

City of Richmond

Report to Committee

To:

General Purposes Committee

Date:

January 22, 2008

From:

David Weber

File:

01-0105-01/2008-Vol 01

Director, City Clerk's Office

Re:

2008 Council and Committee Meeting Schedule Revisions

Staff Recommendation

- 1) That the Regular Council Meetings (open and closed) of August 11 and August 25, 2008 be cancelled;
- 2) That the following Standing Committee meetings be cancelled:
 - a) General Purposes Committee meetings of August 5 and 18, 2008;
 - b) Planning Committee meetings of August 6 and 19, 2008;
 - c) Community Safety Committee meeting of August 12, 2008;
 - d) Public Works and Transportation Committee meeting of August 20, 2008; and
 - e) Parks, Recreation and Cultural Services Committee meeting of August 26, 2008; and
- 3) That the August 18, 2008 Public Hearing be re-scheduled to Wednesday, September 3, 2008 at 7:00 PM in the Council Chambers at Richmond City Hall.

David Weber

Director, City Clerk's Office (4098)

Famil Wiles

FOR ORIGINATING	DIVISION USE ONLY			
CONCURRENCE OF GENERAL MANAGER	REVIEWED BY TAG	YES NOW	NO	
Mike Zorf	REVIEWED BY CAO	YES .	NO	

Staff Report

Origin

For many years, Council has supported the cancellation of Council and Standing Committee meetings during the summer vacation season. These usual revisions to the meeting calendar are being presented at this time to provide more certainty and more advance notice of Council's regular meeting schedule for the coming year. In addition, Council resolutions are required for some of the proposed changes, such as the re-scheduling of the Public Hearing.

Analysis

Over the past three years, Council cancelled and/or re-scheduled all of the Council and Committee meetings that would have otherwise occurred during a four week period in August. No problems were observed in adopting this revised summer meeting schedule, nor were there any serious disruptions to City business. A similar approach is being recommended for 2008, that is, the cancellation of two Council meetings and the associated Standing Committee meetings in August.

The other proposed change to the meeting schedule is the recommended re-scheduling of the August 18th Public Hearing to September 3rd, 2008. This change in the Public Hearing schedule minimizes the potential delay for land use applicants during the summer break period as the Public Hearing for applications having reached first reading would only be otherwise delayed by two weeks. Council may also note that if the Planning Committee meetings and Council meetings in August are cancelled there would logically be no items in-stream for the regularly-scheduled September 15th Public Hearing. Consequently, and barring any special meetings called to hear land use applications in August, the September 15th Public Hearing would be cancelled administratively in accordance with the Council Procedure Bylaw due to a lack of agenda items. The current and proposed revised Council and Committee meeting schedule for 2008 is attached (Attachments 1 and 2).

With regard to providing a context for these proposed changes to the 2008 meeting schedule, other lower mainland municipalities have made similar summer meeting arrangements as follows:

Vancouver	No Council meetings between July 25 th and September 16 th
Surrey	No Council or Committee meetings between August 4 th and September 1 st
Dist. of North Vancouver	No Council or Committee meetings between July 15 th and August 17 th
Burnaby	No Council meetings between July 23 rd and August 24 th
New Westminster	No Council or Committee meetings between July 21st and August 18th
City of North Vancouver	No Council meetings between July 29th and September 7th
Coquitlam	No Council meetings between July 29 th and September 1 st

Finally, should any circumstances arise during August, or at any other time, which would require the immediate attention of Council, a Special Meeting can be called with 24 hours notice. Such a meeting may also be facilitated using conference calls, as permitted by the Council Procedure Bylaw, for those Council members who wish to participate but who are travelling out of town.

Financial Impact

None.

Conclusion

That the 2008 Council and Committee meeting schedule be revised as recommended, on the understanding that a Special Council Meeting may be called with 24 hours notice should any unusual or urgent circumstance arise.

David Weber

Director, City Clerk's Office

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Current 2008 Meeting Calendar

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CO Regular Council Mtg., 7:00pm Regular (Closed) Council Mtg. 4:00pm

CS Community Safety, 4:00pm

DP Development Permit Panel, 3:30pm

FC Finance, 4:00pm (At the call of the chair.)

GP General Purposes, 4:00pm

PC Planning Committee, 4:00pm

PH Public Hearing, 7:00pm

PRC Parks, Recreation & Cultural Services, 4:00pm

PWT Public, Works &

Transportation, 4:00pm

Note: All meeting dates are subject to change, particularly during the months of August and December.

Proposed Revised 2008 Meeting Calendar

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