

Council Meeting Best Practice

December 11, 2018

History

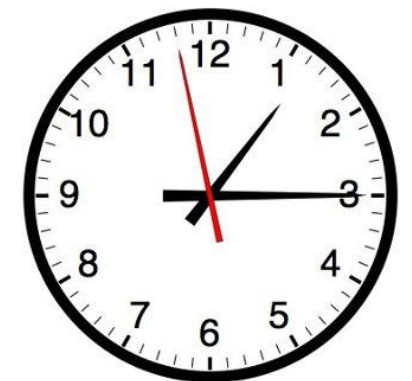
- 2017 - THAT Administration prepare a report by September 12, 2017, that outlines the trends and best practices in terms of municipal council meeting practices and duration in Alberta; includes information on studies done with respect to conditions for effective decision-making; and provides recommendations for Council's consideration on enhancing Council meeting effectiveness.
- THAT Administration prepare for Council's consideration, by the end of the second quarter of 2018, amendments to Bylaw 20-2015 as described in numbers 2; 4, to review the Terms of Reference for Mayor's Executive; and 5 of the chart entitled "Possible Meeting Procedures Bylaw Amendments", in the September 5, 2017 Legislative and Legal Services report.
- 2018 – change of due date to November 27, 2018

Consent Agenda

- Consent agenda already used by Council
- Possible modification to current process could allow for greater efficiency
- Move to a process where the consent items which are pulled are addressed as the next order of business
- Benefits include:
 - Fewer staff members required to stay for duration of a meeting
 - Allows Council to dispense with less challenging items
 - Improved efficiency in terms of resources
 - Does not infringe on the rights of councillors
- Would require changes to Procedures bylaw, Mayor's Executive Committee TOR, and administrative processes

Mandatory Adjournment Times

- Advantages of mandatory adjournment times:
 - certainty for elected officials and staff in terms of time commitment
 - alleviation of fatigue associated with long meetings
 - general emphasis placed on efficient time allocation
- In order to implement such a change the following would need to be addressed:
 - Changes to Meeting Procedures Bylaw
 - Changes to Mayor's Executive Committee TOR
 - Development of process to address unfinished business



Public Hearings

- Public hearings once per month is not a feasible option
- Need to ensure an agile response to land use matters



Mayor's Executive Committee

- Create a stand-alone bylaw to establish the Mayor's Executive Committee or include it in Meeting Procedures;
- Update the duties to ensure clarity of the committee's role;
- Delegate the authority to amend the date, time, or place of a regular Council meeting or Priorities Committee meeting to the Mayor's Executive Committee; and
- Ensure bylaw is plain language and has a user-friendly format

Recommendations

THAT Administration prepare by the first quarter of 2019, a new bylaw for the establishment of a revised and update Mayor's Executive Committee, including the improvements noted in the November 27, 2018 Legislative and Legal Services report.

THAT Administration, in consultation with the Governance Advisory Committee, undertake a comprehensive review and update of the Meeting Procedures Bylaw; and that a new proposed Meeting Procedures Bylaw be presented to Council for consideration by the first quarter of 2020.

Questions

