

Request for Decision

Changes to Council and Committee Meeting Schedules

Presented To: Finance and
Administration
Committee

Presented: Tuesday, Nov 17, 2015

Report Date Monday, Nov 02, 2015

Type: Managers' Reports

Recommendation

THAT the report entitled Council and Committee Meeting Schedule from the Executive Director Administrative Services/City Clerk be received;

AND THAT Council reconsiders FA2015-29/CC2015-218 which resolution accepted the 2016 Budget Schedule and CC2015-267 which resolution approved the 2016 schedule of meeting dates.

(Should the resolution above be carried by two-thirds majority, the following Motion will be presented)

THAT staff be directed to take the steps necessary to implement Option _____ as outlined in the report entitled Council and Committee Meeting Schedule from the Executive Director Administrative Services/City Clerk and that the necessary amendments to the Procedure By-Law 2011-235 be prepared.

Option One:

Consolidate meetings into two days of meetings, Committees would meet on Mondays with one meeting in the morning and the other in the afternoon, all in C-11. Council and Planning Committee would meet on Tuesdays in Council Chamber with Open Session starting at 2:00 p.m. Savings associated with implementation of this model are \$16,500.

Option Two:

Split out Committee meetings so that they are on different afternoons in C-11. In this model, Council and Planning Committee would meet on Tuesdays in Council Chamber. This option also adjusts meeting start times to 2:00 p.m. Savings associated with implementation of this model are \$20,500.

Option Three:

Split out all committee meetings so that there are never two meetings on the same evening, and meetings are spread over three, instead of two days in each weekly cycle and held in C-11. Council and Planning Committee would meet on Tuesdays in Council Chamber. Costs associated with implementation of this model are \$5,200.

If no options receive a majority vote, the status quo will remain.

Signed By

Recommended by the Department

Caroline Hallsworth
Executive Director, Administrative
Services/City Clerk
Digitally Signed Nov 3, 15

Recommended by the C.A.O.

Kevin Fowke
Acting Chief Administrative Officer
Digitally Signed Nov 9, 15

Finance Implications

If Option 1 is approved, the 2016 operating budget will be reduced by \$11,500 for meals and \$5,000 for staff overtime.

If Option 2 is approved, the 2016 operating budget will be reduced by \$15,500 for meals and \$5,000 for staff overtime.

If Option 3 is approved, the 2016 operating budget will be increased by \$4,200 for meals and \$1,000 for staff overtime.

Executive Summary

This report responds to a request from Council to review the current meeting cycle. In all of these models, the concept of one week free of meetings is maintained, which week is typically scheduled to align with statutory holidays and which allows members of Council to plan time with their constituents. The current practice of consolidating summer meetings is also preserved.

Background:

At the Finance and Administration Committee meeting of June 16, 2016, Council accepted the Budget Meeting dates for 2016 and on August 11, 2015 Council adopted the 2016 Meeting Calendar. This report has been written with consideration to the structure and cycle of meetings laid out in the approved calendar, and presents options for amendments as requested by the Community Services Committee through recommendation CS2015-21 as follows:

THAT the City of Greater Sudbury direct Clerk's Services to review the Council and Committee meeting schedule to allow the Operations Committee and the Community Services Committee to be held on different days;

AND THAT options, including costs, be explored to hold all meetings in Council Chamber, versus in Committee Room C-11 at the November 2015 Finance and Administration Committee meeting.

In addition to the options below, revisions are proposed to the approved calendar to better accommodate the statutory holidays in March and November.

Meeting Dates and Times:

Members of Council have asked staff to look at models of splitting meetings of Committees so as to allow for more time for thoughtful discussion and deliberations.

In 2011, as part of an extensive review of meeting dates and times, Council at that time discussed *"the consolidation of meeting nights and creation of an off week when no meetings are scheduled."* In creating options for this report, the principle of having an off week in every month has been preserved and is usually scheduled for those weeks containing statutory holidays, many of which are Mondays during the period between September and June, including Labour Day, Thanksgiving, Family Day and Easter.

