



CITY OF
Pitt Meadows
The Natural Place

Staff Report to Council

Administrative Services

FILE: 01-0530-30/19

DATE: January 30, 2019

Date of Meeting – February 5, 2019

TO: Mayor and Council

FROM: Kate Barchard, Manager of Administrative Services

SUBJECT: 2019 Council Meeting Schedule

RECOMMENDATION(S): THAT Council:

- A. Receive the report from the Manager of Administrative Services dated January 30th, 2019 titled “2019 Council Meeting Schedule”; AND
- B. Adopt the 2019 Council Meeting schedule as outlined in Attachment A; OR
- C. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION:

PURPOSE

To provide Council with the necessary information to make decisions regarding the annual schedule of regular council meetings.

Information Report

Direction Report

Decision Report

DISCUSSION

Background:

At the January 22, 2019 Regular Council Meeting, Staff was directed to prepare a 2019 council meeting schedule that reflected the City’s transition to the Governance and Priorities Committee (GPC) model. Please see **Attachment A** for the draft meeting schedule.

As per the Community Charter, a council must make available to the public an annual schedule of the date, time and place of all regular council meetings (S. 127) and provide notice of the availability of this schedule to the community. Council's Procedure Bylaw specifies that the annual schedule of regular council meetings will be prepared and published before January 31 of each year. Due to the robust governance and committee review which Council undertook in 2018, including Council's recent adoption of the new Governance and Priorities Committee (GPC) structure, Staff were delaying the publication of the annual meeting schedule to ensure it aligned with Council's new governance model. The 2019 Council Meeting Schedule will be published and communicated to the community immediately following its adoption.

ANALYSIS:

The following factors were taken into consideration when drafting the 2019 Council Meeting Schedule:

1. Governance & Priorities Committee Model

On January 22, 2019, after nine months of robust review and public consultation, Council adopted their new 'Governance & Priorities Committee' (GPC) model. The new GPC model (final name to be determined) provides opportunity for Council to have direct connection with their committees and hear their recommendations on a monthly basis.

The consultant who put forward the new governance model, George Cuff, recommended that Council schedule one GPC meeting per month and two Regular Council Meetings per month, with the opportunity to schedule additional GPC or regular meetings as required. Staff is suggesting that GPC meetings be scheduled on the 2nd Tuesday of each month.

The first GPC meeting will occur in March to provide time for staff to develop the necessary administrative procedures and documentation for this new meeting structure. An extra regular meeting was therefore added to the 2nd Tuesday in February.

2. Other Municipalities

Twice monthly regular council meetings are standard practice throughout other local municipalities. Below is a chart that compares 14 municipalities surrounding Pitt Meadows. The City of Coquitlam is the only municipality that schedules more than two regular council meetings per month on a regular basis. Furthermore, the vast majority (80%) of municipalities incorporated spring break, August vacation, and/or Christmas break into their calendars, thus scheduling a total of 20 – 22 regular council meetings for the year.

PITT MEADOWS

Municipality	Reg. Council Meetings in 2018	Reg. Council Meetings Scheduled for 2019	Notes
Abbotsford	22	22	2 meetings per month generally with some exceptions
Anmore	21	21	2 meetings per month generally with 1 meeting in July, August and December
Burnaby	27	21	2 or 3 meetings per month with a break in August
Coquitlam	30	29	3 meetings per month generally with a break in August; 2 meetings in March to accommodate spring break; 2 meetings in September to accommodate UBCM Convention; 2 meetings in December to accommodate Christmas
Delta	27	24	2 meetings per month
Langley City	22	22	2 meetings per month with a break in August
Langley Township	22	21	Typically 2 meetings per month with a break in August and no council meetings over spring break
Maple Ridge	22	21	2 meetings per month with a break in August and only 1 meeting in September and December
Mission	25	24	2 meetings per month
New Westminister	22	20	2 meetings per month generally; 1 meeting in July; 1 meeting in August; no meeting during spring break; 1 meeting in December
Port Coquitlam	21	21	Typically 2 meetings per month with a break in August and only 1 meeting in December
Port Moody	20	20	2 meetings per month with a break in August and only 1 meeting in September and December
Surrey	22	22	2 meetings per month generally with a break in August and no meeting over spring break
White Rock	20	21	2 meetings per month with a break in August and only 1 meeting in March to accommodate spring break

The recommended Council Meeting Schedule in **Attachment A** aligns well with municipal standards as identified in the chart above, with 22 regular meetings proposed for 2019.

3. 2018 Council Meetings

On the 2018 Pitt Meadows Council Meeting Calendar, there were a total of 41 regular council meetings scheduled. As you will see in **Attachment B**, nine of those meetings were canceled due to a lack of agenda items, resulting in a total of 32 regular meetings held throughout the year (two of those meetings contained 'Council in Committee' components). Staff is proposing 22 regular council meetings and 8 GPC meetings, for a total of 30 council meetings, in 2019. This aligns well with the 2018 stats. In addition to these 30 council meetings, Staff are also proposing that fifth Tuesdays (April 30, July 30, and October 29) be reserved for possible joint council meetings with the City of Maple Ridge and/or other municipalities, to be scheduled as special meetings, subject to joint interest and availability.

