



To: General Purposes Committee

Date: December 6, 2011

From: David Weber
Director, City Clerk's Office

File: 01-0105-00/Vol 01

Re: 2012 Council and Committee Meeting Schedule

Staff Recommendation

That the 2012 Council and Committee meeting schedule, attached to the staff report dated December 6, 2011, from the Director, City Clerk's Office, be approved, subject to the following revisions as part of the regular August meeting break:

- (1) That the Regular Council Meetings (open and closed) of August 13 and August 27, 2012 be cancelled;
- (2) That the August 20, 2012 Public Hearing be re-scheduled to Wednesday, September 5, 2012 at 7:00 pm in the Council Chambers at Richmond City Hall.

David Weber
Director, City Clerk's Office
(604-276-4098)

Att. 1

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|--|--|--------------------------------|
| FOR ORIGINATING DEPARTMENT 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 a summer meeting break during August, and a revised meeting schedule around the holiday season in December. These usual revisions to the Council meeting calendar are being presented at this time (**Attachment 1**) to provide certainty and more advance notice of Council's schedule for the coming year. In accordance with the Procedure Bylaw, Council resolutions are required for any changes to the prescribed Council meeting schedule, however, changes to the Committee meeting dates do not require a resolution. The timing of Committee meetings can be altered at the call of the Chair, as circumstances arise closer to the dates of the meetings.

Analysis

August meeting break

For a number of years, Council has not held regularly scheduled Council and Standing Committee meetings during a four-week period in August. No problems have been observed as a consequence of adopting this revised summer schedule, nor have there been any serious disruptions to City business. A similar approach is therefore recommended for August 2012.

With regard to the August public hearing, rather than recommending its cancellation, staff instead propose it be re-scheduled from August 20 to September 5, 2012. This change to the public hearing meeting schedule minimizes the delay, due to the summer meeting break, for consideration of land use applications that have been given first reading. Accordingly, there would be no need for a second scheduled Public Hearing during the third week of September.

December holiday season

It is anticipated that City Hall will be closed from Monday, December 24, 2012 to Friday, December 28, 2012 inclusive, therefore any committee meetings which would otherwise have been held during this period have not been scheduled. Further, although it is likely some of the committee meetings scheduled during the week of December 17th may be cancelled or rescheduled, adjustments are not recommended at this time, bearing in mind that changes can be made as circumstances dictate closer to the dates of the meetings. Typically, a short Special Council meeting is called after the last committee meeting in December in order to deal with any business arising from the committees that is of a time-sensitive nature.

A small change to the Committee meeting schedule during the first week in January 2012 is also noted in light of the fact that City Hall is closed during the week leading up to January 3rd. The GP and Finance Committee meetings that would otherwise have been scheduled for January 3rd will be held instead on January 9th starting at 4:00 pm, with the regular Council meeting being held at 7:00 pm that same evening. The Planning Committee meeting for that week will not be held.

December 6, 2011

Finally, as always, should any situation arise which would require the attention of Council during a time when no meetings are scheduled, a Special Meeting can be called with 24 hours notice. Such a meeting may be facilitated using conference calls, as permitted by the Council Procedure Bylaw, for those Council members who wish to participate but are unable to attend in person.

Financial Impact

None.

Conclusion

It is recommended that the 2012 Council and Committee meeting schedule be approved with the suggested allowances for the regular Council meeting break in August, and the holiday season in December, on the understanding that a Special Council Meeting can be called with 24 hours notice should any unusual or urgent circumstances arise.

A handwritten signature in cursive script, appearing to read 'G. Johnson', followed by a horizontal line extending to the right.

Gail Johnson
Manager, Legislative Services
(604-276-4006)

2012

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

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| <ul style="list-style-type: none"> 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, following 1st General Purposes Meeting of each month GP General Purposes, 4:00pm | <ul style="list-style-type: none"> PC Planning, 4:00pm PH Public Hearing, 7:00pm PRC Parks, Recreation & Cultural Services, 4:00pm PWT Public, Works & Transportation, 4:00pm |
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Note: All meeting dates are subject to change.