



City of Richmond

Report to Committee

To General Purposes - Feb. 2, 2009

To: General Purposes Committee **Date:** January 21, 2009
From: David Weber **File:** 01-0105-01/2009-Vol 01
 Director, City Clerk's Office
Re: 2009 Council and Committee Meeting Schedule Revisions

Staff Recommendation

- (1) *That the Regular Council Meetings (open and closed) of August 10, August 24, and December 29, 2009 be cancelled;*
- (2) *That the following Standing Committee meetings be cancelled:*
 - (a) *General Purposes Committee meetings of August 4 and 17, 2009;*
 - (b) *Planning Committee meetings of August 5 and 18, 2009;*
 - (c) *Community Safety Committee meeting of August 11, 2009;*
 - (d) *Public Works and Transportation Committee meeting of August 19, 2009;*
 - (e) *Parks, Recreation and Cultural Services Committee meeting of August 25, and December 30, 2009; and*
- (3) *That the August 17, 2009 Public Hearing be re-scheduled to Wednesday, September 9, 2009 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*

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

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
<i>Mike Kish</i>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>AK</i>	NO <input type="checkbox"/>
REVIEWED BY CAO <i>(Acting)</i>	YES <input checked="" type="checkbox"/> <i>DE</i>	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 four years, Council has cancelled and/or re-scheduled all of the Council and Committee meetings that would otherwise have 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 comparable approach is being recommended for August 2009 with the cancellation of two Council meetings and the associated Standing Committee meetings. Similarly, the cancellation of one Council meeting and 1 Standing Committee meeting is being recommended in December during the holiday closure period.

In addition, Council may also note that two Standing Committee meetings are currently scheduled to take place very close to the holiday season break, that is, the Planning Committee meeting on December 22nd and the Public Works and Transportation Committee meeting on December 23rd. As such, it is possible that these meetings may need to be cancelled or rescheduled, however, a decision can be made closer to the time, depending on need. A recommendation to cancel is not being made at this time.

The other proposed change to the meeting schedule is the recommended re-scheduling of the August 17th Public Hearing to September 9th, 2009. This change in the Public Hearing schedule for September minimizes the delay, due to the summer meeting break, for consideration of land use applications that have been given first reading. It is also noted 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 21st Public Hearing. Consequently, and barring any special meetings called to consider land use applications in August, the September 21st Public Hearing would be cancelled administratively due to a lack of agenda items, in accordance with the Council Procedure Bylaw. This cancellation would be done closer to the time once it is known that there are no unforeseen special meetings called in August.

The current and proposed revised Council and Committee meeting schedule for 2009 is attached (**Attachments 1 and 2**).

With regard to providing a context for these proposed changes to the 2009 meeting schedule, other lower mainland municipalities have made similar summer meeting arrangements as follows:

Vancouver	No Council or Committee meetings between July 24 th and September 7 th
Surrey	No Council or Committee meetings between July 31 st and September 13 th
Dist. of North Vancouver	No Council or Committee meetings between July 21 st and August 23 rd
Burnaby	No Council or Committee meetings between July 22 nd and August 30 th
New Westminster	No Council or Committee meetings between July 14 th and August 30 th
City of North Vancouver	No Council or Committee meetings between July 28 th and September 13 th
Coquitlam	No Council or Committee meetings between July 29 th and September 13 th
Richmond (proposed)	No Council or Committee meetings between July 29 th and September 7 th

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 out of town.

Financial Impact

None.

Conclusion

The 2009 Council and Committee meeting schedule may be revised as recommended, on the understanding that a Special Council Meeting can be called with 24 hours notice should any unusual or urgent circumstance arise.



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

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

- 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, 4:30pm

Note: All meeting dates are subject to change, particularly during the months of August and December.

December, 2008

Proposed Revised 2009 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	2	3	1	GP	PC	3	4	5	6	7	1	GP	PC	3	4	5	6	7			
				1	2	3		CO	CS	DP	11	12	13	14	8	CO	CS	DP	11	12	13	14			
4	GP	PC	6	7	8	9	10	8	CO	CS	DP	11	12	13	14	8	CO	CS	DP	11	12	13	14		
	CO	CS	DP	14	15	16	17	15	GP	PH	PC	PWT	18	19	20	21	15	GP	PH	PC	PWT	18	19	20	21
11	CO	CS	DP	14	15	16	17	15	GP	PH	PC	PWT	18	19	20	21	15	GP	PH	PC	PWT	18	19	20	21
	GP	PH	PC	PWT	21	22	23	24		CO	PRC	DP	25	26	27	28		CO	PRC	DP	25	26	27	28	
18	GP	PH	PC	PWT	21	22	23	24		CO	PRC	DP	25	26	27	28		CO	PRC	DP	25	26	27	28	
	CO	PRC	DP	28	29	30	31									29	30	31							
25	CO	PRC	DP	28	29	30	31									29	30	31							
APRIL							MAY							JUNE											
			1	2	3	4						1	2		GP	PC	2	3	4	5	6				
			1	2	3	4						1	2		GP	PC	2	3	4	5	6				
5	GP	PC	7	8	9	10	11	3	GP	PC	5	6	7	8	9	7	CO	CS	DP	10	11	12	13		
	STAT	CO	CS	DP	15	16	17	18	10	CO	CS	DP	13	14	15	16	14	GP	PH	PC	PWT	17	18	19	20
12	STAT	CO	CS	DP	15	16	17	18	10	CO	CS	DP	13	14	15	16	14	GP	PH	PC	PWT	17	18	19	20
	GP	PH	PC	PWT	22	23	24	25	17	STAT	GP	PH	PC	PWT	21	22	23	21	CO	PRC	DP	24	25	26	27
19	GP	PH	PC	PWT	22	23	24	25	17	STAT	GP	PH	PC	PWT	21	22	23	21	CO	PRC	DP	24	25	26	27
	CO	PRC	DP	29	30			24	CO	PRC	DP	27	28	29	30	28	29	30							
26	CO	PRC	DP	29	30			24	CO	PRC	DP	27	28	29	30	28	29	30							
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5	GP	PC	7	8	9	10	11	2	STAT	4	5	6	7	8	6	STAT	GP	PC	PH	10	11	12			
	CO	CS	DP	15	16	17	18	9	10	11	12	13	14	15	13	CO	CS	DP	16	17	18	19			
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	GP	PH	PC	PWT	23	24	25	16	17	18	19	20	21	22	20	GP	PH	PC	PWT	24	25	26			
19	GP	PH	PC	PWT	23	24	25	16	17	18	19	20	21	22	20	GP	PH	PC	PWT	24	25	26			
	CO	PRC	DP	30	31			23	24	25	26	27	28	29	27	CO	PRC	DP	30						
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18	GP	PH	PC	PWT	22	23	24	22	CO	PRC	DP	25	26	27	28	20	GP	PH	PC	PWT	24	STAT	26		
	CO	PRC	DP	29	30	31		29	30						27	STAT	29	30	31	JAN 1	JAN 2				
25	CO	PRC	DP	29	30	31		29	30						27	STAT	29	30	31	JAN 1	JAN 2				
															JAN 3	JAN 4									

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December 18, 2008