

December 16, 2019

To: His Worship the Mayor
And Members of City Council

Re: Executive Committee: 2020 – Schedule of City Council Meetings

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- DECEMBER 4, 2019**

1. That option 2 - meetings begin at 1:30 p.m. and continue until conclusion or adjournment, as outlined in this report be approved.
2. That the City Solicitor be instructed to bring forward amendments to *Bylaw No. 9004, The Procedure Bylaw*, to:
 - a. amend the days and times of regularly scheduled Council meetings to the last Wednesday of the month commencing at 1:30 p.m. Change the meeting start time to 1:30 p.m.;
 - b. amend the days and times for submitting delegations, presentations and submissions to Council meetings to the Thursday afternoon of the week preceding the Council or Committee meeting;
 - c. change the public release of meeting agendas for Council and committees from Wednesday afternoon to the Friday afternoon of the week preceding the Council or committee meeting;
 - d. remove the mandatory requirement for delegations to submit a brief and instead just require a letter to be submitted to the Clerk that includes the contact information for the delegation, the date of the meeting in which the delegation wishes to appear as well as the subject or topic to be discussed including the specific report it relates to;
 - e. amend the provisions dealing with breaks and adjournments to take account of the new start times for Council meetings so that there is a mandatory 15 minute break at 3:30 p.m. and a mandatory 30 minute break at 6:00 p.m. if the meeting has not concluded unless otherwise approved by Council;
 - f. amend the process for establishing regularly scheduled committee meetings; and
 - g. add the Deputy City Clerk as a position that can call a special meeting where the Clerk is absent or unavailable (this is being added because of some recent amendments to The Cities Act that have been proposed that require that a city's procedure bylaw include this provision).

EXECUTIVE COMMITTEE - DECEMBER 4, 2019

The Committee adopted the following resolution:

1. That option 2 - meetings begin at 1:30 p.m. and continue until conclusion or adjournment, as outlined in this report be approved.
2. That the City Solicitor be instructed to bring forward amendments to *Bylaw No. 9004, The Procedure Bylaw*, to:
 - a. amend the days and times of regularly scheduled Council meetings to the last Wednesday of the month commencing at 1:30 p.m. Change the meeting start time to 1:30 p.m.;
 - b. amend the days and times for submitting delegations, presentations and submissions to Council meetings to the Thursday afternoon of the week preceding the Council or Committee meeting;
 - c. change the public release of meeting agendas for Council and committees from Wednesday afternoon to the Friday afternoon of the week preceding the Council or committee meeting;
 - d. remove the mandatory requirement for delegations to submit a brief and instead just require a letter to be submitted to the Clerk that includes the contact information for the delegation, the date of the meeting in which the delegation wishes to appear as well as the subject or topic to be discussed including the specific report it relates to;
 - e. amend the provisions dealing with breaks and adjournments to take account of the new start times for Council meetings so that there is a mandatory 15 minute break at 3:30 p.m. and a mandatory 30 minute break at 6:00 p.m. if the meeting has not concluded unless otherwise approved by Council;
 - f. amend the process for establishing regularly scheduled committee meetings; and
 - g. add the Deputy City Clerk as a position that can call a special meeting where the Clerk is absent or unavailable (this is being added because of some recent amendments to The Cities Act that have been proposed that require that a city's procedure bylaw include this provision).
3. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

Recommendation #3 does not require City Council approval.

Mayor Michael Fougere, Councillors: Jerry Flegel (Chairperson), Sharron Bryce, John Findura, Bob Hawkins, Jason Mancinelli, Andrew Stevens and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on December 4, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That City Council meetings scheduled for Wednesdays in 2020 commence at 1:30 p.m.;
2. That the City Solicitor be instructed to bring forward amendments to *Bylaw No. 9004, The Procedure Bylaw*, to:
 - a. Change the meeting start time to 1:30 p.m., with reports with delegations or reports and bylaws requiring public notice or a public hearing to be considered at 5:30 p.m.;
 - b. Revise the order of business sections to coincide with the 1:30 p.m. and 5:30 p.m. meeting times and to reflect the provisions outlined in (a);
 - c. Change the dates and times for submitting delegations, presentations and submissions to Council to the Thursday afternoon of the week preceding the Council meeting;
 - d. Change the public release of meeting agendas for Council and committees from Wednesday afternoon to the Friday afternoon of the week preceding the Council or committee meeting;
 - e. Provide for a mandatory recess of one hour at 4:30 p.m. of the 1:30 p.m. session with the meeting to reconvene at 5:30 p.m.;
 - f. Retain the mandatory 15 minute break after 2 hours and 15 minutes in the 5:30 p.m. meeting section and the mandatory adjournment at 10:00 p.m., unless otherwise approved by Council;
 - g. Amend the process for establishing regularly scheduled committee meetings;
 - h. Include a provision whereby:
 - i. Agenda items not dealt with in the 1:30 p.m. session, are to be dealt with at the conclusion of the 5:30 p.m. session;
 - ii. Agenda items not dealt with prior to adjournment be tabled to a meeting the following morning commencing at 9:00 a.m.
 - i. Make any other additional amendments needed to accommodate the different start times and division of the meeting into two parts; and
 - j. Add the Deputy City Clerk as a position that can call a special meeting where the Clerk is absent or unavailable (this is being added because of some recent amendments to *The Cities Act* that have been proposed that require that a city's procedure bylaw include this provision).
3. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

