



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 3, 2012

**From:** David Weber  
Director, City Clerk's Office

**File:** 01-0105-00/Vol 01

**Re:** 2013 Council and Committee Meeting Schedule

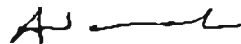


### Staff Recommendation

That the 2013 Council and Committee meeting schedule, attached to the staff report dated October 3, 2012, from the Director, City Clerk's Office, be approved, including the following revisions as part of the regular August meeting break and December holiday season:

- (1) That the Regular Council Meetings (open and closed) of August 12, August 26, and December 23, 2013 be cancelled;
- (2) That the August 19, 2013 Public Hearing be re-scheduled to Tuesday, September 3, 2013 at 7:00 pm in the Council Chambers at Richmond City Hall.

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 
REVIEWED BY CAO	INITIALS: 

## **Staff Report**

### **Origin**

For many years, Council has supported a summer meeting break during August, and adjustments to the meeting schedule during the December holiday season. Accordingly, the Council meeting calendar is being presented at this time (**Attachment 1**) to provide certainty and more advance notice of Council's schedule for the coming year.

### **Analysis**

#### August meeting break

In accordance with the Council Procedure Bylaw, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, to accommodate the August meeting break, it is recommended that the Regular Council meetings of August 12 and 26, 2013 be cancelled.

Changes to the Committee meeting dates can be altered at the call of the Chair, as circumstances arise closer to the dates of the meetings, and do not require a resolution. The only change that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee that would normally fall on July 23<sup>rd</sup>, 2013, the day after the last Council meeting before the August meeting break. Instead, and in order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 22<sup>nd</sup>, 2013, it is proposed that the PRCS Committee meeting be moved to the previous week (Thursday, July 18<sup>th</sup>).

With regard to the August Public Hearing meeting, in keeping with past practice, staff propose it be re-scheduled from August 19 to September 3, 2013. This change to the Public Hearing schedule minimizes the delay, due to the summer meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

#### December holiday season

City Hall will be closed from Wednesday, December 25, 2013 and re-open on Thursday, January 2, 2014 in recognition of the holiday season. Given this schedule and the lateness of the date of the second Regular Council meeting in December, it is recommended that the Council meeting on the evening of December 23, 2013 also be cancelled. In its place, and in accordance with past practice, a Special Council meeting would be called during the week of December 16<sup>th</sup> in conjunction with one of the last Committee meetings of the year in order to deal with any business arising from the committees that is of a time-sensitive nature.

October 3, 2012

**Financial Impact**

None.

**Conclusion**

It is recommended that the 2013 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. Such a meeting may be facilitated using a conference call, as permitted by the Council Procedure Bylaw, for those Council members who wish to participate but are unable to attend in person.

A handwritten signature in black ink, appearing to read 'G. Johnson', with a long horizontal flourish extending to the right.

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

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

October, 2012

- 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

- PC** Planning, 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.