



City of Richmond

Report to Committee

To: General Purposes Committee
From: David Weber
Director, City Clerk's Office
Re: 2007 Council and Committee Meeting Schedule Revisions

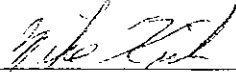
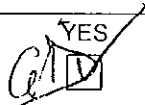
To General Purposes - Feb 5, 2007

Date: January 23, 2007
File: 01-0105-01/2006-Vol 01

Staff Recommendation

- 1) *That the Regular Council Meetings (open and closed) of August 13, August 27, and December 24, 2007, be cancelled.*
- 2) *That the following Standing Committee meetings be cancelled:*
 - a) *General Purposes Committee meetings of August 7 and 20, 2007;*
 - b) *Planning Committee meetings of August 8 and 21, 2007;*
 - c) *Community Safety Committee meeting of August 14, 2007;*
 - d) *Public Works and transportation Committee meeting of August 15, 2007; and*
 - e) *Parks, Recreation and Cultural Services Committee meeting of August 28 and December 27, 2007.*
- 3) *That the August 20, 2007 Public Hearing be re-scheduled to Wednesday, September 5, 2007 at 7:00 PM in the Council Chambers at Richmond City Hall.*
- 4) *That the Planning Committee meeting scheduled for Wednesday, September 5, 2007 be re-scheduled to Thursday, September 6, 2007.*

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"/>	NO <input type="checkbox"/>
	REVIEWED BY CAO	YES  <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

For many years, Council has supported the cancellation of summer and December holiday season Council and Standing Committee meetings. This practice has been observed through the years without serious disruption to City business. These usual revisions to the meeting calendar are being presented at this time in order to provide more certainty and more advance notice of Council's regular meeting schedule for the coming year.

Analysis

Over the past two 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 recommended for 2007, that is, the cancellation of two Council meetings and the associated Standing Committee meetings in August as well as the cancellation of the second Council meeting in December, which would fall on December 24th, and the December 27th Parks, Recreation and Cultural Services Committee meeting.

The only other notable proposed change to the meeting schedule is the recommended re-scheduling of the August 20th Public Hearing to September 5th. 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 17th Public Hearing. Consequently, and barring any special meetings called to hear land use applications in August, the September 17th 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 2007 is attached (**Attachments 1 and 2**).

With regard to providing a context for these proposed changes to the 2007 meeting schedule, other lower mainland municipalities have made similar summer meeting arrangements as follows:

Vancouver	No Council meetings between July 24 th and Sept 18 th
Surrey	No Council or Committee meetings between July 26 th and September 10 th
Dist. of North Vancouver	No Council or Committee meetings between July 16 th and August 20 th
Burnaby	No Council meetings between July 24 th and August 27 th
New Westminster	No Council or Committee meetings between July 16 th and August 27 th
City of North Vancouver	No Council meetings between July 30 th and September 10 th
Coquitlam	No Council meetings between July 30 th and September 4 th

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 may wish to participate but who are travelling out of town.


This opportunity is also being taken to correct an error on the previously distributed calendar. The Public Works and Transportation Committee meeting in May should be on Wednesday, May 16th. This correction is reflected in attachment 2 and will be incorporated into the revised meeting calendar.

Financial Impact

None.

Conclusion

That the 2007 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". The signature is written in black ink and is positioned to the left of the typed name.

