

2021 Council Calendar Feedback

Recommendation

That the August 17, 2021, Office of the City Clerk report OCC00713, be received for information.

Executive Summary

This report seeks feedback on the January to October 2021 Council and Committee meeting schedule to determine what changes, if any, are needed to improve the efficiency and effectiveness of Council and Committee meetings in 2022.

Report

The October to December 2021 and 2022 calendar will be presented at the October 26, 2021, Inaugural City Council meeting for approval. In advance of presenting the calendar, Administration is looking for feedback on what worked well and if there are any opportunities for improvement.

At the organizational meeting on October 5, 2020, City Council approved the 2021 Council and Committee calendar. Changes implemented throughout 2021 have included:

- Monthly meetings of the Emergency Advisory Committee
- The Agenda Review Committee meeting schedule was amended on March 15, 2021, to accommodate the amendments to Bylaw 18155, Council Procedures Bylaw to release agendas 10 days in advance
- Recess weeks were scheduled to accommodate the FCM Board of Directors Conference and the FCM Annual Conference

The 2021 calendar also maintained the following changes introduced in 2018:

- Half-day meetings of Inter-municipal and Regional Development Committee every six weeks (all Inter-municipal and Regional Development Committee meetings scheduled for 2021 have been cancelled due to no agenda items)
- Start time of ARC moved to 9:00 a.m. (from 8:45 a.m.)
- No Standing Committee meetings, when possible, on Thursday afternoons
- Order of main Standing Committee meetings:
 - Monday: Executive Committee
 - Tuesday: Urban Planning Committee

- Wednesday: Community and Public Services Committee

The October to December 2021 calendar proposes the following changes:

- Order of main Standing Committee meetings:
 - Monday: Community and Public Services Committee
 - Tuesday: Urban Planning Committee
 - Wednesday: Executive Committee

Corporate Outcomes and Performance Management

| Corporate Outcome(s): Conditions of Success | | | |
|---|--|------------------|--------------------------------------|
| Outcomes | Measures | Results | Targets |
| Organizational capacity and sound management practices to ensure efficient and effective meetings | Number of meetings scheduled from January to October 2021: City Council - 14 (plus 6 Special meetings) City Council Non-regular - 4 City Council Public Hearing -15 Executive - 13 (plus 1 Special meeting and 4 Non-regular meetings) Urban Planning - 11 (plus 2 Non-regular meetings) Community and Public Services - 12 (plus 3 Non-regular meetings) Audit Committee - 3 (plus 1 Special meeting and 2 Non-regular meetings) Utility Committee - 4 Emergency Advisory Committee - 10 Agenda Review Committee - 28 City Auditor Recruitment Committee - 8 | To be determined | There are no targets for this report |

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| | City Manager and City Auditor Performance Evaluation Committee - 6 Council Services Committee - 3 Code of Conduct Sub-Committee - 1 | | |
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Attachment

1. Meeting Statistics 2020 - 2021