



Item
Meeting2012 Dec 03

COUNCIL REPORT

TO: CITY MANAGER

DATE: 2012 December 03

FROM: ACTING CITY CLERK

SUBJECT: 2013 COUNCIL MEETING, COMMITTEE MEETING
AND PUBLIC HEARING SCHEDULES

PURPOSE: To set the Council meetings, Committee meetings and Public Hearing schedules for 2013 and to amend Terms of Reference to reflect the meeting schedules set out in this report.

RECOMMENDATIONS:

1. **THAT** Council approve the Council meeting, Committee meeting and Public Hearing schedules for 2013 as set out in Appendix "A" "B" and "C" of this report.
2. **THAT** Terms of Reference for the Community Policing Committee be amended to reflect a bi-monthly meeting schedule as set out in Appendix "C" of this report.
3. **THAT** Terms of Reference for the Audit Committee be amended to indicate that meetings will be held as required (at the Call of the Chair).

REPORT

The Community Charter requires Council to adopt a schedule and give public notice of Council meetings, Committee meetings and Public Hearings in each year. This report fulfills that requirement. It is recognized that adopting this report does not preclude Council from adopting future resolutions to add, cancel or change meeting dates as the year progresses.

1. Council Meetings

Closed Council meetings from which the public is excluded will continue to be held at 6:30 p.m. in the Council Committee Room. During the process of scheduling both Open and Closed Council meetings, consideration has been given to avoid conflict with the FCM and UBCM annual conferences.

2. Public Hearings

Public Hearings proposed in this report for 2013 February, April, June, September, and November will deal with the most recent group of rezoning applications forwarded for consideration under the usual bi-monthly reporting schedule. The Public Hearing dates in January, March, May, July, October and December would be available for other cases such as those rezoning applications previously being processed, and if it is found unnecessary to hold a Public Hearing in these months, the scheduled hearing may be cancelled.

Council has, in the past, approved consideration of special Public Hearings for specific rezoning requests which have not corresponded to the scheduled dates. Unless otherwise directed, the Planning and Building Department will pursue consideration of similar extraordinary cases which may occur in the coming year, as required.

3. Board, Committee and Commission Meetings

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

- Simon Fraser Liaison Committee
- International Relations & Friendship Cities Committee
- Mayor's Task Force on Graffiti

Staff has been informed that the Community Policing Committee wishes to amend its meeting schedule to a bi-monthly schedule and the Audit Committee is requesting to meet as required rather than scheduled quarterly meetings. With Council's approval, the terms of reference for both Committees will be amended to reflect the new meeting schedules.

Respectfully submitted,



Maryann Manuel
Acting City Clerk

cc. Deputy City Managers
Director Planning and Building
Director Engineering
Director Finance

Director Parks, Recreation and Cultural Services
Fire Chief
Officer in Charge, Burnaby RCMP
Chief Librarian

APPENDIX 'A'
2013 COUNCIL MEETING SCHEDULE

January	14	July	08
	28		22
February	04	August	26
	18		
	25		
March	04	September	09
	11	UBCM Sept. 16 – 20 (Vancouver)	
	18		23
Spring Break March 18 – March 22			30
April	08	October	07
	15		21
	22		28
May	06	November	04
	13		18
	27		25
FCM May 31 – June 03(Vancouver)			
June	10	December	02*
	17		09
	24		

* Inaugural Style Council Meeting

APPENDIX 'B'
2013 PUBLIC HEARING DATES

January	29	July	23
February	26	August	27
March	19	September	24
April	23	October	29
May	28	November	26
June	25	December	10

APPENDIX 'C'
2013 BOARDS, COMMITTEES AND COMMISSION MEETINGS

Advisory Planning Commission

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

January	17	July	18
February	14	August	15
March	07	September	12
April	11	October	17
May	16	November	14
June	13	November	28

Board of Variance

(1st Thursday of the month – Council Chamber) 1:00 p.m.

January	10*	July	04
February	07	August	01
March	07	September	05
April	04	October	03
May	02	November	07
June	06	December	05

** Moved to 2nd Thursday to facilitate notification process*

Community Development Committee

(Prior to Public Hearings - Council Committee Room)

5:00 p.m.

January	29	June	25
February	26	September	24
March	19	October	29
April	23	November	26
May	28	December	10

Community Heritage Commission

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

January	03	September	05
March	07	November	07
May	02		

Community Policing Committee

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

January	10	July	04
March	14	September	12
May	09	November	14

Environment Committee

(2nd Tuesday of the Month - Council Committee Room)

6:00 p.m.

January	09**	June	11
February	12	September	10
March	12	October	08
April	09	November	12
May	14	December	04*

* Moved to 1st Wednesday due to Public Hearing scheduled for December 10 (Meeting conflict for Cllr. Kang)

** Moved to 2nd Wednesday due to conflict with Traffic Safety Committee (Meeting conflict for Cllr. Kang)

Executive Committee

(3rd Thursday of the Month - Council Committee Room)

5:00 p.m.

January	17	June	20
February	21	September	19
March	21	October	17
April	18	November	21
May	16	December	05*

**moved to December 05 due to proximity to Christmas*

Finance and Civic Development Committee

(4th Thursday of the Month - Council Committee Room)

5:30 p.m.

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

Parks, Recreation and Culture Commission

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

January	16	July	17
February	20 (Bill Copeland Sports Centre)	<i>No Meeting in August</i>	
March	13	September	18
April	17	October	16 (Willingdon Community Centre)
May	15 (Edmonds Community Centre)	November	20
June	19	December	11

Public Library Board

(3rd Thursday of the month – Bob Prittie Metrotown Library) 7:00 p.m.

January	17	July	18
February	21	<i>No Meeting in August</i>	
March	21	September	19
April	18	October	17
May	16	November	21
June	20	December	12*

**moved to 2nd Thursday to accommodate Christmas schedules*

Social Issues Committee

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

February	06	September	04
April	03	November	06
June	05		

Traffic Safety Committee

(1st Tuesday of the Month - Council Chamber) 6:00 p.m.

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

**Moved to 2nd Tuesday due to proximity to New Year's Day Statutory Holiday*

Transportation Committee

(2nd Wednesday of the Month - Council Chamber) 6:00 p.m.

January	09	June	12
February	13	September	11
March	06*	October	09
April	10	November	13
May	08	December	04*

** Moved to 1st Wednesday due to conflict with Parks, Recreation & Culture Commission Meeting*