

Proposed 2011 Schedule of Meetings

Date:	December 1, 2010
To:	Striking Committee
From:	City Clerk
Wards:	All
Reference Number:	

SUMMARY

This report recommends the 2011 meeting schedule for Council and its Committees. The proposed schedule is guided by established scheduling assumptions and Council's directions. The proposed schedule also includes meeting dates for approval of the 2011 Capital and Operating Budgets. These dates are consistent with the City Manager's recommended budget process which will be submitted to the Executive Committee for its December 9, 2010 meeting.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council approve the attached 2011 meeting schedule dates (Attachment 1) and that the published schedule serve as notice for these meetings.
2. City Council request the City Clerk to distribute the approved schedule to the City's agencies and special purpose bodies with a request that they:
 - a. avoid scheduling meetings, whenever possible, that conflict with the approved schedule; and
 - b. avoid scheduling public meetings, forums, public consultations and large-scale meetings on days of cultural or religious significance as noted in the approved schedule.

3. City Council decide whether to continue the practice of providing beverages and/or light refreshments at Council and Committee meetings.

Implementation Points

The approved 2011 schedule will be circulated to the City's agencies and special purpose bodies and will also be accessible on the City's web site.

Financial Impact

If City Council decides to eliminate the beverage and refreshment service for City Council and Committee meetings, a potential saving of \$48,000.00 in the City Council's 2011 Operating Budget may be realized.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

ISSUE BACKGROUND

Section 27-25 of Council's procedure by-law requires the City Clerk to recommend to the Striking Committee an annual meeting schedule for regular meetings of Council and committees. The by-law requires that the schedule:

- permit Council to meet at least 10 times for at least 20 meeting days per year;
- enable committees to meet at different times whenever possible; and
- comply with the Council policy on respecting days of cultural or religious significance.

COMMENTS

The proposed meeting schedule is guided by a number of scheduling assumptions and principles:

- include regular meeting dates for the Board of Health;
- allow time on the schedule for the City's special committees, agencies, and special purpose bodies to schedule their own meetings;
- avoid where possible, meeting dates of the Federation of Canadian Municipalities' Board of Directors and annual conference;
- allow for a March, summer and winter holiday break; and
- leave enough time in the schedule for Councillors and staff to prepare and review meeting materials.

The features of the proposed 2011 schedule include:

- 22 Council meeting days over 10 meetings;
- the Executive Committee meets at the beginning of the cycle to reinforce its leadership responsibilities in the committee system;
- Whenever possible, Standing Committees are scheduled one day each. Committees can schedule additional meetings if necessary;

- Council meetings are scheduled for two days. The days following a Council meeting are kept clear in case a Council meeting should continue;
- Compressed meeting cycles are avoided whenever possible;
- Council meeting times are as follows:
 - 9:30 a.m. to 12:30 p.m.
 - 2:00 p.m. to 8:00 p.m.
- Committee meeting times are as follows:
 - 9:30 a.m. to 12:30 p.m.
 - 1:30 p.m. to 6:00 p.m.
 - 7:30 p.m. to 10:00 p.m.; and
- Friday meetings will end before sundown.

Refreshments during Council and Committee meetings

It has been customary to provide beverages and/or light refreshments at City Council and Committee meetings. City Council should decide whether to continue this practice.

CONCLUSION

The proposed 2011 meeting schedule adheres to most of the assumptions and directions of Council. It also reflects, to the extent possible, the requirements of Council's Procedures. It accommodates the Federation of Canadian Municipalities' annual conference and the meetings of its Board of Directors. The schedule also includes the dates for the 2011 Capital and Operating Budget processes.

CONTACT

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SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Attachment 1 – Proposed 2011 Meeting Schedule