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<b>To:</b>	General Purposes Committee	<b>Date:</b>	September 3, 2009
<b>From:</b>	David Weber Director, City Clerk's Office	<b>File:</b>	01-0105-01/2009-Vol 01
<b>Re:</b>	2010 Council and Committee Meeting Schedule		

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**Staff Recommendation**


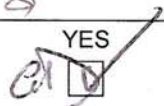
- (1) That the 2010 Council and Committee meeting schedule (as outlined in Attachment 1 to the staff report dated September 3, 2009 from the Director, City Clerk's Office) be approved subject to the following revisions as part of the regular August and December meeting breaks:
  - (a) That the Regular Council Meetings (open and closed) of August 9, August 23, and December 29, 2010 be cancelled;
  - (b) That the following Standing Committee meetings be cancelled:
    - (i) General Purposes Committee meetings of August 3 and August 16, 2010;
    - (ii) Planning Committee meetings of August 4 and August 16, 2010;
    - (iii) Community Safety Committee meeting of August 10, 2010;
    - (iv) Public Works and Transportation Committee meeting of August 18, 2010; and
    - (v) Parks, Recreation and Cultural Services Committee meetings of August 24 and December 30, 2010; and
  - (c) That the August 16, 2010 Public Hearing be re-scheduled to Wednesday, September 8, 2010 at 7:00 p.m. in the Council Chambers at Richmond City Hall.
- (2) That the 2010 Council and Committee meeting schedule be further revised as follows as part of a modified meeting schedule during the 2010 Olympic Winter Games:
  - (a) That the Regular Council Meeting (open and closed) of February 22, 2010 be cancelled;
  - (b) That the following Standing Committee meetings be cancelled:
    - (i) General Purposes Committee meeting of February 15, 2010;
    - (ii) Planning Committee meeting of February 16, 2010;
    - (iii) Community Safety Committee meeting of February 9, 2010;
    - (iv) Public Works and Transportation Committee meeting of February 17, 2010; and

- (v) Parks, Recreation and Cultural Services Committee meeting of February 23, 2010;
- (c) That the General Purposes Committee meeting of March 1, 2010 be re-scheduled to March 2, 2010;
- (d) That the Planning Committee meeting of March 2, 2010 be re-scheduled to March 3, 2010; and
- (e) That the February 15, 2010 Public Hearing be re-scheduled to Wednesday, February 10, 2010 at 7:00 p.m. in the Council Chambers at Richmond City Hall.



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

Att. 2

<b>FOR ORIGINATING DEPARTMENT USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b>		
		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	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. In February 2010, the Winter Olympic Games will bring a period of intense activity and community involvement for the public, council members and city staff. Proposed revisions to the Council and Committee meeting schedule are being presented at this time to provide certainty and more advance notice of Council's meeting schedule for 2010. The schedule is based on the presupposition that the current Committee structure and scheduling pattern will continue into 2010 (**Attachment 1**).

### Analysis

#### August meeting break

For a number of years, Council has cancelled and/or re-scheduled all of the Council and Standing Committee meetings that would otherwise have been scheduled during a four-week period in August. No problems have been observed to date in adopting this revised summer schedule, nor have there been any serious disruptions to City business. A similar approach is recommended for August 2010 with the proposed cancellation of two Regular (open and closed) Council meetings and all Standing Committees that would otherwise have taken place during the associated meeting cycles.

With regard to the August Public Hearing, rather than recommending its cancellation, staff instead proposes to re-schedule it from August 16 to September 8, 2010. 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.

#### December holiday season

As City Hall is to be closed from Friday, December 25, 2009 to Sunday, January 3, 2010 inclusive, the Regular Council Meeting and the Parks, Recreation and Cultural Services Committee meeting which would otherwise have been scheduled for December 29 and December 30, 2010 respectively, should be cancelled.

#### Games-time meeting revisions

While disruption to usual city business and services will be minimized as much as possible during the 2010 Olympic Winter Games (February 12-28, 2010), it is recognized that the O Zone, the Torch Relay and the heightened level of community activity surrounding the Olympic Games will likely conflict with the regular Council and Committee meeting schedule. Attendance by Council members at official events and city staff involvement with the organization and execution of numerous Games-time activities will certainly hinder the City's ability to conduct regular meetings. In addition, the public's ability and desire to attend and access City Hall, or any other location, for Council or Committee meetings will be challenged given the transportation and parking restrictions that will likely be in place surrounding City Hall and in the city generally.



For these reasons, staff is recommending that one meeting cycle be cancelled and/or modified so that there are no scheduled Council or Committee meetings during the 17-day Games period or on the ninth of February, the day that the Torch Relay comes through Richmond. To give effect to this recommendation, the Regular (open and closed) Council Meetings scheduled for February 22, 2010, as well as the Standing Committee meetings scheduled between February 9 and February 23, 2010 would be cancelled.

In order to meet key deadlines for the business community, it is important to consider maintaining a Public Hearing in February. This can be accommodated by re-scheduling the February 15<sup>th</sup> Public Hearing to February 10, 2010, just prior to the beginning of the Games. A further adjustment is also recommended to move the first General Purposes and Planning Committee meetings in March ahead by one day respectively in order to allow for one clear day between the start of the regular meeting schedule and the end of the Closing Ceremonies late on Sunday night, February 28<sup>th</sup>.

Because it is relatively early in the fall, most neighbouring municipalities have not yet established their meeting schedules for 2010. The exception is the City of Vancouver which, in addition to their usual summer and Christmas season meeting breaks, plans to cancel all meetings during the Olympic Games and Paralympic Games in February and March 2010. The other eight local municipalities surveyed on this question (Burnaby, City of North Vancouver, Coquitlam, District of North Vancouver, Delta, New Westminster, Surrey and Whistler) anticipate that their usual summer and Christmas meeting breaks will be observed in 2010. With regard to Council and Committee meetings during Games-time, a majority of the municipalities surveyed anticipate that an altered meeting schedule will be in place, however, this cannot be verified until the schedules are put before the various Councils.

Finally, should any circumstances 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. In accordance with the Council Procedure Bylaw, such a meeting could be conducted using conference calls in order to facilitate the participation of Council members who wish to participate but who are unable to attend in person.

#### **Financial Impact**

None.

#### **Conclusion**

The 2010 Council and Committee meeting schedule may be approved with the suggested allowances for the regular meeting breaks in August and December as well as a modified Games-time schedule in February, on the understanding that a Special Council Meeting can be called with 24 hours notice should any unusual or urgent circumstances arise.



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



# 2010 (Proposed)

Attachment 1

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

 Torch Relay

- PC** Planning Committee, 4:00pm
- PH** Public Hearing, 7:00pm
- PRC** Parks, Recreation & Cultural Services, 4:00pm
- PWT** Public, Works & Transportation, 4:30pm
-  Olympic Games

Note: All meeting dates are subject to change.