

## Request for Decision

### Council & Committees - Total Hours in Session

Presented To:	Finance Committee
Presented:	Monday, Mar 28, 2011
Report Date	Friday, Mar 18, 2011
Type:	Follow Up Reports to Parking Lot Items

### Recommendation

For Information Only

#### Signed By

**Report Prepared By**

Sue McCullough  
Coordinator of Quality & Performance  
Initiatives

*Digitally Signed Mar 18, 11*

**Recommended by the Department**

Caroline Hallsworth  
Executive Director, Administrative  
Services

*Digitally Signed Mar 18, 11*

**Recommended by the C.A.O.**

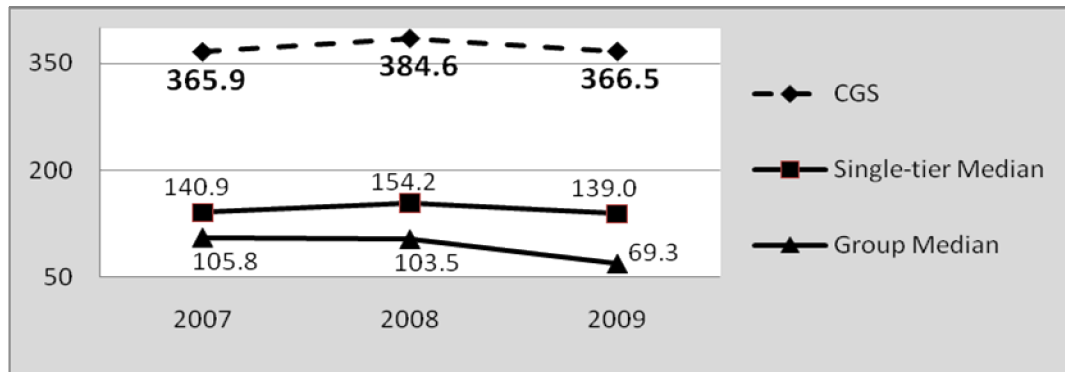
Doug Nadorozny  
Chief Administrative Officer

*Digitally Signed Mar 18, 11*

## FOR INFORMATION

### Background:

The results, for the OMBI Service Level measure called *Council & Committees-Total Hours in Session per 100,000 Population (CLKS216)*, are shown below in the graph below.



In accordance with the *OMBI Data-Sharing and Public Reporting Protocol*, only the collective (median) results may be provided.

For the information of Council, the OMBI Data Dictionary defines Hours in Session as the “*Total hours of City Clerks-administered meetings: (where Clerks provide support and clerks staff attends meeting)*”. This aligns with the Municipal Act requirements that all Council and Council Committee meetings are attended by a Clerk or Deputy Clerk.

There are a number of contextual considerations related to the reasons behind variations in results reported for time in session which might include:

- Level of Government: Whether it is an Upper Tier or Single Tier municipality;
- Composition of Council: The number of Councillors, the governance structure, and type of representation (elected at large or by ward);
- Complexity: Type of meeting, length of meeting agenda and scope of subject matters discussed;
- Council Authority: Amount of delegated decision-making, this can include authority that has been delegated to staff or to other community bodies;

- Political Climate and Culture: Length of discussion, balance of types of reports between information and decision items;
- Degree of Citizen Participation: Number of delegations and length of time afforded to delegations and presentations.
- Procedures By-law and Clerk's Processes: Length of time a speaker may speak on a topic, how many speakers are allowed on a topic, if speakers may speak more than once to a topic;
- Decision-making Models: Use of a consent agenda; number of recorded votes.

Staff has reviewed the Council agendas for the month of February for Sudbury and other single tier municipalities. All of the agendas viewed make use of procedural tools such as consent agendas.

However, there are two areas of difference for Council agendas, one relates to community delegations and the other to questions and announcements. Of the single tier comparators, more than half appeared not to have community delegations at their Council meetings. At least one municipality, which does not appear to have delegations at Council, allows for the receipt of written materials from delegations, which appear on the agenda as correspondence for information only. The agendas appeared to split between those municipalities which allow announcements and those that do not.

Should Council wish to explore this matter further, it is recommended that once Clerks' Services is back at full staff, more detailed research and analysis of best practices related to meetings could be conducted and reported to Council.