



To: General Purposes Committee

Date: January 22, 2008

From: David Weber
Director, City Clerk's Office


File: 01-0105-01/2008-Vol 01

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)

FOR ORIGINATING DIVISION USE ONLY			
CONCURRENCE OF GENERAL MANAGER 	REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>bow</i>	NO <input type="checkbox"/>
	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> <i>MR</i>	NO <input type="checkbox"/>

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 21 st and August 18 th
City of North Vancouver	No Council meetings between July 29 th and September 7 th
Coquitlam	No Council meetings between July 29 th and September 1 st

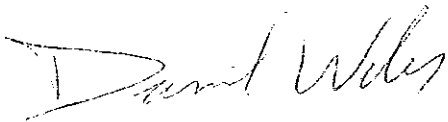
Finally, should any circumstances arise during August, or at any other time, which would require the immediate attention of Council, a Special Meeting can be called with 24 hours notice. Such a meeting may also be facilitated using conference calls, as permitted by the Council Procedure Bylaw, for those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

A handwritten signature in cursive script that reads "David Weber".

David Weber
Director, City Clerk's Office
(4098)

