

TO: MAYOR & COUNCILLORS
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **2025 MEETING SCHEDULES FOR COUNCIL, PUBLIC HEARINGS,
AND ADVISORY BODIES AND BOARDS**
PURPOSE: To set the 2025 meeting dates for Council, Public Hearings, and
Advisory Bodies and Boards.

RECOMMENDATION

THAT the 2025 meeting schedules for Council included as Attachment 1-A: Council Tuesdays, Attachment 2: Committee of the Whole and Public Hearing tentative schedules; Attachment 3: Advisory Bodies and Board, to the report titled “2025 Meeting Schedules for Council, Public Hearings, and Advisory Bodies and Boards” dated November 18, 2024, be approved;

THAT a 5:00 p.m. start time for Council meetings and Public Hearings in 2025 be approved;

THAT 9 a.m., 10 a.m., 2 p.m. or 5:00 p.m. start times for meetings of Standing Committees of Council be called by the Chair be approved; and

THAT the Attachment 4: Burnaby Public Library Board 2025 meeting schedule be received for information.

EXECUTIVE SUMMARY

This report sets the 2025 meeting schedules for Council, Public Hearings, and Advisory Bodies and Boards, and seeks Council approval of the dates and times these meetings will take place.

1.0 POLICY SECTION

The following sections of the *Community Charter* apply:

- Section 127 – Notice of council meetings
- Section 94.2 – Requirements for public notice

In addition, public notice as per the Burnaby Public Notice Bylaw applies.

2.0 BACKGROUND

Section 127 of the *Community Charter* requires Council to adopt annually, a schedule of Council meetings and the Burnaby Procedure Bylaw requires this is adopted prior to December 31st of the preceding year.

3.0 GENERAL INFORMATION

This report proposes a schedule of 2025 Council meetings on consistent Tuesdays – the 2nd and 4th of each month, with exceptions as noted below. In addition, it is proposed to move to tentatively scheduled dates for Public Hearings and Committee of the Whole meetings.

The recommended dates are referenced in Attachment 1-A. As a comparison, a 2025 Council schedule on consistent Mondays is included as Attachment 1-B. Scheduling Council meetings on a consistent cadence on Tuesdays allows for 21 meetings in 2025 and scheduling Council meetings on a consistent cadence on Mondays allows for 20 meetings in 2025.

It is recognized that adopting the recommendations in this report does not preclude Council or a Board, Committee, or Commission from adopting future resolutions, or at the discretion of the Chair to add, cancel or change meeting dates, times and/or venues, when required. Advisory Bodies and Boards are proposed to be scheduled as per Attachment 3, with an opportunity for additional meetings to be called, if required.

Special Council meetings may also be called in accordance with the Procedure Bylaw and as prescribed in the *Community Charter*.

2025 Council Meetings – Moving to 2nd and 4th Tuesday Each Month

2025 Council meetings are proposed for the 2nd and 4th Tuesday of each month at 5 p.m., apart from August, where only one Council meeting would be scheduled on the fourth Tuesday of the month to allow for the annual summer break. Additionally, only one Council meeting would be scheduled for December given the 4th Tuesday of that month would fall too closely to winter holidays. Where there is a statutory holiday that falls on a Tuesday, the meeting will be cancelled to maintain the consistent schedule of 2nd and 4th Tuesdays. In 2025, Remembrance Day falls on a Tuesday.

By scheduling meetings on Tuesdays, the community and Council typically has an additional business day on the immediately preceding Monday to review the agenda, gather necessary documents, conduct any required research or make inquiries with staff or elected officials. This additional preparation time ensures that discussions are conducted, and decisions are made with the best available information.

In addition, Tuesday meetings provide potential opportunity for increased civic engagement. With weekends often reserved for personal and family activities, holding meetings on Tuesdays reduces these types of conflicts with the review of agenda materials (i.e. agenda review can occur on a Monday instead of on a Sunday).

Holding Council meetings on Tuesdays offers the following advantages for both the public and the Council members:

- Increased transparency and public participation by adding 1 full business day between the publishing of the agenda and the Council meeting date.
- Easy for public and community to remember Council meeting dates without referring to annual calendars online
- Potential increase in attendance, public participation and viewings by increasing weekday time to review agenda materials
- Staff have an additional day to prepare information and responses for questions and comments submitted by elected officials and public over the weekend
- Updates to items or revision of presentations can be easily facilitated by staff
- Announcements and reminders about Tuesday meetings can be sent out on Mondays rather than receiving reminders over the weekend
- No current impact to other local government body meetings or commitments of Council members

Public Hearings (PH) – Tentative Dates

Public Hearings (PH) are proposed to be tentatively scheduled on the last Monday of the month at 5:00 p.m., except for December, where no meetings will be held. PH dates will be confirmed and scheduled no later than four (4) weeks prior to the tentative meeting date and public notification will be provided on the City’s website. To ensure the public and Council is aware of the date and time of the potential PHs, staff will continue to provide the “hold” date for the meetings, and then issue a public notice for when meetings are called due to business needs.

For clarity, PHs meetings are held when viable applications are received by the City, warranting a calling of the meeting. Therefore, applicants will not be delayed a meeting opportunity or date due to the low number of items on agendas as PHs only require one application for a meeting to be called. Of note, the same principles apply to Board of Variance meetings.

