



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** December 2, 2014

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

**File:** 01-0105-00

**Re:** 2015 Council and Committee Meeting Schedule

### Staff Recommendation

That the 2015 Council and Committee meeting schedule, attached to the staff report dated December 2, 2014, 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 10, August 24, and December 29, 2015 be cancelled; and
- (2) That the August 17, 2015 Public Hearing be re-scheduled to Tuesday, September 8, 2015 at 7:00 pm in the Council Chambers at Richmond City Hall.

David Weber  
Director, City Clerk's Office

Att. 1

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>  	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b>  	

## Staff Report

### Origin

Under the *Community Charter* and the Council Procedure Bylaw, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2015 Council meeting schedule is being presented at this time (see Attachment 1) to provide certainty and advance notice of Council's regular meeting schedule.

### Analysis

#### August Meeting Break

In accordance with the Council Procedure Bylaw No. 7560, 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 10 and 24, 2015 be cancelled. Also, as a result of the City Hall closure over the holiday season, it is recommended at the Regular Council meeting of December 29, 2015 also 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 Council resolution. The only changes that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meeting that would normally fall on July 28, 2015, 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 27, 2015, it is proposed that the PRCS Committee meeting be moved to the previous week (Thursday, July 23, 2015).

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be re-scheduled from August 17, 2015 to September 8, 2015. This change to the Public Hearing schedule minimizes the delay, due to the August 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 Friday, December 25, 2015, and will be re-opening on Monday, January 4, 2016 in recognition of the holiday season. Staff propose that the December 22, 2015 Public Works and Transportation Committee meeting be moved to the previous week (December 16, 2015). Also, as with the last PRCS meeting prior to the summer meeting break, it is proposed that the PRCS meeting of December 29, 2015 be moved to December 16, 2015 – immediately following Public Works and Transportation Committee. A Special Council meeting would likely be called in conjunction with 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.

### Financial Impact

None.

December 2, 2014

### **Conclusion**

It is recommended that the 2015 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 outside of the usual schedule. Such a meeting may be facilitated using a conference call, as permitted by the Council Procedure Bylaw No. 7560, for those Council members who wish to participate but are unable to attend in person.

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

Att. 1 – Proposed 2015 Council and Committee Meeting Schedule

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

December, 2014

- 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.