATION OF ETHICAL IMPLICATIONS REGARDING COUNCIL MEMBERS VOTING ON ISSUES WITH PERSONAL FINANCIAL INTERESTS

(File Ref. No.) (REDMS No. 8134452)

Peter Johnson, Barrister and Solicitor, reviewed his report on Conflict of Interest of Elected Officials - Personal Financial Interest.

In reply to a query from Committee, staff noted that the City's Council Procedure Bylaw is consistent with the Community Charter.

It was moved and seconded

That the report titled "Examination of Ethical Implications Regarding Council Members Voting on Issues with Personal Financial Interests" dated September 2, 2025 from the Chief Administrative Officer be received for information.

CARRIED

General Purposes Committee
Monday, September 15, 2025

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:13 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on Monday,
September 15, 2025.

Mayor Malcolm D. Brodie
Chair

Sarah Goddard
Legislative Services Associate



City of Richmond

Report to Committee

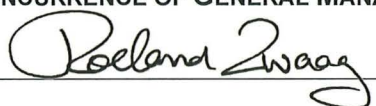
To: General Purposes Committee
From: Lloyd Bie, P.Eng.
Director, Transportation
Date: September 23, 2025
File: 10-6500-01/2025-Vol
01
Re: Steveston Highway Multi-Use Pathway Project – Next Steps

Staff Recommendations

1. That Option 1, to amend the scope and budget of the Steveston Multi-Use Pathway Phase 3 project to include construction of Phase 4 with no additional City funding, as described in the staff report titled “Steveston Highway Multi-Use Pathway Project – Next Steps”, dated September 23, 2025, from the Director, Transportation be approved;
2. That a submission to TransLink for funding as part of the 2026 Cost-Share Program for Steveston Multi-Use Pathway – Phase 3 and Phase 4 be endorsed; and
3. That the Consolidated 5 Year Financial Plan (2025-2029) be amended accordingly.


Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance	☒	
Engineering	☒	
Parks	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The Steveston Highway Multi-Use Pathway project provides an off-street cycling and pedestrian facility on Steveston Highway connecting Railway Avenue to the Steveston Interchange. Three phases of the project, extending from Railway Avenue to Shell Road, were approved by Council as part of the 2019, 2020 and 2023 Capital Budgets.

This report provides an update on the project and seeks Council's approval to extend the project to the Steveston Interchange utilizing remaining funding from the previously completed phases and external grants.

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous City.

2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the City.

2.4 Enhance Richmond's robust transportation network by balancing commercial, public, private and active transportation needs.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

4.4 Work with all levels of government for grant and funding opportunities.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

Analysis

Background

The Steveston Highway Multi-Use Pathway project (the “Project”) provides east-west connectivity for cyclists and pedestrians in Richmond. The Project forms part of the Regional Cycling Network, connecting the Railway Greenway to the Steveston Interchange and future Fraser River Tunnel Crossing (Figure 1).

Upgrade of the Steveston Interchange at Highway 99 is currently underway by the Transportation Investment Corporation (TI Corp) and is scheduled for completion by the end of 2025. The interchange will include pedestrian and cycling facilities on both sides of Steveston Highway.

Staff are coordinating with the Ministry of Transportation and Transit (MoTT) on the design of the Fraser River Tunnel crossing, which will also include dedicated pedestrian and cycling infrastructure. The project includes a multi-use pathway along Highway 99 connecting the Steveston Interchange to the tunnel. Construction is scheduled for completion in 2030.