4. Staff Planning/Administrative Efficiencies

Planning for the right number of meetings each year helps Staff to be efficient with their time and plan their workloads accordingly. Last year's meeting statistics suggest that Council business can be accomplished well within three meetings per month (i.e. two regular meetings and one GPC meeting). This allows for better planning which in turn creates administrative efficiencies for staff. Council always has the opportunity to schedule additional council or committee meetings should it be required to move business forward. Notice will be given to the public of any additional meetings scheduled as per the requirements outlined in Section 127 of the Community Charter (*Notice of council meetings*).

5. Other Considerations

While drafting the 2019 meeting schedule, these further considerations were made:

- Meetings were not scheduled in August as per Council Policy C006 '*Council Meetings in August*' (see Attachment C).
- Meetings were not scheduled during weeks where there is a statutory holiday on the Monday. This supports the Legislative Services team, allowing time in the office on the day prior to all Council meetings to ensure proper preparations are in place for the meeting.
- The UBCM (Union of BC Municipalities) Convention is held each year in September. This convention is an important annual event for the City, allowing governments to build strategic partnerships and cultivate unique approaches to local challenges. One regular council meeting is scheduled in September to allow all Council members and senior staff, as appropriate, to attend the Convention.

Relevant Policy, Bylaw or Legislation:

- Community Charter, section 127 (*notice of council meetings*)
- 'Council Procedure' Bylaw 2690, 2015
- 'Council Meetings in August' Policy C006

COUNCIL STRATEGIC PLAN ALIGNMENT

- Corporate Excellence Economic Prosperity Community Livability
 Transportation & Infrastructure Not Applicable
-

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Other Referral to Business Planning
-

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower
-

KATZIE FIRST NATION CONSIDERATIONS

- Referral Yes No
-

SIGN-OFFS

Written by:

Kate Barchard,
Manager of Administrative Services

Reviewed by:

Cheryl Harding, Director of Financial Services
Mark Roberts, Chief Administrative Officer

ATTACHMENT(S):

- A. 2019 DRAFT Council Meeting Schedule
- B. 2018 Meetings of Pitt Meadows City Council
- C. 'Council Meetings in August' Council Policy C006

2019 COUNCIL MEETING SCHEDULE

- Regular Council Meetings **7:00 p.m.**
- Governance & Priorities Committee Meetings **7:00 p.m.**
- Potential Council to Council Workshops w/ Maple Ridge
- Public (Stat) Holidays (City Hall Closed)
- Finance Workshop **7:00 p.m.** (regular council meeting)
- 2019 Budget Deliberations – 5:30 p.m.
- 2020 Business Planning – Dec 9, 5:30 p.m. / Dec 11, 9:00 a.m.

- Special Dates:**
- SD42 Spring Break, **March 18-29**
 - LMLGA Conference, Harrison Hot Springs, BC **May 8 - 10**
 - FCM Convention Quebec City, QC **May 30 – Jun 2**
 - UBCM Convention, Vancouver, BC **Sept 23 - 27**

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

City Hall Closure: December 25 to January 1 inclusive

Special Council Meetings will be scheduled **as required**

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

2018 Meetings of Pitt Meadows City Council

Date	Meeting
Jan 9, 2018	Regular Council Meeting
Jan 16, 2018	Regular Council Meeting
Jan 23, 2018	Regular Council Meeting
Feb 6, 2018	Regular Council Meeting
Feb 13, 2018	Regular Council Meeting
Feb 20, 2018	Regular Council Meeting
Feb 27, 2018	CANCELED
Mar 6, 2018	Regular Council Meeting
Mar 13, 2018	CANCELED
Mar 20, 2018	Regular Council Meeting
Mar 27, 2018	Council in Committee Meeting / Regular Council Meeting
Apr 3, 2018	CANCELED
Apr 10, 2018	Regular Council Meeting
Apr 17, 2018	Regular Council Meeting
Apr 24, 2018	Regular Council Meeting
May 1, 2018	Regular Council Meeting
May 8, 2018	Regular Council Meeting
May 15, 2018	CANCELED
May 22, 2018	Regular Council Meeting / Council in Committee Meeting
Jun 5, 2018	Regular Council Meeting
Jun 12, 2018	Regular Council Meeting
Jun 19, 2018	Regular Council Meeting
Jun 26, 2018	Regular Council Meeting
Jul 3, 2018	CANCELED
Jul 10, 2018	Regular Council Meeting
Jul 17, 2018	Regular Council Meeting
Jul 24, 2018	Regular Council Meeting
Sep 4, 2018	Regular Council Meeting
Sep 18, 2018	Regular Council Meeting
Sep 25, 2018	Regular Council Meeting
Oct 2, 2018	Regular Council Meeting
Oct 9, 2018	CANCELED
Oct 16, 2018	Regular Council Meeting
Oct 23, 2018	CANCELED
Oct 30, 2018	CANCELED
Nov 6, 2018	Inaugural Council Meeting
Nov 13, 2018	Regular Council Meeting
Nov 20, 2018	Regular Council Meeting
Nov 27, 2018	Regular Council Meeting
Dec 4, 2018	Regular Council Meeting
Dec 11, 2018	Regular Council Meeting
Dec 18, 2018	CANCELED



COUNCIL POLICY C006

01 - Administration

Council Meetings in August

Effective Date: June 15, 1993
Revised Date: December 5, 2006
Reaffirmed Date: April 3, 2012
Revised Date: February 17, 2015

Policy:

Unless otherwise determined by Council, no Council or Committee meetings will be scheduled in the month of August.