Committee of the Whole (COW) – Tentative Dates

Currently, the City is utilizing Special Meetings for long format discussions at Council. The Burnaby Procedure Bylaw, which came into effect on January 1, 2024, prescribes Special Meetings are for urgent matters of business and Committee of the Whole (COW) meetings are held for deeper discussions and information presentations. Additionally, Special Meetings only require a 24-hour public notice, which does not allow for substantial review time and information relay to the public.

It is proposed that COW meetings be utilized for 2025 and be tentatively scheduled on the second Monday of the month. COW is comprised of all members of Council.

To keep the public informed of the COW meetings, staff are proposing to pre-schedule the year on the annual 2025 calendar. Holding these meetings on a different day, will

also reduce the number of long Council meeting days where Special Meetings are scheduled ahead of closed and open regular Council meetings.

COW is also a signal for the public to note significant matters for discussion and informational presentations. As COW does not typically include motions or recommendations of Council, these meetings ensure there is a period for Council to consider the information being presented and consult with the public and community before making a decision at a regular Council meeting.

By utilizing this meeting tool on a separate day of the week, prior to the Council meeting, Council can have deeper discussions and provide feedback to staff, while reducing the time delay required when Council refers matters back to staff for amendments or further information before voting at a Council meeting. With the utilization of COW meetings, Legislative Services staff can assist Council or staff with formulating carefully crafted and easily referenced recommendations and resolutions for the decision-making meeting of the COW subject matter at the next viable meeting of Council.

Standing Committee Start Times (9:00 AM, 10:00 AM, 2:00 or 5:00 PM)

Standing Committees of Council do not include members of the public as appointed members. Standing Committees are appointed by the Mayor and include the:

- Audit Committee;
- Executive Committee of Council;
- Financial Management Committee;
- International Relations and Friendship Cities Committee; and
- Planning and Development Committee.

The start times for Standing Committees are proposed to be held at either 9:00 a.m., 10:00 a.m., 2:00 p.m. or 5:00 p.m based on the approval of the appointed Chairs and Council members. As all Standing Committee meetings are recorded and available online with public engagement would not be impacted. Delegations who request to appear at Standing Committee meetings will be provided options of dates to appear and advance notice of any daytime meeting times.

As with previous practice, appointments for the Select and Standing Committees for 2025 will be prepared by the Mayor and presented to Council prior to the end of 2024.

The Simon Fraser Liaison Committee and the International Relations and Friendship Cities Committee meet as required (at the Call of the Chair), and therefore are not included in the proposed meeting schedules.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Upon adoption of the meeting schedules, Section 94.2 of the *Community Charter* requires that public notice of the Council meeting schedule be published, in the City’s eNewsletter and on the City’s website at least seven (7) days before the date of the matter and the Burnaby Procedure Bylaw requires the schedule be provided for Council’s approval before December 31st. The notice of meeting schedules will be published on November 21 and 28, 2024, on the City of Burnaby’s website and eNewsletter and will be posted at the Council Chambers (meeting location).

Should Council approve a change in Council meeting days from Mondays to Tuesdays, as well as the tentative schedules for COW and PH meetings, along with the statutory notices required to the public, staff recommend the development of a 2025 Council Calendar to be provided as a printed calendar or printable version that is freely provided to households in Burnaby. This will ensure all members of the public has available a calendar with the updated 2025 dates, which will also serve as free calendar for use and reference year-long in homes and businesses.

5.0 FINANCIAL CONSIDERATIONS

Some financial efficiencies may be realized should Council support the proposed approach to tentatively scheduling some meeting types, as outlined in other sections of this report.

For example, by adopting the proposed calendar, staff will reduce the number of cancelled meetings, while allowing for pre-scheduled meetings to be equitably distributed throughout the year. This is based on current trends of cancelled meetings and the calling of special meetings based on operational needs of the City. For example, in 2024 the following meetings were called or cancelled:

Type of Meeting <i>(in 2024)</i>	Scheduled in Annual 2024 Calendar	Called <i>(due to need of time for additional</i> <i>agenda matters/items)</i>	Cancelled <i>(due to lack of agenda</i> <i>matters, items or quorum)</i>
Council	23	NA	0
Special Council	N/A	13*	N/A
Advisory Bodies	82	9*	9*
Public Hearings	12	N/A	7*
Board of Variance	11	N/A	5*
Committee of the Whole	0	0	N/A

**as of the drafting of this report on October 31, 2024*

Therefore, tentatively scheduling PHs, COW and Board of Variance meetings, while still noting the scheduled date in calendars, allows for staff to plan meetings and utilize resources when needed, rather than cancelling meetings that are no longer required.

Respectfully submitted,

Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

- Attachment 1A – 2025 Council Calendar of Tuesdays
- Attachment 1B – 2025 Council Calendar of Mondays
- Attachment 2 – 2025 Committee of the Whole and Public Hearings Schedule
- Attachment 3 – 2025 Advisory Bodies & Board Schedule
- Attachment 4 – 2025 Burnaby Public Library Board Meetings Schedule

REPORT CONTRIBUTORS

This report was prepared by Blanka Zeinabova, Senior Manager Legislative Services, and reviewed by Nikki Best, Director Legislative Services, and Noreen Kassam, Deputy CAO/Chief Financial Officer.