




**To:** General Purposes Committee **Date:** April 21, 2006  
**From:** David Weber **File:** 01-0105-01/2006-Vol 01  
Director, City Clerk's Office  
**Re:** **Revision to August and September 2006 Council and Committee Meeting Schedule**

**Staff Recommendation**

- 1) *That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 8071, which would allow the cancellation of two consecutive Regular Council Meetings, be introduced and given first, second and third readings and that staff proceed with the statutory public notification of this proposed change to the Council Procedure Bylaw;*
- 2) *That, upon adoption of Council Procedure Bylaw No. 7560, Amendment Bylaw No. 8071, the Regular Council Meetings (open and closed) of August 14 and 28, 2006, be cancelled;*
- 3) *That the following Standing Committee meetings be cancelled:*
  - a) *General Purposes Committee meetings of August 8 and 21, 2006;*
  - b) *Planning Committee meetings of August 9 and 22, 2006;*
  - c) *Community Safety Committee meeting of August 15, 2006;*
  - d) *Public Works and transportation Committee meeting of August 16, 2006; and*
  - e) *Parks, Recreation and Cultural Services Committee meeting of August 29, 2006.*
- 4) *That the August 21, 2006 Public Hearing be re-scheduled to Tuesday, September 5, 2006 at 7:00 PM in the Council Chambers at Richmond City Hall.*

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

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<b>CONCURRENCE OF GENERAL MANAGER</b>  	<b>REVIEWED BY TAG</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
	<b>REVIEWED BY CAO</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

**Staff Report**

**Origin**

Since 1989, Council has supported the cancellation of summer Council and Standing Committee meetings. This practice has been observed through the years without serious disruption to City business.

**Analysis**

In 2005, 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 again this year, that is, the cancellation of two Council meetings and the associated Standing Committee meetings in August. The only other notable proposed change to the meeting schedule is the recommended re-scheduling of the August 21<sup>st</sup> Public Hearing to September 5<sup>th</sup>. This change in the Public Hearing schedule would reduce any potential delay for land use applicants by two weeks, as any items that would have received first reading prior to the summer break would otherwise have to be considered at the Public Hearing of September 18<sup>th</sup>. 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 18<sup>th</sup> Public Hearing. Consequently, in accordance with the Council Procedure Bylaw, the September 18<sup>th</sup> Public Hearing would be cancelled administratively due to a lack of agenda items. The proposed meeting schedule for August and September 2006 is attached (**Attachment 1**).

A minor amendment to the Council Procedure Bylaw is required to permit the cancellation of two consecutive Council meetings.

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

Vancouver	No Council meetings between July 18 <sup>th</sup> and Sept 12 <sup>th</sup>
Surrey	No Council or Committee meetings between July 24 <sup>th</sup> and September 11 <sup>th</sup>
Dist. of North Vancouver	No Council or Committee meetings between July 18 <sup>th</sup> and August 21 <sup>st</sup>
New Westminster	No Council or Committee meetings between July 11 <sup>th</sup> and August 28 <sup>th</sup>
Burnaby	Reduced number of Council and Committee meetings in July and August

Should any circumstances arise 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.

**Financial Impact**

None.

**Conclusion**

That the August and September 2006 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 black ink that reads "David Weber". The signature is written in a cursive style with a large, stylized initial "D".

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

**Proposed August 2006  
Council and Committee Meeting Schedule**

(All Council and Standing Committee meetings proposed to be cancelled)

	<b>TUES AUG 1</b>	<b>WED AUG 2</b>	<b>THURS AUG 3</b>	<b>FRI AUG 4</b>
<b>MON AUG 7</b> <b>STAT HOLIDAY</b> <b>BC DAY</b>	<b>TUES AUG 8</b>	<b>WED AUG 9</b>	<b>THURS AUG 10</b>	<b>FRI AUG 11</b>
<b>MON AUG 14</b> <b>(Council Meeting</b> <b>Cancelled)</b>	<b>TUES AUG 15</b>	<b>WED AUG 16</b>	<b>THURS AUG 17</b>	<b>FRI AUG 18</b>
<b>MON AUG 21</b>	<b>TUES AUG 22</b>	<b>WED AUG 23</b>	<b>THURS AUG 24</b>	<b>FRI AUG 25</b>
<b>MON AUG 28</b> <b>(Council Meeting</b> <b>Cancelled)</b>	<b>TUES AUG 29</b>	<b>WED AUG 30</b>	<b>THURS AUG 31</b>	

## Proposed September 2006 Council and Committee Meeting Schedule

(Schedule changes for September are highlighted in grey)

				<b>FRI SEPT 1</b>
<b>MON SEPT 4</b>  <b>STAT HOLIDAY</b>  <b>LABOUR DAY</b>	<b>TUES SEPT 5</b>  4:00 P.M. GENERAL PURPOSES COMMITTEE  7:00 P.M. PUBLIC HEARING (ADDED) (Re-scheduled from Aug 21 <sup>st</sup> )	<b>WED SEPT 6</b>  4:00 P.M. PLANNING COMMITTEE	<b>THURS SEPT 7</b>	<b>FRI SEPT 8</b>
<b>MON SEPT 11</b>  4:00 P.M. CLOSED COUNCIL MEETING  7:00 P.M. REGULAR COUNCIL MEETING	<b>TUES SEPT 12</b>  4:00 P.M. COMMUNITY SAFETY COMMITTEE	<b>WED SEPT 13</b>	<b>THURS SEPT 14</b>	<b>FRI SEPT 15</b>
<b>MON SEPT 18</b>  4:00 P.M. GENERAL PURPOSES COMMITTEE  7:00 P.M. PUBLIC HEARING (Likely to be cancelled)	<b>TUES SEPT 19</b>  4:00 P.M. PLANNING COMMITTEE	<b>WED SEPT 20</b>  4:00 P.M. PUBLIC WORKS & TRANSPORTATION COMMITTEE	<b>THURS SEPT 21</b>	<b>FRI SEPT 22</b>
<b>MON SEPT 25</b>  4:00 P.M. CLOSED COUNCIL MEETING  7:00 P.M. REGULAR COUNCIL MEETING	<b>TUES SEPT 26</b>  4:00 P.M. PARKS, RECREATION & CULTURAL SERVICES COMMITTEE	<b>WED SEPT 27</b>	<b>THURS SEPT 28</b>	<b>FRI SEPT 29</b>



**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 8071**

The Council of the City of Richmond enacts as follows:

1. Bylaw No. 7560 is amended by deleting subsection 1.1.1(d) and substituting the following text:  
 “may be cancelled by **council**, provide that not more than two consecutive meetings are cancelled other than in accordance with subsection 4.2.2; and”
2. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 8071**”.

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER