



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 10, 2013

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

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

**Re:** 2014 Council and Committee Meeting Schedule

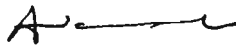

### Staff Recommendation

That the 2014 Council and Committee meeting schedule, attached to the staff report dated October 10, 2013, 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 11 and August 25, 2014 be cancelled;
- (2) That the August 18, 2014 Public Hearing be re-scheduled to Tuesday, September 2, 2014 at 7:00 pm in the Council Chambers at Richmond City Hall.

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

Att. 1

<b>REPORT CONCURRENCE</b>	
CONCURRENCE OF GENERAL MANAGER  	
REVIEWED BY DIRECTORS	INITIALS:  DW
APPROVED BY CAO  	

## 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 2014 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 11 and 25, 2014 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) meetings that would normally fall on July 29, 2014, 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 28, 2014, it is proposed that the PRCS Committee meeting be moved to the previous week (Thursday, July 24, 2014).

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be re-scheduled from August 18, 2014 to September 2, 2014. 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 Thursday, December 25, 2014, re-opening on Monday, January 5, 2015 in recognition of the holiday season. In accordance with the Council Procedure Bylaw No. 7560, adjustments to the schedule have also been made to reflect the stipulation that, in the year of an election, the first Regular Council meeting must be held on the first Monday in December (the Inaugural Council meeting), followed by the second Regular Council meeting on the second Monday of that month. In keeping with past practice, a Special Council meeting would be called during the week of December 15<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 10, 2013

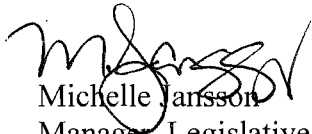
As with the last PRCS meeting prior to the summer meeting break, it is proposed that the PRCS meeting of December 23, 2014 be moved to the previous week (Wednesday, December 17, 2014 – immediately following Public Works and Transportation Committee) so that Council may consider any PRCS recommendations at a Special Council meeting that would likely be called during the last week before the holiday season City Hall closure.

**Financial Impact**

None.

**Conclusion**

It is recommended that the 2014 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.



Michelle Jansson  
Manager, Legislative Services  
(604-276-4006)

# 2014

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

October, 2013

- 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.