

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JULY 22, 2014
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	ANNUAL MEETING CALENDAR

RECOMMENDATION

That, on the recommendation of the City Clerk, the following actions be taken with respect to the 2015 Annual Meeting calendar:

- a) the attached annual meeting calendar for the period December 1, 2014 to December 31, 2015 BE APPROVED; it being understood that adjustments to the calendar may be required from time to time in order to accommodate special/additional meetings or changes to governing legislation; and
- b) the City Clerk BE DIRECTED to bring forward any necessary changes to the Council Procedure By-law, at the appropriate time, in order to accommodate the annual meeting calendar approved in a), above.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None.

BACKGROUND

In developing the draft calendar for December 1, 2014 to December 31, 2015, consideration was given to report production requirements; volume of agendas; timing of meetings; annual budget process; the 2014 Municipal Election; scheduling of the Federation of Canadian Municipalities' (FCM) Annual General Meeting; scheduling of the Association of Municipalities of Ontario's (AMO) Annual General Meeting; and City Hall closure. The annual meeting calendar has been reviewed with and agreed to by the Senior Leadership Team.

Report Production Requirements

Last year the Municipal Council determined that it wanted to allow additional time for the review of Planning and Environment Committee agendas, so moved those meetings to Tuesday, from Monday. We have found this change to be very problematic from a report production standpoint as we frequently have an inadequate amount of time to turn around the Committee report for the Council agenda. If we continue to succeed in our public engagement efforts, public participation levels will continue to increase and therefore result in even more time being required to turn around the Committee report. However, the implementation of electronic management software offers a solid solution to this problem. Not only are we now able to maintain additional time to review the agenda, we can do so without infringing on the meeting turnaround time. Agendas can now be released electronically one and a half days earlier. This then allows us to move the Planning and Environment Committee meetings back to Mondays, to allow staff more time to turn around for the Committee report, creating a win-win situation.

Agenda Volume

As a result of staff carrying out the Municipal Council's direction to undertake measures (e.g. changes to City of London Procurement of Goods and Services Policy) to mitigate Council Members' work load (i.e. number of meetings, size of agendas, etc.), we have seen a significant decrease in the size of agendas for the Civic Works Committee and the Community and Protective Services Committee. This provides an opportunity to adjust the meeting frequency for those Committees, recognizing it may be necessary to call a special meeting from time to time, if an urgent matter arises that needs to be dealt with prior to the next regular meeting.

Additional meetings of the Civic Works Committee have been scheduled for March, April and May in order to address the busy season for contract awards.

Timing of Meetings

Aside from the adjustments noted above, we have found that there is not enough of a buffer between Corporate Services Committee meetings and the Committee meeting following those meetings. The calendar reflects an adjustment to the starting time for the Corporate Services Committee from 1 PM to 12 Noon to alleviate the timing issue, noting that a light lunch would be made available to the Corporate Services Committee members, as they would be attending their Committee meeting over the lunch hour. As well, Community and Protective Services Committee meetings are now able to be scheduled with a 4 PM start, rather than a 7 PM start, consistent with many other Standing Committees. We are able to do so since the Community and Protective Services Committee will alternate meeting cycles with the Civic Works Committee.

Annual Budget Approval

In accordance with provincial legislation, the Municipal Council is not able to pass its annual budget for 2015, prior to the new Council term. The 2015 Budget meeting dates reflect this requirement. Also of note is that the Budget process for 2016 forward is currently under review, with steps being taken toward implementing a multi-year budget approach. Dates for future years' Budgets beyond the 2015 Budget process will be brought forward when they are determined.

2014 Municipal Election

Provisions have been made for the Inaugural Council Meeting, as well as a meeting of the Strategic Priorities and Policy Committee, to be held very early on in the new Council term in order to deal with appointments to Standing Committees, Board and Commissions.

FCM and AMO Annual Meetings

The proposed meeting schedule takes into consideration the 2015 Annual Meeting dates for FCM and AMO in order to avoid scheduling conflicts for Council Members. Consideration was also given to Board meeting dates and those dates were avoided to the greatest extent possible, without significantly impacting Council's expectations in terms of meeting cycles.

City Hall Closure

The meeting schedule takes into consideration the holiday closure period between December 24, 2014 and January 1, 2015.

It is understood that from time to time exceptional circumstances may arise where special meetings will have to be added to the regular meeting schedule and where legislative provisions might also require adjustment to the meeting schedule.

RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

Attachment