



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** November 16, 2015

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

**File:** 01-0105-00

**Re:** 2016 Council and Committee Meeting Schedule


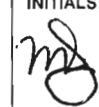
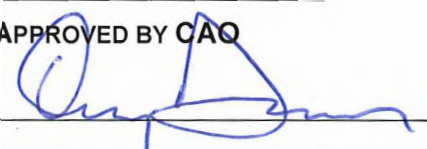
### Staff Recommendation

That the 2016 Council and Committee meeting schedule, attached to the staff report, dated November 16, 2015, 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 8, August 22, and December 28, 2016 be cancelled; and
- (2) That the August 15, 2016 Public Hearing be re-scheduled to September 6, 2016 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> 	

November 16, 2015

## Staff Report

### Origin

Under the *Community Charter* and the Council Procedures 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 2016 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 Procedures 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 8 and 22, 2016 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 28, 2016 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 change 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 26, 2016, 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 25, 2016, it is proposed that the PRCS meeting be moved to the previous week (Thursday, July 21, 2016).

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be re-scheduled from August 22, 2016 to September 6, 2016. 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 Monday, December 26, 2016, and will be re-opening on Tuesday, January 3, 2017 in recognition of the holiday season. Staff propose that the December 28, 2016 PRCS meeting be moved to December 21, 2016 – 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.

November 16, 2015

## **Conclusion**

It is recommended that the 2016 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 Procedures Bylaw No. 7560, for those Council members who wish to participate but are unable to attend in person.



Michelle Jansson  
Manager, Legislative Services

Att. 1 – Proposed 2016 Council and Committee Meeting Schedule

2016 MEETING SCHEDULE - PROPOSED

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

November 18, 2015

- 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.