



Item .....
Meeting ..... 2015 November 23

## COUNCIL REPORT

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**TO:** CITY MANAGER

**DATE:** 2015 October 21

**FROM:** CITY CLERK

**SUBJECT:** 2016 COUNCIL MEETING, COMMITTEE MEETING  
AND PUBLIC HEARING SCHEDULES

**PURPOSE:** To set the meeting dates for regular Council meetings, Committee meetings and Public Hearings for 2016.

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### **RECOMMENDATION:**

1. **THAT** Council approve the Council, Committee, and Public Hearing meeting schedules for 2016 as set out in Appendix 'A', 'B' and 'C' of this report.

### **REPORT**

Section 127 of the *Community Charter* requires Council to adopt a schedule of regular Council meetings. This report recommends a schedule of regular council meetings, as well as meeting dates for the various Council Committees and Public Hearings.

Upon adoption of the regular Council meeting schedule, Section 94(2)(a) and (b) of the *Community Charter* requires that public notice of the meeting schedule be published in a newspaper, once each week for two consecutive weeks.

It is recognized that adopting this report does not preclude Council or a Committee from adopting future resolutions or at the discretion of Committee Chairs to add, cancel or change meeting dates, times and/or venues as the year progresses.

#### 1. Regular Council Meetings

Attached as Appendix 'A' is a proposed schedule of regular Council meetings for 2016. Closed Council meetings, from which the public is excluded, will continue to be held generally at 6:30 p.m. in the Council Committee Room preceding regular Council meetings, as required. During the process of scheduling Open and Closed Council meetings, consideration has been given to avoid conflict with the FCM and UBCM annual conferences.

## 2. Public Hearings

Public Hearings are generally scheduled for the last Tuesday each month with the exception of September, November and December. A complete list of the dates proposed for 2016 is set out in *Appendix 'B'* of this report.

If it is not necessary to hold a Public Hearing on any of these dates, the scheduled hearing may be cancelled.

## 3. Board, Committee and Commission Meetings

Appendix "C" of this report sets out a proposed schedule of meetings for the various Boards, Committees and Commissions of Council.

As Council is aware, the following Committees meet as required (at the Call of the Chair) and are therefore not included in the proposed meeting schedule:

- Simon Fraser Liaison Committee
- International Relations & Friendship Cities Committee
- Audit Committee
- Parcel Tax Review Panel

Respectfully submitted,



Dennis Back  
City Clerk

Copy: Deputy City Managers (2)  
Director Planning and Building  
Director Engineering  
Director Finance

Director Parks, Recreation and Cultural Services  
Fire Chief  
OIC, RCMP  
Chief Librarian

**APPENDIX 'A'**  
**2016 COUNCIL MEETING SCHEDULE**

January	18 25	July	11 25
February	01 15 22	August	29
March	07 21 <i>Spring Break March 14 - 25</i>	September	12 19 <i>UBCM Sept. 26 – 30 (Victoria)</i>
April	04 11 25	October	03 17 24
May	09 16 30	November	07 21
June	13 20 27 <i>FCM June 03 – 05 (Winnipeg)</i>	December	05 12

**APPENDIX 'B'**  
**2016 PUBLIC HEARING DATES**

January	26	July	26
February	23	August	30
March	29	September	20
April	26	October	25
May	31	November	22
June	28	December	13

**APPENDIX 'C'**  
**2016 BOARDS, COMMITTEES AND COMMISSION MEETINGS**

**Advisory Planning Commission**

***(12 days prior to Public Hearing – Clerk's Committee Room) 6:00 p.m.***

January	14	July	14
February	11	August	18
March	17	September	08
April	14	October	13
May	19	November	10
June	16	December	01

**Board of Variance**

***(1<sup>st</sup> Thursday of the month – Council Chamber) 1:00 p.m.***

January	07	July	07
February	04	August	04
March	03	September	08*
April	07	October	06
May	05	November	03
June	02	December	01

*\* Moved to 2<sup>nd</sup> Thursday due to proximity to Labour Day*

**Community Heritage Commission**

***(Bi-Monthly - 1<sup>st</sup> Thursday of the Month - Council Committee Room) 6:00 p.m.***

February	04	September	07*
April	07	November	03
June	02		

*\* Moved to 1<sup>st</sup> Wednesday due to proximity to Labour Day*

### **Environment Committee**

***(Bi-monthly - 2nd Tuesday of the Month - Council Committee Room) 6:00 p.m.***

February	09	September	13
April	12	November	08
June	14		

### **Executive Committee of Council**

***(3rd Thursday of the Month - Council Committee Room) 5:00 p.m.***

January	21	June	16
February	18	September	15
March	17	October	20
April	21	November	17
May	19	December	07*

*\*Moved to Wednesday, December 07 due to proximity to Christmas*

### **Financial Management Committee**

***(4th Thursday of the Month - Council Committee Room) 5:30 p.m.***

January	28	June	23
February	25	September	22
March	24	October	27
April	28	November	24
May	26		

*\*Moved to Tuesday, September 15 to avoid conflict with UBCM*

### **Parks, Recreation and Culture Commission**

***(Council Committee Room and Council Chamber unless otherwise noted) 7:00 p.m.***

January	20	July	20
February	17 (Shadbolt Centre for the Arts)	<i>No Meeting in August</i>	
March	16	September	21
April	20	October	19 (Burnaby Mountain Golf Course)
May	18 (Byrne Creek Secondary School)	November	16
June	15	December	14

### **Planning and Development Committee**

***(Prior to Public Hearings - Council Committee Room) 5:00 p.m.***

January	26	June	28
February	23	September	20
March	29	October	25
April	26	November	22
May	31	December	13

### **Public Library Board**

***(3<sup>rd</sup> Thursday of the month – Bob Prittie Metrotown Library unless otherwise noted) 7:00 p.m.***

January	21	July	21
February	18	<i>No Meeting in August</i>	
March	17	September	15
April	21	October	20
May	19	November	17
June	16	December	08*

*\* Moved to 2<sup>nd</sup> Thursday due to close proximity to Christmas*

### **Public Safety Committee**

***(Bi-monthly - 2nd Thursday of the Month - Council Chamber) 6:00 p.m.***

January	14	July	14
March	10	September	07**
May	05*	October	13

*\* Moved to 1<sup>st</sup> Thursday due to LMLGA*

*\*\* Moved to 1<sup>st</sup> Wednesday due to scheduling conflict with other Committees*

### **Social Planning Committee**

***(Bi-Monthly – 1<sup>st</sup> Wednesday of the Month - Council Chamber) 6:00 p.m.***

February	03	September	14*
April	06	November	09*
June	01		

*\* Moved to 2<sup>nd</sup> Wednesday of the month due to scheduling conflict with other Committees*

**Traffic Safety Committee**

*(Four times a year - 1st Tuesday of the Month - Council Chamber) 6:00 p.m.*

March	01	October	04
May	03	December	06

**Transportation Committee**

*(Four times a year - 2nd Wednesday of the Month - Council Chamber) 6:00 p.m.*

January	13	September	13*
April	13	November	09**

\* Moved to 2<sup>nd</sup> Tuesday of the month due to scheduling conflict with other Committees

\*\* Moved to the Clerks Committee Room due to scheduling conflict with other Committees