
2018 City Council and Committee Meeting Schedule

Recommendation

That the Governance and Priorities Committee recommend to City Council that it adopt the meeting schedule described as Option 2, at its organizational meeting to be held on November 20, 2017.

Topic and Purpose

The purpose of this report is to establish the 2018 City Council and Committee meeting schedule.

Report Highlights

1. City Council is required annually to set its upcoming meeting dates during its organizational meeting.
2. Attachments 1 and 2 (Options - 2018 Council and Committee Meeting Calendars) set out options for meeting dates for City Council, the Governance and Priorities Committee, and each of the four Standing Policy Committees, along with dates for a Strategic Planning Session and Business Plan and Budget meeting, during 2018.

Strategic Goal

The information contained in this report and attachments aligns with the long-term strategies related to the Strategic Goal of Continuous Improvement.

Background

Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* was passed by City Council on June 9, 2014 and came into force on July 1, 2014. Section 7 of the Bylaw provides for an organizational meeting to be held each year as part of the Regular Business meeting in November. At the organizational meeting, Council shall establish:

- (a) the term and rotation schedules for the positions of Deputy Mayor and Acting Mayor;
- (b) dates, times and places for regularly scheduled meetings of Council and Council Committees; and
- (c) Standing Policy Committee appointments for the following year.

Report

The purpose of this report is to present options and recommendations on the dates, times, and places for regularly scheduled meetings of Council and Council Committees for 2018.

2018 City Council and Committee Meeting Schedule

As stipulated in Bylaw No. 9170 *The Procedures and Committees Bylaw*, there are two types of regularly scheduled Council meetings – a Regular Business meeting and a Public Hearing meeting. Both meetings are held in the Council Chamber, City Hall and commence at 1:00 p.m. and 6:00 p.m., respectively.

The Bylaw also establishes a Governance and Priorities Committee and four Standing Policy Committees – Environment, Utilities and Corporate Services; Finance; Planning, Development and Community Services; and Transportation. The meetings of these Committees are also held in the Council Chamber at City Hall.

In a recent Governance Review survey, members of Council indicated there was a preference to receive more than one option when considering its annual meeting schedule. As a result, the Administration developed three options for Committee and Council's consideration. Details of each option are provided in Attachment 1. Moreover, Attachment 2 illustrates the three options in calendar format.

With respect to Attachment 1, it should be noted SPC Group 1 – refers to the SPC on Planning Development and Community Services (meeting 9 a.m. to 1 p.m.) and the SPC on Finance (meeting 2 p.m. to 6 p.m.). SPC Group 2 is the SPC on Environment, Utilities and Corporate Services (meeting 9 a.m. to 1 p.m.) and SPC on Transportation (meeting 2 p.m. to 6 p.m.).

Summary of Options and Recommendation:

Option 1

- Does not double up meetings in one week with the exception of Budget Deliberations.
- Uses all Tuesdays following long weekend Mondays and FCM Convention (SPC Group 1 – 5X; SPC Group 2 - 1X; GPC - 3X).
- No meetings week following SUMA.
- Schedules Budget Deliberations last week of November – Wednesday to Friday.
- Uses the 5th Monday of the month in two months for SPC Group 1.

Option 2

- Doubles up SPC Groups 1 and 2 in same week – 4X.
- Uses some Tuesdays following long weekend Mondays (SPC Group 1 – 2X; SPC Group 2 – 5X; GPC – 3X).
- No meetings first week of January, week following SUMA and week following FCM.
- Schedules Budget Deliberations last week of November – Monday to Wednesday.

Option 3

- Doubles up SPC Groups 1 and 2 in same week – 6x with SPC Group 2 meeting on a Tuesday 6X.
- Doubles up SPC Group 2 and GPC (Monday and Tuesday) – 1X.

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- Does not schedule meetings the week following a holiday Monday, and following SUMA and FCM Conventions.
- Uses 5th week of month for following month's meetings (Including last Monday in July).
- Schedules Budget Deliberations first week of December – Wednesday to Friday.

Each of the three options presents scheduling challenges. However, from the Administration's perspective, Option 2 is the best option and is being recommended for the following reasons:

- (1) it has minimal weeks where it is necessary to double up SPC meetings;
- (2) it does not use the 5th Monday of the month for the next month's meeting;
- (3) it allows for better agenda management with elimination of large gaps between meetings (up to 6 weeks);
- (3) no other meetings are scheduled the week of Budget Deliberations; and
- (4) no meetings are scheduled the first week of January thereby eliminating preparation and circulation of agendas during Christmas week.

The month of February presents scheduling challenges as it is a short month, the SUMA Convention is held in February, and it has a long weekend (Family Day). The Committee may therefore wish to alter Option 2 with either of the following schedules:

- Treat February similar to July by scheduling only a City Council meeting on February 26, and removing the preceding SPC and GPC meetings scheduled for February 12, 13 and 20.
- Treat January and February as one cycle whereby January 15 and 22 would be used for SPC meetings; January 29 for GPC; and February 26 for City Council. If there was a need for a Council meeting during the month of January, the Strategic Planning Session of Council scheduled for January 18 could include a public portion to deal with any City Council business.

Both of the above alterations could be adopted for Options 1 and 3.

Options to the Recommendation

The primary options are addressed in the previous section of the report and are further described or illustrated in Attachments 1 and 2.

Policy Implications

There are no policy implications at this time.

Due Date for Follow-up and/or Project Completion

The 2018 City Council and Committee meeting schedule is to be considered by City Council at its organizational meeting, as part of the Regular Business Meeting on November 20, 2017.

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Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachment(s)

Attachment 1 – Details of Options - 2018 Council and Committee Meeting Schedule

Attachment 2 – Options - 2018 Council and Committee Meeting Calendars

Report Approval

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Reviewed by: Mike Jordan, Director of Government Relations

Patricia Warwick, City Solicitor

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