



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 14, 2015

From: David Weber
Director, City Clerk's Office

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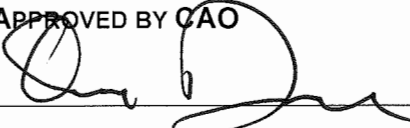
Re: December 2015 Council and Committee Meeting Schedule

Staff Recommendation

1. That the Public Hearing scheduled for Monday, December 21, 2015 be re-scheduled to Tuesday, December 15, 2015 at 7:00 p.m. in the Council Chambers at Richmond City Hall;
2. That the Committee meetings scheduled for the week of December 21, 2015 be re-scheduled, if needed, to the week of December 14, 2015, as shown on Attachment 1 to the staff report dated September 14, 2015 from the Director, City Clerk's Office; and
3. That a Special Council meeting be called, as per standard practice, in conjunction with the last Committee meeting(s) before the holiday break, in order to ratify any Committee recommendations that are time-sensitive.

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

Att. 1

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

Staff Report

Origin

Due to the fact that December 1st falls on a Tuesday this year, the Council Meeting schedule extends unusually late into December in 2015. Given this, and given the inconvenience to the public of attending Council and Committee meetings as well as a Public Hearing close to the holiday season, staff are recommending an adjustment to the Council meeting schedule.

In essence, staff propose to re-schedule the meetings that would otherwise have been held during the week of December 21 to 24 and instead schedule these meetings during the previous week of December 14 to 18. This revised schedule would be more convenient for the public in terms of attendance and would also allow enough time to complete the necessary business follow-up after the final Council meeting.

A calendar has been provided to assist in consideration of this proposal (Attachment 1).

The following specific changes are proposed:

- The Public Hearing would be held on Tuesday, December 15, 2015;
- The General Purposes Committee meeting (if one is needed) would be held on Monday, December 14, 2015;
- The Planning Committee meeting (if one is needed) would be held on Tuesday, December 15, 2015;
- A Special Council Meeting would be called in conjunction with the last Committee meeting (likely on December 16, 2015) in order to consider any time-sensitive matters that would require Council ratification prior to year-end.

Financial Impact

None.

Conclusion

It is recommended that the Council meeting schedule be adjusted as provided herein and that staff take all necessary steps to ensure that all matters requiring Council's attention and ratification prior to year-end are brought forward to the final Special Council meeting likely to be held on December 16, 2015 (the specific date and time will be confirmed by notice closer to the date).



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

Att.1: December 2015 – Council and Committee Meetings

December 2015
Council and Committee Meetings

DECEMBER

Current

		1	2	3	4	5
6	GP 7	FC 8	PC 8	9	10	11
13	CO 14	CS 15	PH 16	PC 16	DP 16	17
20	GP 21	PH 21	PC 22*	CO 22	23	24
27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
3 JAN	4 JAN	*Special Council Meeting				

DECEMBER

Proposed

		1	2	3	4	5
6	GP 7	FC 8	PC 8	9	10	11
13	CO 14	GP 15	C 15	P 15	PH 15	PH 15
20	21	22	23	24	STAT 25	26
27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
3 JAN	4 JAN	*Special Council Meeting				