

COUNCIL - MAY 8, 2012

AMENDMENT TO THE 2012 SCHEDULE OF MEETINGS

Recommendation

The City Manager, in consultation with the City Clerk, recommends that:

- 1) The 2012 Schedule of Meetings be amended by adding a Committee of the Whole meeting commencing at 11:00 a.m. on June 19, 2012.

Contribution to Sustainability

N/A

Economic Impact

N/A

Communications Plan

Modifications to the calendar are posted to the City's web site. The Schedule of Meetings is the primary method of informing members of the public as to the time and dates of meetings of Council and its committees.

Purpose

The purpose of this report is to submit for Council's approval an amendment to the annual Schedule of Meetings to accommodate consideration of items that cannot be prepared in time for the circulation of the agenda for the June 5, 2012 Committee of the Whole meeting.

Background - Analysis and Options

Under the 2012 Schedule of Meetings adopted by Council on September 27, 2011, the last Committee of the Whole meeting in June is scheduled for June 5, 2012, at 11:00 a.m. Council meets on June 26, 2012.

City staff are working on a number of initiatives that may not be able to meet the reporting deadline for the June 5th meeting, the main agenda deadline for which is May 24th at noon. The agenda deadline for a meeting to be held on June 19th would be June 7, 2012. The recommendations of the Committee will be presented to Council at its June 26th meeting.

By amending the Schedule of Meetings to add an additional meeting, rather than calling a special committee meeting, the normal committee deadline and posting timelines apply. This approach is respectful of all participants in that it provides ample notice of the meeting, and results in the production of a meeting agenda posted on the City's web site one full week prior to the meeting. Amending the calendar minimizes the submission of addendum items, and avoids the lack of flexibility (and often short notice) inherent in the calling of special meetings of a committee. If the meeting is not required, it can be cancelled.

Relationship to 2020

This report is consistent with the priorities previously set by Council, particularly:
"Ensure a High Performing Organization"

Regional Implications

The proposed meeting date does not conflict with Regional Council dates.

Conclusion

Amending the Schedule of Meetings at this time provides a flexible solution allowing for the submission of necessary items to Committee prior to the summer hiatus.

Attachments

N/A

Report prepared by

Jeffrey A. Abrams, City Clerk

Respectfully submitted,

Clayton D. Harris
City Manager