

Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

9

PRESENTED:	JULY 27, 2020 - REGULAR MEETING	REPORT:	20-97
FROM:	CORPORATE ADMINISTRATION DIVISION	FILE:	0550-06
SUBJECT:	REVISED COUNCIL CALENDAR FOR SEPTEMBER TO DECEMBER 2020		

RECOMMENDATION(S):

That Council approve the proposed revised September to December 2020 Council Calendar.

EXECUTIVE SUMMARY:

When the 2020 Council Calendar was adopted in late 2019 it was adopted pre-COVID-19 Pandemic. Over the last several months processes, meetings and schedules have all been amended to reflect best practices to maintain the health and safety of community members, Council members and staff. The current schedule of a Regular Council meeting beginning at 1:00pm, and Public Hearing Council meeting beginning at 7:00pm has shown to provide for the required physical distancing of those that attend the meetings, and appear as delegations or speakers. It also provides a consistent start time for web stream viewing making it easier for those who wish to view the meeting live via web streaming to plan their day.

PURPOSE:

The approval of the Revised September to December 2020 Council Calendar is being requested to increase the ability for individuals to ensure physical distancing when viewing Council meetings in person, and to provide for more certainty of start times for those watching via web streaming.

Approval of the Revised Council Calendar for 2020 meets the requirements of the *Community Charter* and provides staff the information necessary to prepare related statutory notices and complete room bookings

DISCUSSION/ANALYSIS:

Change of Regular Afternoon and Regular Evening Meetings to a Regular Meeting

The COVID-19 Pandemic has provided many challenges to everyday life, this includes providing for open and transparent governance due to physical distancing requirements. With the capacity of the gallery in the Fraser River Presentation Theatre capped at 22 individuals for the foreseeable future, staff have been reviewing options to ensure that meetings:

- are scheduled with enough time between each to ensure those attending a meeting have time to exit prior to those attending for the next meeting arrive;
- have as many available seats and space as possible; and
- start a consistent time for those individuals that view the live meetings via web streaming.

The proposed calendar schedules the Regular Council meetings to begin at 1:00pm. The Regular meeting includes items that were previously included in the Afternoon and Evening Agendas. By combining all items, the only meeting scheduled for 7:00pm is the Public Hearing. This aids in physical distancing as the Public Hearing meeting is not starting directly after the Evening meeting, thereby reducing attendees at the Public Hearing to only those attending for the Public Hearing. The Public Hearing ability to speak to Council is a statutory obligation and necessitate steps to reduce potential “cross-over” attendance to manage the number of attendees at any one time.

Except for unusual circumstances, staff anticipate the Regular meeting will end with ample time for those attending the meeting to exit the building prior to the arrival of individuals for the Public Hearing.

Previously, the Afternoon meeting of Council included a recess and the convening of a Special Closed meeting. As there was no set time for Council to reconvene the Afternoon meeting, the public was unable to anticipate and schedule either their arrival at the Civic Facility or the time to begin watching the web stream of the meeting. Having a consistent time for the beginning of the Regular meeting will aid both the public that choose to attend and those watching the meeting via the web.

Even with the changes to separate meetings, staff will continue to advise that written submissions may be made to Council for all public input opportunities, both statutory and non-statutory. Staff will also continue to advise that all Open Council meetings will be web streamed. Although modifications have been made to help with physical distancing, the gallery with only 22 seats available is still a challenge to manage. Staff will continue to revise processes as it becomes necessary.

Addition of a Meeting and a Date Change:

Forwarding a draft revised calendar has allowed staff to modify the meeting schedule to increase the effectiveness of the flow of the scheduling of items.

Due to COVID-19, the UBCM Convention has been rescheduled as a virtual event this year. This has allowed the scheduling of an additional meeting in September. The UBCM event is scheduled from September 24 to 26. As the meeting no longer occupies Monday, September 23 and travel is not required to a virtual conference, Regular and Public Hearing Council meetings on September 23rd have been added to the proposed calendar. Scheduling these meetings reduced the time between “Council meeting Mondays” from three weeks to two weeks. Potentially helping to reduce the numbers of individuals attending each Council

meeting, further helping to meet physical distancing requirements and minimizing individuals attending each meeting.

Another change, included at the request of staff, is the rescheduling of the meeting on the current Council calendar for December 14. The proposed calendar would reschedule the meeting to December 21. Again, this adjustment potentially will help reduce in person attendance at the meetings. The current calendar with one week between the meetings scheduled for December 7 and December 14 does not allow for statutory advertising of items that require a Public Hearing. This would result in a Public Hearing at the first meeting in January 2021 potentially including applications from December 7 and 14. The delaying of the December 14 meeting by one week allows for the applications that require a Public Hearing to receive it on December 21.

Staff believe the revised September to December 2020 Council Calendar will aid in the goals of the required physical distancing should individuals wish to attend the Council meetings, as well as simplify the schedule for those that wish to view the meetings live via web streaming.

Wendy Bauer
TOWNSHIP CLERK
for
CORPORATE ADMINISTRATION

This report has been prepared in consultation with the following listed department.

CONCURRENCES	
Division / Department	Name
Community Development Division	R. Seifi

ATTACHMENT A Revised September to December 2020 Council Calendar

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
	Labour Day					
13	14	15	16	17	18	19
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting					
20	21	22	23	24	25	26
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting					
27	28	29	30			

October 2020

REVISION Date – July 27, 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting					
11	12	13	14	15	16	17
	Thanksgiving Day					
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting					

Meeting Location:
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

November 2020

REVISION Date – July 27, 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting		Remembrance Day			
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting					
29	30					

Meeting Location:
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting					
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	1:00pm Regular Council Meeting 7:00pm Public Hearing Meeting				Christmas Day	Boxing Day
27	28	29	30	31		
	Municipal Offices Closed	Municipal Offices Closed	Municipal Offices Closed	Municipal Offices Closed		