
2019 City Council and Committee Meeting Schedule

Recommendation

That the Governance and Priorities Committee recommend to City Council, at its organizational meeting to be held on September 24, 2018, that it adopt the meeting schedule set out in Attachment 1 to this report.

Topic and Purpose

The purpose of this report is to establish the 2019 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 set out the proposed meeting dates for City Council, the Governance and Priorities Committee (GPC), and each of the four Standing Policy Committees (SPC), along with dates for a Strategic Planning Session and Business Plan and Budget meeting, during 2019.

Strategic Goal

The information contained in this report and attachment 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 September. At the organizational meeting, Council shall establish dates, times and places for regularly scheduled meetings of Council and Council Committees for the following year.

Report

The purpose of this report is to present options and recommendations on the dates and times for regularly scheduled meetings of Council and Council Committees for 2019.

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. These meetings are also held in the Council Chamber at City Hall.

Summary of Options, SPC Variations, and Recommendation:

The recommended option maintains status quo. It follows a format similar to the 2018 calendar. The primary features of this option are:

- No meetings first week of January, week following SUMA and week following FCM
- Schedules Budget Deliberations last week of November – Monday to Wednesday
- Minimal months where it is necessary to double up SPC meetings
- Does not use the 5th Monday of the month for the next month's meeting
- No SPC or GPC meetings during the month of July – only a Council meeting

A variation of the status quo option would include regularly scheduled GPC and SPC meetings in July.

With respect to the SPC on Finance, Administration has advised that several reports to the SPC on Finance are based on month end information and the deadlines for submission of these reports the following month are difficult to meet as the SPC meets on the first Monday of the month. An option where the SPC on Finance meets the second Monday of the month would provide additional time to complete reports in time for the next month's meeting. Proposed variations to accommodate this would include:

- a) Exchange SPC Finance from Week 1 with SPC Transportation from Week 2
- b) Exchange SPC Week 1 meetings (PDCS & Finance) with SPC Week 2 meetings (EUCS & Transportation)

Administration is recommending the status quo option as set out in Attachment 1 of this report. This option offers a meeting schedule that attempts to balance the policy development and decision making processes of City Council. If there is a desire to change the existing SPC scheduling, further direction is required.

Options to the Recommendation

The primary options are addressed in the previous section of the report.

Policy Implications

There are no policy implications at this time.

Due Date for Follow-up and/or Project Completion

The 2019 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 September 24, 2018.

Public Notice

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

Attachment(s)

Attachment 1 – Proposed 2019 Council and Committee Meeting Calendar

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Reviewed by: Mike Jordan, Director of Policy and Government Relations
Patricia Warwick, City Solicitor