In considering options for Council's consideration, staff took into account the Council Charter and Council's commitment to working towards achieving the best possible quality of life and standard of living for all

Greater Sudbury residents, which includes Council members, City Staff and all who attend meetings. Further, Council is a champion of the principles of the Healthy Community Charter and can model active living and a healthy lifestyle that encourages well being and a balance between professional and personal lifestyles through aligning of meeting times to start earlier in the day.

Having distinctive start times for each separate committee may make it easier for some members to schedule their days and will afford time between meetings when things finish early. If meetings are scheduled earlier in the day, members can take advantage of time when meetings finish ahead of schedule, to meet informally with City Hall staff on topics of interest if so desired. The models developed also include options to move towards earlier start times for meetings has been implemented in some senior levels of government.

In recent years, there has been a considerable body of research regarding quality of work life and work-life balance. As succession planning and recruitment become increasingly challenging, quality of life factors are increasingly important as individuals make career choices. Measures, like the Canadian Top 100 Employers consider several factors, including time away from work when evaluating work life. Polling has found that achieving a work-life balance is the number one indicator for a successful career, well ahead of other considerations, including, salary, title, and job responsibility. The benefits of achieving this balance exist for both the employee and the employer and include stronger employee retention, increased ability to effectively recruit talent, higher productivity, less work-related stress and absenteeism, and more female and family employees.

In 2011, the Ontario Government moved the working hours of the legislature to a 9:30 a.m. start time, with sessions to be concluded by 6:00 p.m. Question period is now held in the mornings. The government's stated rationale behind this move was an effort to be more family-friendly towards MPPs, and supporting workers. Commenting on the changes, in the Globe and Mail, Michael Bryant, then the Liberal House Leader said:

"The goal is a 21st century legislature, to bring it out of the time of the gas lights and into the time of the Blackberry."

He also noted that the next sitting times,

"Would allow those with families to make it to the child-care centre on time and to attend hockey games, dance recitals and family dinners."

During the past few years, other legislatures have made similar changes, including in British Columbia, Manitoba, and the Yukon Territories. A number of municipalities, including Toronto, Calgary, Saskatoon, Kingston, and Windsor have also moved to earlier meeting times. These changes have been a direct result of an attempt to help members and their employees achieve a work-life balance, provide more family-friendly hours and encourage more women and younger members of the Community to enter into active politics.

Where possible, staff have endeavoured to achieve some consistency to meeting start times, making it easier for the public, media and staff to follow and attend meetings, knowing when to expect meetings to occur. With the availability of webcasts, citizens who are not able to watch the live broadcast can follow the meetings at a time of their own convenience. Eastlink has advised that they can broadcast meetings in the afternoons, given sufficient advance notice of the new meeting schedule as adopted by Council.

Adopting daytime or earlier meetings start times provides opportunities to Council to reduce costs both as they relate to the provision of meals for meetings which span lunch and supper hours and to costs associated with staff overtime. Coffee, tea and juice will continue to be provided at all meetings. Staff

overtime costs have been calculated based on how much of the meeting and post meeting activities are likely to occur after 4:30 p.m. and give consideration to allowing staff to make use of banked overtime when reasonable to do so.

Meeting Locations: Council Chamber, C-11 and C-12

In accordance with the Memorandum of Understanding with the Province and the protocols established for all municipalities in regard to our operation of Provincial Offences Court, the municipality is responsible for the provision of Courtroom space that is suitable for and approved by the Ministry.

Holding POA Court at Tom Davies Square allows us to avoid substantial capital and operating costs associated with a standalone courthouse. Council Chamber is required by the Court for specific court days in their weekly cycle where there are large volumes of defendants (ie First Appearance Days) or when there is a prisoner in custody as there is an appropriate protocol for prisoner transport. For reasons of security, C-11 and C-12 are not suitable for matters involving custody.

Where special trials are required, two courtrooms are used, one to accommodate the regular courts and one for the special trial. This can put further pressure on meeting room space. C-12 is currently being refurbished to meet the requirements for holding both small trials and committee meetings in that room. This includes replacing the current furniture with tables that can accommodate wiring and cables associated with the installation of microphones and live streaming equipment in C-12. This work is expected to be completed prior to the end of 2015 and is funded from previously approved capital budgets.

