



**21 March 2013**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Joanne McMillin, City Clerk**

**RE: Summer Meeting Schedule – Council & Committee of the Whole**

### **Background for Discussion:**

I received a suggestion from a Member of Council to bring forward a proposal for a summer meeting schedule for the months of May June, July and August. This would be on a trial basis and if it was agreed to continue on an ongoing basis the summer schedule would be required to be permanently included in Council's Procedural By-law.

The first suggestion is to start Committee of the Whole meetings in the summer at 9:00 a.m.; currently the Property and Planning Committee meetings are held year round at 9:00 a.m., and is, for all intense and purposes, a Committee of the Whole of Council. If approved, the regular Committee of the Whole meeting would continue on the scheduled Monday before the Tuesday Property and Planning Committee, but between 9:00 a.m. and 12:00 p.m. Another option would be to combine Committee of the Whole and Property and Planning during the summer months on one day (Monday or Tuesday), say at 9:00 a.m. and work through the morning on those meetings. Having these meetings combined would also be helpful to staff and of course Council in only having to attend the one meeting that week, especially if the Property and Planning meeting has a short agenda. Case in point, the March Property and Planning meeting was 13 minutes in duration including a Closed Session both which could have been accommodated with the March Committee of the Whole meeting, with proper notice.

Regarding regular Council meetings, it is suggested to move them from the regular Monday to the Tuesday starting at 12:00 Noon; this would also benefit staff to allow one additional day to prepare for the meeting, particularly in the summer when it is busy with staff vacations and to provide time to ensure all resolutions, by-laws, etc. are in order for the Council Meeting. With the low turnout that we currently continue to see at 5:00 p.m. the 12:00 p.m. time-slot should not be a real inconvenience and would allow the public to come forward to attend and also to provide deputations. It should be noted the May and August Council meetings are already scheduled for a Tuesday due to Statutory Holiday Mondays.

It could be argued this action may be an inconvenience to the public, but it is recognized this would only be a temporary departure from the regular schedule for the summer months, and it is not unlike the call for special meetings which are not held at any set date or time; suffice it to say, public participation at most meetings is low regardless unless of course there is a controversial item on the agenda. If that's the case, notice provisions are given and we can rest assured the public will definitely find its way to attend the meeting; during the summer months it may be even more convenient for them to do so.

**Under consideration for discussion:**

That Council hereby approves an amended meeting schedule in order to accommodate a summer meeting schedule for Committee of the Whole and Council as follows:

**May**

Monday, May 13 – 9:00 a.m. to 12:00 p.m. – Committee of the Whole  
**Tuesday, May 21 – 12:00 p.m. – Regular Council Meeting**

**June**

Monday, June 17 – 9:00 a.m. to 12:00 p.m. – Committee of the Whole  
**Tuesday, June 25 – 12:00 p.m. – Regular Council Meeting**

**July**

Monday, July 8 – 9:00.m. to 12:00 p.m. – Committee of the Whole  
**Tuesday, July 16 – 12:00 p.m. – Regular Council Meeting**

**August**

Tuesday, August 6 – 9:00 a.m. to 12:00 p.m. – Committee of the Whole  
**Tuesday, August 13 – 12:00 p.m. – Regular Council Meeting;** and

That in keeping with Notice By-law #144-2007, public notice is hereby given that Council intends to amend its meeting schedule for the months of May, June, July and August, 2013 to reflect the above changes; and

That Council shall review the amended schedule at the August Committee of the Whole meeting to determine if this summer schedule will be permanently included in the Procedural By-law; and further

That three readings be given to a by-law to amend Council's Procedural By-law #120-2012 for this purpose for the 2013 summer months.

**Budget:**

N/A

**Communication Plan/Notice By-law Requirements:**

Notice required on agenda and Portal; Staff and Media to be advised.