

City of Richmond

Report to Committee

To General Purposes - Feb 5, 20017

Date:

January 23, 2007

To:

General Purposes Committee

File:

01-0105-01/2006-Vol 01

From:

David Weber

Re:

Director, City Clerk's Office

2007 Council and Committee Meeting Schedule Revisions

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)

Samil Wiles

FOR ORIGINATING	G DIVISION USE ONLY		
CONCURRENCE OF GENERAL MANAGER	REVIEWED BY TAG	YES	NO
The Cal	REVIEWED BY CAO	YES	NO

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 rescheduling 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 instream 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 26th and September 10th
Dist. of North Vancouver	No Council or Committee meetings between July 16 th and August 20 th
Burnaby	No Council meetings between July 24th and August 27th
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 4th

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.

David Weber

Director, City Clerk's Office

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Current 2007 Meeting Calendar

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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

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