

Council Meeting Best Practices

September 5, 2017

Council History

Council Meeting on May 9, 2017

THAT Administration prepare a report by September 12, 2017, that outlines the trends and best practices in terms of municipal Council meeting practices and duration in Alberta; includes information on studies done with respect to conditions for effective decision-making; and provides recommendations for Council's consideration on enhancing Council meeting effectiveness.

Governance Principles

**clear governance
structure**

policy environment

**council meeting
efficiency**

**role clarity for council
and administration**

**policies to guide
decision making**

Overview of Logistical Factors

1. Meeting frequency and duration
2. Meeting procedures and agenda management
3. Council decorum
4. Use of council committees



Meeting Frequency and Duration

Municipality	# of Regular Meetings of Council for 2016
Strathcona County	21 (public hearings included)
City of Edmonton	22 (additional 17 public hearings held)
City of Lethbridge	25 (public hearings included)
City of Calgary	21 (public hearings included)
City of Fort Saskatchewan	25 (public hearings included)
City of Red Deer	23 (public hearings included)

Meeting Frequency and Duration

Municipality	Average # of Hours per Regular Council Meeting NB: includes public hearings except for Edmonton
Strathcona County	7.75
City of Edmonton	5.1
City of St. Albert	6.5
City of Grande Prairie	2.2
City of Calgary	14
Regional Municipality of Wood Buffalo	3
City of Lethbridge	4.5
City of Medicine Hat	3.5

Meeting Procedures and Agenda Management

Potential areas for improvement:

- Require all motions to be seconded prior to debate
- Mandatory adjournment times
- Limits to debate
- Consent agendas
- Public hearings

Council Decorum

- Council sets out process via bylaw and policy to guide decorum
- All of council responsible for adhering to decorum



Use of Council Committees

May support council efficiency by:

- exploring difficult topics or issues
- provide recommendations or advice to council
- distributing the workload



Thoughts? Questions?

