



City of Richmond

Report to Committee

To: General Purposes Committee
From: David Weber
Director, City Clerk's Office
Re: 2008 Council and Committee Meeting Schedule Revisions

To General Purposes - Feb 4, 2008


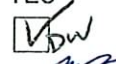

Date: January 22, 2008

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

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"/> 	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 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 black ink, appearing to read "David Weber". The signature is fluid and cursive, with a large initial "D" and "W".

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

Current 2008 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	2	3	4	5						1	2							1
6	GP 7	PC 8	9	10	11	12	3	GP 4	PC 5	6	7	8	9	2	GP 3	PC 4	5	6	7	8
13	CO 14	CS 15	DP 16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16	9	CO 10	CS 11	DP 12	13	14	15
20	GP 21	PH 22	PC 23	PWT 24	25	26	17	GP 18	PH 19	PC 20	PWT 21	22	23	16	GP 17	PH 18	PC 19	PWT 20	STAT 21	22
27	CO 28	PRC 29	DP 30	31			24	CO 25	PRC 26	DP 27	28	29		23	STAT 24	CO 25	DP 26	27	28	29
														30	31					
APRIL							MAY							JUNE						
		1	2	3	4	5					1	2	3	1	GP 2	PC 3	4	5	6	7
6	GP 7	PC 8	9	10	11	12	4	GP 5	PC 6	7	8	9	10	8	CO 9	CS 10	DP 11	12	13	14
13	CO 14	CS 15	DP 16	17	18	19	11	CO 12	CS 13	DP 14	15	16	17	15	GP 16	PH 17	PC 18	PWT 19	20	21
20	GP 21	PH 22	PC 23	24	25	26	18	STAT 19	GP 20	PH 21	PC 22	23	24	22	CO 23	PRC 24	DP 25	26	27	28
27	CO 28	PRC 29	DP 30				25	CO 26	PRC 27	DP 28	29	30	31	29	30					
JULY							AUGUST							SEPTEMBER						
		STAT 1	2	3	4	5						1	2		STAT 1	GP 2	PC 3	4	5	6
6	GP 7	PC 8	9	10	11	12	3	STAT 4	GP 5	PC 6	7	8	9	7	CO 8	CS 9	DP 10	11	12	13
13	CO 14	CS 15	DP 16	17	18	19	10	CO 11	CS 12	DP 13	14	15	16	14	GP 15	PH 16	PC 17	PWT 18	19	20
20	GP 21	PH 22	PC 23	24	25	26	17	GP 18	PH 19	PC 20	PWT 21	22	23	21	CO 22	PRC 23	DP 24	25	26	27
27	CO 28	PRC 29	DP 30	31			24	CO 25	PRC 26	DP 27	28	29	30	28	29	30				
							31													
OCTOBER							NOVEMBER							DECEMBER						
			1	2	3	4							1		CO 1	GP 2	PC 3	4	5	6
5	GP 6	PC 7	8	9	10	11	2	GP 3	PC 4	5	6	7	8	7	CO 8	CS 9	DP 10	11	12	13
12	STAT 13	CO 14	CS 15	DP 16	17	18	9	CO 10	STAT 11	CS 12	DP 13	14	15	14	GP 15	PH 16	PC 17	PWT 18	19	20
19	GP 20	PH 21	PC 22	PWT 23	24	25	16	GP 17	PH 18	PC 19	PWT 20	21	22	21	CO 22	PRC 23	DP 24	STAT 25	STAT 26	27
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	28	29	30	31	JAN 1	JAN 2	JAN 3
							30	★ Election Day						JAN 4	★ Inaugural Meeting					

- 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

Proposed Revised 2008 Meeting Calendar

Attachment 2

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	2	3	4	5						1	2							1		
6	GP	PC	8	9	10	11	3	GP	PC	5	6	7	8	9	2	GP	PC	4	5	6	7	8
13	CO	CS	15	16	17	18	10	CO	CS	12	13	14	15	16	9	CO	CS	11	12	13	14	15
20	GP	PH	PC	PWT	24	25	17	GP	PH	PC	PWT	21	22	23	16	GP	PH	PC	PWT	STAT	21	22
27	CO	PRC	DP	30	31		24	CO	PRC	DP	27	28	29		23	STAT	CO	DP	PRC	27	28	29
															30	31						
APRIL							MAY							JUNE								
		1	2	3	4	5					1	2	3	1	GP	PC	3	4	5	6	7	
6	GP	PC	8	9	10	11	4	GP	PC	6	7	8	9	10	8	CO	CS	DP	11	12	13	14
13	CO	CS	15	16	17	18	11	CO	CS	13	14	15	16	17	15	GP	PH	PC	PWT	19	20	21
20	GP	PH	PC	PWT	24	25	18	STAT	GP	PH	PC	PWT	23	24	22	CO	PRC	DP	25	26	27	28
27	CO	PRC	DP	30			25	CO	PRC	DP	28	29	30	31	29	30						
JULY							AUGUST							SEPTEMBER								
		STAT 1	2	3	4	5					1	2			STAT 1	GP	PC	PH	4	5	6	
6	GP	PC	8	9	10	11	3	STAT	4	5	6	7	8	9	7	CO	CS	DP	10	11	12	13
13	CO	CS	15	16	17	18	10		11	12	13	14	15	16	14	GP	PH	PC	PWT	18	19	20
20	GP	PH	PC	PWT	24	25	17		18	19	20	21	22	23	21	CO	PRC	DP	24	25	26	27
27	CO	PRC	DP	30	31		24		25	26	27	28	29	30	28	29	30					
							31															
OCTOBER							NOVEMBER							DECEMBER								
			1	2	3	4							1		CO	GP	PC	3	4	5	6	
5	GP	PC	7	8	9	10	2	GP	PC	4	5	6	7	8	7	CO	CS	DP	10	11	12	13
12	STAT	CO	CS	DP	16	17	9	CO	STAT	CS	DP	13	14	15	14	GP	PH	PC	PWT	18	19	20
19	GP	PH	PC	PWT	23	24	16	GP	PH	PC	PWT	20	21	22	21		PRC	DP	STAT	STAT	27	
26	CO	PRC	DP	29	30	31	23	CO	PRC	DP	26	27	28	29	28	29	30	31	JAN 1	JAN 2	JAN 3	
							30		★ Election Day						JAN 4	★ Inaugural Meeting						

- 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