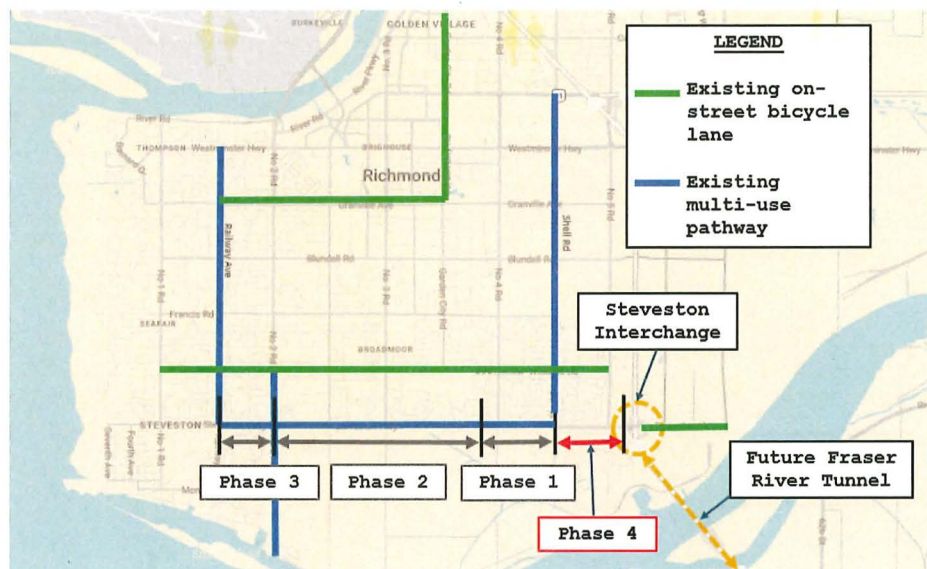


Figure 1: Steveston Highway Multi-Use Pathway Connectivity

Three phases of the Project were approved by Council as part of the 2019, 2020 and 2023 Capital Budgets as follows:

- Phase 1 (2019): From Shell Road to Mortfield Gate
- Phase 2 (2020): From Mortfield Gate to No. 2 Road
- Phase 3 (2023): From No. 2 Road to Railway Avenue

These phases are substantially complete and open to the public.

Counters have been installed on the new pathway near Steveston Highway and Shell Road to monitor utilization. Over the summer of 2025, an average of 200 users per day use the pathway comprising approximately 66% cyclists, 27% pedestrians and 7% scooters.

Financial Update

A total budget of \$17.2 million was approved for phases 1, 2 and 3. The project were jointly funded by the City and through external sources, including TransLink's Cost Share Program, the Government of British Columbia's B.C. Active Transportation Grant Program, and the ICBC Roadway Improvement Program (Table 1).

Table 1: Approved Funding - Steveston Multi-Use Pathway Phases 1 to 3

	Approved Budget	Allocated City Funding	External Funding Awarded
Steveston Highway MUP (Phase 1)	\$2,410,000	\$984,000	\$1,426,000
Steveston Highway MUP (Phase 2)	\$9,090,000	\$4,990,000	\$4,100,000
Steveston Highway MUP (Phase 3)	\$5,700,000*	\$2,850,000	\$4,275,500*
TOTAL	\$17,200,000	\$8,840,000	\$9,785,500

*Subsequent to Council's approval of the Phase 3 project, TransLink awarded the City an additional \$1.426 million in grant funding. As a result, the total of the allocated City funding and awarded external grants exceeds the approved project budget by \$1.426 million. This funding could either be used to reduce the City funding or increase the project's budget and extend staff's spending authority for the project with Council approval.

The actual construction cost for phases 1, 2 and 3 is \$12.4 million which is \$4.8 million under the approved budget (Table 2). Cost savings were realized through working with the contractors to adjust construction methodologies and eliminate the need to replace an existing concrete underground utility corridor, competitive contractor pricing, and effective project management.

Table 2: Steveston MUP Phases 1 to 3 - Actual Costs and Remaining Project Budget

	Approved Budget	Actual Cost	Remaining Budget
Steveston Highway MUP (Phase 1)	\$2,410,000	\$2,410,000	\$0
Steveston Highway MUP (Phase 2)	\$9,090,000	\$7,790,000	\$1,300,000
Steveston Highway MUP (Phase 3)	\$5,700,000	\$2,200,000	\$3,500,000
Total	\$17,200,000	\$12,400,000	\$4,800,000*

*Remaining budget of \$4.8 million consists of \$3.6 million City funding and \$1.2 million external funding. This does not include \$1.426 million of additionally awarded grants.

This presents an opportunity for the City to complete Phase 4 of the Project, connecting Shell Road to the Steveston Interchange, and close the gap in the Regional Cycling Network using previously allocated funding.

Steveston Highway Multi-Use Pathway Phase 4 ("Phase 4")

Extension of the Steveston Highway Multi-Use Pathway east of Shell Road to the Steveston Interchange through Phase 4 of the Project will close the existing gap, complete east-west connectivity along Steveston Highway and facilitate connection to the future tunnel crossing. This will also connect users to the Ironwood Plaza commercial centre and the Riverport Entertainment District through existing on-street bicycle lanes on Steveston Highway east of Highway 99.

Phase 4 includes construction of a protected pedestrian and cycling facility on the south side of Steveston Highway, similar to the completed sections of the multi-use pathway. The project will require completion of detailed design and stakeholder engagement, including with the Ironwood Plaza commercial centre. Construction of Phase 4 will include removing some existing boulevard trees and introducing sections of new treed boulevards. Based on the preliminary design completed to date, staff anticipates that a net increase in the total number of trees in the corridor can be achieved.

