

December 17, 2018

To: His Worship the Mayor
And Members of City Council

Re: 2019 Meeting Schedule

RECOMMENDATION

That City Council approve one of the following options respecting the 2019 meeting schedule for City Council and Council Committee meetings:

- Option #1 (Appendix A), with the majority of meetings falling on Wednesdays, with some exceptions;
- Option #2 (Appendix B), with the majority of meetings falling on Wednesdays, with some exceptions;
- Option #3 (Appendix C), largely status quo with meetings scheduled throughout the month, including the addition of bi-monthly meetings of the new Priorities and Planning Committee.

CONCLUSION

Executive Committee considered the proposed 2019 calendar for Council and Committees at its meeting on November 14, 2018. At that time, interest was expressed in exploring options that would place all meetings on the same day of the week during the month and the City Clerk was directed to return with options having all meetings scheduled on Wednesdays.

This report outlines three options respecting the determination of the 2019 Council and Committee Meeting Schedule.

BACKGROUND

The City Clerk brought forward *Report EX18-28, 2019 Council and Committee Meeting Schedule* to the Executive Committee meeting held on November 14, 2018.

At the meeting, the City Clerk was directed to bring back a report that will outline the option of having all Council and committee meetings scheduled on the same day.

DISCUSSION

Three options have been presented for review.

Option #1 (Appendix A)

- City Council will meet on Wednesdays at 5:30 p.m.
- Majority of meetings will be held on Wednesdays, except:
 - Mayor's Housing Commission (Tuesdays at 4:00 p.m.)
 - Regina Appeal Board (Tuesdays at 4:00 p.m.)
- Committees will meet in both morning and afternoon on Wednesdays:
 - Finance & Administration, Priorities & Planning and Public Works & Infrastructure will meet at 9:00 a.m.
 - Community & Protective Services and Regina Planning Commission will meet at 4:00 p.m.
 - Executive Committee will meet at 1:00 p.m.
- Due to scheduling conflicts with other commitments (eg., annual SUMA Convention) as well as statutory holidays, some meetings will be scheduled for other days of the week
- Includes a three week break in July and August
- Consideration of the 2019 Budget is scheduled for December 9th and 10th
- Consideration of future bylaw changes arising from the Zone Forward Project is tentatively scheduled for City Council on June 17th – 19th at 5:30 p.m. each evening

Option #2 (Appendix B)

- City Council will meet on Wednesdays at 5:30 p.m.
- Majority of meetings will be held on Wednesdays, except:
 - Mayor's Housing Commission (Tuesdays at 4:00 p.m.)
- Committees will meet in both morning and afternoon on Wednesdays:
 - Community & Protective Services, Finance & Administration, Priorities & Planning and Public Works & Infrastructure will meet at 9:00 a.m.
 - Regina Planning Commission will meet at 4:00 p.m.
 - Executive Committee will meet at 1:00 p.m.
- Due to scheduling conflicts with other commitments (eg., annual SUMA Convention) as well as statutory holidays, some meetings will be scheduled for other days of the week
- Includes a three week break in July and August
- Consideration of the 2019 Budget is scheduled for December 9th and 10th
- Consideration of future bylaw changes arising from the Zone Forward Project is tentatively scheduled for City Council on June 17th – 19th at 5:30 p.m. each evening

Option #3 (Appendix C) – status quo

- City Council will meet on Mondays at 5:30 p.m.
- Committee meetings will be scheduled throughout the month
- All Committee meetings will be held at 4:00 p.m., with the exception of Executive Committee and Priorities & Planning which will meet at 11:45 a.m.
- Includes a 2 ½ week break in July and August
- Consideration of the 2019 Budget is scheduled for December 9th and 10th
- Consideration of future bylaw changes arising from the Zone Forward Project is tentatively scheduled for City Council on June 17th – 19th at 5:30 p.m. each evening

IMPLICATIONS

Financial Implications

None with respect to this report.

Other Implications

The decision on the annual calendar is the sole prerogative of City Council.

Options #1 and #2 represent a marked departure from the historical (status quo) meeting schedule:

- With the majority of meetings being scheduled for Wednesdays, this may make it easier for individual members of Council to arrange their other personal and/or professional commitments
- As two committees are typically scheduled for each meeting day (Wednesday), this may result in long/heavy days for Council members who may sit on both committees
- As Council has previously directed that the public distribution of meeting agendas be moved to Wednesday afternoons, consideration should be given to revising this to Thursdays given the demands this will create on Administration and the Office of the City Clerk

Option #3 largely represents the status quo:

- The establishment of the Priorities & Planning Committee was designed, in part, to address the concerns of long meetings and “heavy” agendas, thereby alleviating the concerns expressed by some members of Council
- Council members may have been appointed to certain Council Committees for 2019 on the assumption that the meeting schedule would remain relatively unchanged

Communication

Council is required to have the annual calendar approved prior to the end of the year. The Office of the City Clerk is required to have the calendar published by year’s end.

Delegated Authority

The approval of the annual meeting calendar requires City Council approval.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jim Nicol', with a stylized flourish at the end.

Jim Nicol
City Clerk