



City of Richmond

Report to Committee

To: General Purposes Committee

Date: October 7, 2010

From: David Weber
Director, City Clerk's Office

File: 01-0105-00/Vol 01

Re: 2011 Council and Committee Meeting Schedule

Staff Recommendation

That the 2011 Council and Committee meeting schedule, attached to the staff report dated October 7, 2010 from the Director, City Clerk's Office, be approved, subject to the following proposed revisions as part of the regular August meeting break:

- (a) That the Regular Council Meetings (open and closed) of August 8 and August 22, 2011 be cancelled;
- (b) That the August 15, 2011 Public Hearing be re-scheduled to Tuesday, September 6, 2011 at 7:00 p.m. in the Council Chambers at Richmond City Hall.

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

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO DEPUTY	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. These usual revisions to the Council meeting calendar are being presented at this time to provide certainty and more advance notice of Council's schedule for the coming year. In accordance with the Procedure Bylaw, Council resolutions are required for any changes to the prescribed Council meeting schedule, however, changes to the Committee meeting dates do not require a resolution.

It is noted that the proposed meeting schedule (**Attachment 1**) is based on the current Committee structure and scheduling pattern, which is always subject to change. The timing of Committee meetings can be altered at the call of the Chair, as circumstances arise closer to the dates of the meetings.

Analysis

August meeting break

For a number of years, Council has not held regularly scheduled Council and Standing Committee meetings during a four-week period in August. No problems have been observed as a consequence of adopting this revised summer schedule, nor have there been any serious disruptions to City business. A similar approach is therefore recommended for August 2011.

With regard to the August Public Hearing, rather than recommending its cancellation, staff instead propose it be re-scheduled from August 15 to September 6, 2011. 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

It is anticipated that City Hall will be closed from Saturday, December 24, 2011 to Monday, January 2, 2012 inclusive; therefore any committee meetings which would otherwise have been held during this period have been rescheduled. Further, although it is likely the committee meetings scheduled during the week of December 19th may be cancelled or rescheduled, adjustments are not recommended at this time, bearing in mind that changes can be made as circumstances dictate closer to the dates of the meetings.

Adjustments to the schedule have also been made to reflect the Procedure Bylaw 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.

Finally, should any situation 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. Such a meeting may be facilitated using conference calls, as permitted by the Council Procedure Bylaw, for those Council members who wish to participate but are unable to attend in person.

Financial Impact

None

Conclusion

It is recommended that the 2011 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.

A handwritten signature in cursive script, appearing to read "G. Johnson".

Gail Johnson
Manager, Legislative Services
(604-276-4006)

2011

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

- 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, 4:30pm

Note: All meeting dates are subject to change.