The estimated cost for Phase 4 is \$6.226 million (2025 dollars). There is an estimated annual Operating Budget Impact of \$3,794 associated with the maintenance of the new boulevard and street trees.

2026 External Funding Opportunities

TransLink has confirmed that the annual TransLink Cost Share Program will again be available in 2026 with a maximum allocated funding of \$3.7 million for roadway and bicycle infrastructure upgrade projects within the City of Richmond. Additional grant funding may be secured for the Steveston Multi-Use Pathway Phase 4 through this program.

Options to Proceed

Option 1: Amend Steveston Highway Multi-Use Pathway Phase 3 Scope and Budget to Include Construction of Phase 4 (Recommended)

This option includes amending the scope, title and budget of the project Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue project (Phase 3) to include construction of both Phase 3 and Phase 4. The project will be renamed to Steveston Highway Multi-Use Pathway – Phase 3 and Phase 4. Proposed changes to the project scope is outlined in Attachment 1.

The estimated cost to complete Phase 4 is \$6.226 million. The first three phases of the Steveston Highway Multi-Use Pathway were completed at a cost that is \$4.8 million below the approved budget. Additionally, Phase 3 of the project has been awarded \$1.426 million in additional grant funding from TransLink since the original approval of the project.

Through this option, the project budget for Steveston Highway Multi-Use Pathway – Phase 3 and Phase 4 will be amended from \$5.7 million to \$8.425 million utilizing remaining funding from Phase 2 and awarded TransLink grants, with no additional City funds required.

This project will also be eligible to seek \$2.0 million in additional TransLink funding as part of the 2026 TransLink Cost Share Program. Should the application be successful, this will be used to reduce previously approved City funding. The entirety of Phase 3 and Phase 4, extending from Railway Avenue to No. 2 Road and from Shell Road to the Steveston Interchange, can be completed using \$2.2 million in previously approved City funding and \$6.3 million in external funding.

Staff recommend this option as it allows the City to fully utilize secured grant funding and reduces risk with respect to escalating construction costs associated with deferring the Project. This options allows the City to complete Phase 4 of the project at no additional cost to the City. With the Steveston Interchange anticipated to be complete by the end of 2025, this allows the City to best align implementation of pedestrian and cycling connectivity to the interchange with its completion.

Option 2: New Capital Project for Steveston Highway Multi-Use Pathway Phase 4 be included in the Proposed 2026 Capital Budget (Not Recommended)

This options involves including a capital project for Steveston Highway Multi-Use Pathway Phase 4 with a budget of \$6.2 million in the proposed 2026 Capital Budget for Council's consideration. The project will also be included in the proposed 2026 TransLink Cost-Share Application to seek up to \$3.7 million in external funding from TransLink.

Funding that was not utilized from Phase 2 and Phase 3 of the project, including \$3.6 million in City funding and \$2.6 million of external funding, will be returned to their original sources.

Option 3: Defer Project (Not Recommended)

Completion of Steveston Highway Multi-Use Pathway (Phase 4) to connect to the Steveston Interchange will be deferred until completion of the Fraser River Tunnel Project. An updated project budget to reflect cost escalation and funding options will be presented to Council for consideration at that time. \$3.7 million of allocated funding from TransLink through the 2026 TransLink Cost Share program may not be fully utilized by the City due to a lack of eligible projects.

Funding that was not utilized from Phase 2 and Phase 3 of the project, including \$3.6 million in City funding and \$2.6 million of external funding, will be returned to their original sources.

Financial Impact

Should Council approve staff's recommendation of Option 1, the Consolidated 5 Year Financial Plan (2025-2029) will be amended to reflect an increase to the budget for Steveston Highway Multi-Use Pathway – Phase 3 and Phase 4 as outlined in Table 3.

This Project will result in an estimated annual operating budget impact (OBI) of \$3,794 for the maintenance of the trees and boulevards. This will be put forward as part of the future budget processes for Council's consideration.

Table 3: Budget Amendment for Steveston Highway Multi-Use Pathway (Phase 3 and 4)
**Proposed Budget Increase for
 Steveston Highway Multi-Use Pathway – Phase 3 and 4**

Approved Budget	\$5,700,000
Proposed budget transfer from Steveston Highway Multi-Use Pathway, Mortfield Gate to No. 2 Road	\$1,300,000
Additional grant funding awarded as part of previous TransLink Cost Share Agreement	\$1,425,500
Proposed Amended Budget	\$8,425,500

Conclusion

The Steveston Highway Multi-Use Pathway project provides east-west connectivity for pedestrians and cyclists in Richmond.