Staff has consulted with the Office of the Regional Senior Justice of the Peace who has agreed to move the Tuesday Courts from Council Chambers to C-11 so as to free up Council Chamber for meetings of Council and its Committees. The Courts require Council Chambers on Mondays, Wednesdays and Thursdays.

Each of the three options presented in this report will work with the approved Court Schedule. In each option Council and Planning Committee are scheduled in Council Chamber on Tuesdays as they are the meetings which typically have the highest public attendance and interest.

Options:

Based on these principles and the availability of meeting room space, staff is proposing three options, the calendars for each of which are appended and contain more details about specific dates and times.

Option One – Appendix A:

Consolidate meetings into two days of meetings. In this model, on Mondays, one Committee would meet in the morning and the other in the afternoon with additional Finance and Administration Committee meetings required for budget purposes being held on Wednesdays as required, all in C-11. Council and Planning Committee would meet on Tuesdays in Council Chamber with Open Session starting at 2:00 p.m.

In this model, a light lunch would be provided to Council Members on Mondays when committees are meeting in both the morning and afternoon. No meals would be provided on Tuesdays. Savings of approximately \$11,500 for meals and \$5,000 for overtime would be achieved for a total saving of \$16,500.

Option Two – Appendix B:

Split out Committee meetings so that they are on different afternoons in C-11. In this model, Council and Planning Committee would meet on Tuesdays in Council Chamber. This option also adjusts all meeting start times to 2:00 p.m.

In this model, meals would only be provided at the full day summertime meetings. Savings of approximately \$15,500 for meals and \$5,000 for overtime would be achieved for a total savings of \$20,500.

Option Three – Appendix C:

Split out all committee meetings so that there are never two meetings on the same evening, and meetings are spread over three, instead of two days in each weekly cycle. The 4:00 p.m. start time is preserved for most Committee meetings which are held on Mondays and Wednesdays in C-11. Council and Planning Committee would meet on Tuesdays in Council Chamber.

In this option, costs are increased slightly as meetings are spread across additional days. Meals would be provided at Council, Planning, Summer and Budget meetings with refreshments only served at the Committees. This option increases the costs of meals by approximately \$4,200 and staff overtime by \$1000 for a total cost increase of \$5,200.

If no options receive a majority vote, the status quo will remain.

Option 1: All meetings held during the day (Council and Planning Committee held in Council Chamber on Tuesdays, Committee meetings on Mondays in C-11)



2016 COUNCIL/COMMITTEE MEETING SCHEDULE

JANUARY							FEBRUARY							MARCH						
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Legend:

	Council Start time 2:00 p.m. (Council Chamber)		Planning Committee Start time 2:00 p.m. (Council Chamber)
	Operations Committee Start time 10:00 a.m. (C-11)		Community Services Committee Start time 2:00 p.m. (C-11)
	Audit Committee Start time 10:00 a.m. (C-11)		Finance and Administration Committee including Budget Meetings Start time 2:00 p.m. (C-11)
	Council, Audit Committee and/or Finance and Administration Committee Start time TBD		Office Closed for Public or Other Holidays
	Planning Committee, Operations Committee and/or Community Services Committee Start time TBD		Mid Winter Break (Mar 14-18)

★ Meeting dates have been tentatively held as follows (Start time TBD):

May 10, 2016 - Greater Sudbury Housing Corporation

May 31, 2016 - Greater Sudbury Utilities Inc. and Subsidiary Boards

June 14, 2016 - Sudbury Airport Community Development Corp.

Option 2: All meetings start at 2:00 p.m. (all committees held on separate days)



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Legend:

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June 14, 2016 - Sudbury Airport Community Development Corp.

Option 3: All meetings start at 4:00 p.m. (all committees held on separate days)



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*All meetings scheduled to start in Council Chamber, however, if POA Court is still sitting, meetings will start in Committee Room C-11