



To: Richmond City Council **Date:** May 17th, 2006
From: Mayor Malcolm D. Brodie **File:** 01-0105-01/2006-Vol
Chair, General Purposes Committee 01; 12-8060-20-8071
**Re: REVISION TO AUGUST AND SEPTEMBER 2006 COUNCIL AND COMMITTEE
MEETING SCHEDULE**

The General Purposes Committee, at its meeting held on Monday, May 15th, 2006, considered the attached report, and recommends as follows:

Committee 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) *the General Purposes Committee meetings of August 8 and 21, 2006;*
 - (b) *the Planning Committee meetings of August 9 and 22, 2006;*
 - (c) *the Community Safety Committee meeting of August 15, 2006;*
 - (d) *the Public Works and Transportation Committee meeting of August 16, 2006; and*
 - (e) *the Parks, Recreation and Cultural Services Committee meeting of August 29, 2006.*
- (4) *That:*
 - (a) *the August 21, 2006 Public Hearing be re-scheduled to Wednesday, September 6, 2006 at 7:00 PM in the Council Chambers at Richmond City Hall; and*
 - (b) *the Planning Committee meeting scheduled for Wednesday, September 6th, 2006 be rescheduled to Thursday, September 7th, 2006.*

Mayor Malcolm D. Brodie, Chair
General Purposes Committee

Attach.

VARIANCE

Please note that staff recommended the following for Part (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.

Proposed September 2006 Council and Committee Meeting Schedule

(Schedule changes for September are highlighted in grey)

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

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 21st Public Hearing to September 5th. 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 18th. 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 18th Public Hearing. Consequently, in accordance with the Council Procedure Bylaw, the September 18th 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 th and Sept 12 th
Surrey	No Council or Committee meetings between July 24 th and September 11 th
Dist. of North Vancouver	No Council or Committee meetings between July 18 th and August 21 st
New Westminster	No Council or Committee meetings between July 11 th and August 28 th
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)

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

Proposed September 2006 Council and Committee Meeting Schedule

(Schedule changes for September are highlighted in grey)

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MON SEPT 4 STAT HOLIDAY LABOUR DAY	TUES SEPT 5 4:00 P.M. GENERAL PURPOSES COMMITTEE 7:00 P.M. PUBLIC HEARING (ADDED) (Re-scheduled from Aug 21st)	WED SEPT 6 4:00 P.M. PLANNING COMMITTEE	THURS SEPT 7	FRI SEPT 8
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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**, provided 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

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

MAYOR

CORPORATE OFFICER