Three phases of the Project, extending from Railway Avenue to Shell Road, have been approved by Council as part of prior year capital budgets. Construction of these phases were complete at a cost that is \$4.8 million below the approved budget. Combining these remaining funds with \$1.425 million in additionally awarded grants results in a total of \$6.225 million available to complete Phase 4 of the Project.

Extension of the multi-use pathway between Shell Road and the Steveston Interchange through Phase 4 will complete the intended network connection, bridging users of the existing Shell Road Multi-Use Pathway and Steveston Highway Multi-Use Pathway to the Steveston Interchange.

Staff recommend that the project title, scope and budget for the Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue, be amended to include completion of Phase 4. This will allow the project to be extended to the Steveston Interchange utilizing existing funding, while providing an opportunity for additional grant funding through the 2026 TransLink Cost Share program to further offset City costs. Alternative options will result in a loss in awarded and unspent external funding.



Beata Ng, P.Eng.
 Manager, Transportation Development and Design
 (604-276-4377)

BN:ck

Att. 1: Amendment Project Description – Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue

**Amendment Project Description – Steveston Highway Multi-Use Pathway, No. 2
Road to Railway Avenue**

Project Title: *Steveston Highway Multi-Use Pathway – Phase 3 and Phase 4*

Project Budget: \$8,425,500

Project Scope: *This project involves construction of a paved and protected cycling facility on the south side of Steveston Highway from No. 2 Road to Railway Avenue and from Shell Road to Steveston Interchange. Upon completion, this facility will connect existing multi-use pathways to complete a continuous 5.5 km stretch of separated cycling and pedestrian infrastructure along Steveston Highway from No. 2 Road to Steveston Interchange.*

The scope of work may include re-allocation of road space (lane narrowing, removal of right-turn bays), re-alignment of curb and gutter, construction of multi-use pathways and bicycle lanes, pavement markings and signage, implementation of pedestrian crossing enhancements, relocation of above-grade infrastructure (e.g. streetlight poles, hydrants, power poles, traffic signals), relocation or upgrade of bus stops, removal and replacement of trees and hedges as required, property acquisition as required, and modifications to private property (e.g. re-grading of driveways, reinstatement of impacted areas, construction of retaining walls and landscaping).



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 19, 2025

From: Claudia Jesson
Director, City Clerk's Office

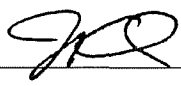
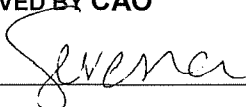
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01

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.

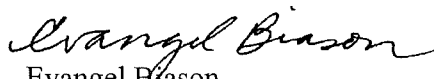
Please note that changes to the Committee meeting dates may also be altered at the discretion of the Chair as circumstances arise closer to the dates of the meetings and do not require a Council resolution.

Financial Impact

None.

Conclusion

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


Evangel Bason
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
UBCM

Note: All meeting dates are subject to change.

Approved: October ##, 2025

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 2	FC 3	PC 4	5	6	7	1	GP 2	FC 3	PC 4	5	6	7
4	GP 5	FC 6	PC 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 17	PH 18	PC 19	PWT 20	21	15	GP 16	PH 17	PC 18	PWT 19	20	21
18	GP 19	PH 20	PC 21	PWT 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 1	FC 2	PC 3	FCM 4	FCM 5	FCM 6
5	STAT 6	GP 7	FC 8	PC 9	10	11	3	GP 4	FC 5	PC 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 15	PH 16	PC 17	PWT 18	19	20
19	GP 20	PH 21	PC 22	PWT 23	24	25	17	STAT 18	GP 19	PH 20	PC 21	PWT 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 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	12	13	14	15	13	CO 14	UBCM 15	UBCM 16	UBCM 17	UBCM 18	UBCM 19
19	GP 20	PH 21	PC 22	PWT 23	24	25	16	17	18	19	20	21	22	20	GP 21	PH 22	PC 23	PWT 24	25	26
26	CO 27		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 3	FC 4	PC 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	PWT 9	PRC 10	DP 11	12
11	STAT 12	CO 13	CS 14	DP 15	16	17	15	GP 16	PH 17	PC 18	PWT 19	20	21	13	GP 14	PH 15	PC 16	CO 17	18	19
18	GP 19	PH 20	PC 21	PWT 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 30						27	28	29	30	31	STAT 1 JAN	2 JAN
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PH	Public Hearing, 5:30pm
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.

Approved: October ##, 2025