CONCLUSION

To establish the start time for meetings of City Council in 2020 that will take place on Wednesdays and to make other amendments to *Bylaw No. 9004, The Procedure Bylaw* arising from changes to Council and Committee meeting dates and times.

BACKGROUND

City Council approved the 2020 meeting schedule for City Council and the main committees on November 25, 2019. CR19-101 directed that “Council meetings commence at a specified time in the afternoon, with the understanding that delegations be heard at 5:30 p.m.”

DISCUSSION

During deliberations at the November 13, 2019 meeting of the Executive Committee, there was considerable discussion about the preferred time for meetings of City Council to commence, given the tendency for meetings to run long and Council’s interest in facilitating the public’s ability to attend. There was considerable discussion respecting the implications of splitting the meeting into two parts, with delegations and related reports being discussed beginning at 5:30 p.m., and the remainder of agenda items being discussed earlier that afternoon beginning at 2:00 p.m. Other discussion focused on dealing with the entire agenda starting at 1:00 p.m. and continuing until completion while a third perspective suggested that the meeting agenda remain unchanged with all reports dealt with beginning at 5:30 p.m.

Three options were reviewed:

Option 1 - Reports with Delegations discussed at 5:30 p.m., all other reports considered beginning at 1:30 p.m. and a break from 4:30 - 5:30 p.m. (Recommended Option)

Implications:

- There would be no change to public delegations as they would remain part of the 5:30 p.m. agenda; however, continuing to have delegations appear in the early evening may make it difficult for members of the public who do not work a traditional 8 a.m. - 5:00 p.m. job to appear as a delegation
- The “heaviest” part of the vast majority of City Council meetings typically deals with issues that have drawn a lot of public interest as shown by delegations appearing before Council;
- Meetings will begin at 1:30 p.m., with a one hour recess at 4:30 p.m., for dinner
- In those instances where the meeting recesses early, members of Council will have time available to address other matters
- Where the agenda is not completed prior to the 4:30 p.m. recess, remaining items will be considered at the conclusion of the 5:30 p.m. session

Option 2 - Meetings begin at 1:30 p.m. and continue until conclusion or adjournment

Implications:

- This would be a significant change from past practice of holding evening meetings; it is unclear as to the impact this would have on the interest and attendance of the public appearing as a delegation
- Depending on the agenda and the number of delegations, meetings would still have the possibility of running long, well into the early evening
- Dealing with the meeting agenda as part of one uninterrupted meeting minimizes the disruption of Council members' time
- Reports with delegations or reports and bylaws requiring public notice or a public hearing would be considered at the beginning of the agenda

Option 3 - Status Quo - Meetings begin at 5:30 p.m., with reports with delegations or reports and bylaws requiring public notice or a public hearing considered at the beginning of the agenda

Implications:

- This option results in the least amount of change to the current system
- While meetings still have the possibility of running long, this eliminates the possibility of devoting an "entire day" to Council business as per Option 2
- As outlined previously, the "heaviest" part of the vast majority of City Council meetings typically deals with issues that have drawn a lot of public interest as shown by delegations appearing before Council

Note: under all of the options, it is recommended that *Bylaw No. 9004, The Procedure Bylaw* be amended to outline the immediate scheduling of a meeting that is adjourned because of a lengthy agenda.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The establishment of a regular meeting schedule for City Council provides members of Council, the public and media with advance knowledge of the meeting schedule and assists in planning for other obligations that arise during the year. It also assists Administration and the Office of

the City Clerk in facilitating an orderly flow and process of reports going to committee and Council.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Amendments to *Bylaw No. 9004, The Procedure Bylaw* require public notice. Public notice of this report and the proposed bylaw was advertised in the Leader Post, on the City's public notice board and website on November 23, 2019.

Pending approval by City Council, the 2020 meeting schedule will be released publicly and will be available on regina.ca.

DELEGATED AUTHORITY

This recommendation requires the approval of City Council.

Respectfully submitted,

EXECUTIVE COMMITTEE


Jim Nicol, City Clerk


12/11/2019