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

Current 2007 Meeting Calendar

SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	
JANUARY							FEBRUARY							MARCH							
	STAT 1	GP 2	PC 3	4	5	6					1	2	3					1	2	3	
7	CO 8	CS 9	DP 10	11	12	13	4	GP 5	PC 6	7	8	9	10	4	GP 5	PC 6	7	8	9	10	
14	GP 15	PH 16	PC 17	PWT 18	19	20	11	CO 12	CS 13	DP 14	15	16	17	11	CO 12	CS 13	DP 14	15	16	17	
21	CO 22	PRC 23	DP 24	25	26	27	18	GP 19	PH 20	PC 21	PWT 22	23	24	18	GP 19	PH 20	PC 21	PWT 22	23	24	
28	29	30	31				25	CO 26	PRC 27	DP 28				25	CO 26	PRC 27	DP 28	29	30	31	
APRIL							MAY							JUNE							
1	GP 2	PC 3	4	5	STAT 6	7				1	2	3	4	5						1	2
8	STAT 9	CO 10	CS 11	DP 12	13	14	6	GP 7	PC 8	9	10	11	12	3	GP 4	PC 5	6	7	8	9	
15	GP 16	PH 17	PC 18	PWT 19	20	21	13	CO 14	CS 15	DP 16	PWT 17	18	19	10	CO 11	CS 12	DP 13	14	15	16	
22	CO 23	PRC 24	DP 25	26	27	28	20	STAT 21	GP 22	PH 23	PC 24	25	26	17	GP 18	PH 19	PC 20	PWT 21	22	23	
29	30						27	CO 28	PRC 29	DP 30	31			24	CO 25	PRC 26	DP 27	28	29	30	
JULY							AUGUST							SEPTEMBER							
1	STAT 2	GP 3	PC 4	5	6	7				1	2	3	4							1	
8	CO 9	CS 10	DP 11	12	13	14	5	STAT 6	GP 7	PC 8	9	10	11	2	STAT 3	GP 4	PC 5	6	7	8	
15	GP 16	PH 17	PC 18	PWT 19	20	21	12	CO 13	CS 14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15	
22	CO 23	PRC 24	DP 25	26	27	28	19	GP 20	PH 21	PC 22	23	24	25	16	GP 17	PH 18	PC 19	PWT 20	21	22	
29	30	31					26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	
OCTOBER							NOVEMBER							DECEMBER							
	GP 1	PC 2	3	4	5	6				1	2	3							1		
7	STAT 8	CO 9	CS 10	DP 11	12	13	4	GP 5	PC 6	7	8	9	10	2	GP 3	PC 4	5	6	7	8	
14	GP 15	PH 16	PC 17	PWT 18	19	20	11	STAT 12	CO 13	CS 14	DP 15	16	17	9	CO 10	CS 11	DP 12	13	14	15	
21	CO 22	PRC 23	DP 24	25	26	27	18	GP 19	PH 20	PC 21	PWT 22	23	24	16	GP 17	PH 18	PC 19	PWT 20	21	22	
28	29	30	31				25	CO 26	PRC 27	DP 28	29	30		23	CO 24	STAT 25	STAT 26	PRC 27	DP 28	29	
														30	31	JAN 1	JAN 2	JAN 3	JAN 4	JAN 5	

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 2007 Meeting Calendar

SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT
JANUARY							FEBRUARY							MARCH						
	STAT 1	GP 2	PC 3	4	5	6					1	2	3					1	2	3
7	CO 8	CS 9	DP 10	11	12	13	4	GP 5	PC 6	7	8	9	10	4	GP 5	PC 6	7	8	9	10
14	GP 15	PH 16	PC 17	PWT 18	19	20	11	CO 12	CS 13	DP 14	15	16	17	11	CO 12	CS 13	DP 14	15	16	17
21	CO 22	PRC 23	DP 24	25	26	27	18	GP 19	PH 20	PC 21	PWT 22	23	24	18	GP 19	PH 20	PC 21	PWT 22	23	24
28	29	30	31				25	CO 26	PRC 27	DP 28				25	CO 26	PRC 27	DP 28	29	30	31
APRIL							MAY							JUNE						
1	GP 2	PC 3	4	5	STAT 6	7				1	2	3	4	5					1	2
8	STAT 9	CO 10	CS 11	DP 12	13	14	6	GP 7	PC 8	9	10	11	12	3	GP 4	PC 5	6	7	8	9
15	GP 16	PH 17	PC 18	PWT 19	20	21	13	CO 14	CS 15	DP 16	PWT 17	18	19	10	CO 11	CS 12	DP 13	14	15	16
22	CO 23	PRC 24	DP 25	26	27	28	20	STAT 21	GP 22	PH 23	PC 24	25	26	17	GP 18	PH 19	PC 20	PWT 21	22	23
29	30						27	CO 28	PRC 29	DP 30	31			24	CO 25	PRC 26	DP 27	28	29	30
JULY							AUGUST							SEPTEMBER						
1	STAT 2	GP 3	PC 4	5	6	7				1	2	3	4							1
8	CO 9	CS 10	DP 11	12	13	14	5	STAT 6	7	8	9	10	11	2	STAT 3	GP 4	PH 5	PC 6	7	8
15	GP 16	PH 17	PC 18	PWT 19	20	21	12	13	14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15
22	CO 23	PRC 24	DP 25	26	27	28	19	20	21	22	23	24	25	16	GP 17	PH 18	PC 19	PWT 20	21	22
29	30	31					26	27	28	DP 29	30	31	23	CO 24	PRC 25	DP 26	27	28	29	
														30						
OCTOBER							NOVEMBER							DECEMBER						
	GP 1	PC 2	3	4	5	6				1	2	3							1	
7	STAT 8	CO 9	CS 10	DP 11	12	13	4	GP 5	PC 6	7	8	9	10	2	GP 3	PC 4	5	6	7	8
14	GP 15	PH 16	PC 17	PWT 18	19	20	11	STAT 12	CO 13	CS 14	DP 15	16	17	9	CO 10	CS 11	DP 12	13	14	15
21	CO 22	PRC 23	DP 24	25	26	27	18	GP 19	PH 20	PC 21	PWT 22	23	24	16	GP 17	PH 18	PC 19	PWT 20	21	22
28	29	30	31				25	CO 26	PRC 27	DP 28	29	30	23	24	STAT 25	STAT 26	DP 27	28	29	
														30	31	JAN 1	JAN 2	JAN 3	JAN 4	JAN 5

- 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.

Revised: Jan 24, 2007