



**City of Kingston**  
**Report to Environment, Infrastructure,**  
**and Transportation Policies Committee**  
**Report Number EITP-17-014**

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**To:** Chair and Members of Environment, Infrastructure, and  
Transportation Policies Committee

**From:** Denis Leger, Commissioner, Corporate & Emergency Services

**Resource Staff:** John Bolognone, City Clerk

**Date of Meeting:** November 14, 2017

**Subject:** Bi-Monthly Scheduling of Meetings

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**Executive Summary:**

At its meeting held on September 15, 2015, City Council received Report [15-385](#) which presented a number of staff recommendations resulting from a review of the mandates of the non-statutory citizen advisory committees. Report [15-385](#) recommended that efficiencies in terms of cost and time could be achieved for both staff and Councillors if some of the Standing Committees met less often. On October 8, 2015, City Council authorized the Administrative Policies Committee to meet every two months, with an option for additional meetings at the call of the Chair, on a trial basis until November, 2017.

Starting with the meeting held on January 14, 2016, the Administrative Policies Committee was the first to follow the bi-monthly meeting schedule. The bi-monthly meeting schedule has greatly increased the availability of staff to assist Council and Committee members, while also allowing the City to meet objectives for efficient and effective use of resources. It is feasible and desirable that the Environment, Infrastructure, and Transportation Policies Committee follow the successes of the Administrative Policies Committee and institute a bi-monthly scheduling of meetings, with an option for additional meetings at the call of the Chair.

**Recommendation:**

**That** commencing in the 2018 calendar year, Environment, Infrastructure, and Transportation Policies Committee meetings be scheduled every two months, with the option for additional meetings at the call of the Chair.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Denis Leger, Commissioner, Corporate & Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Commissioner, Community Services Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer Not required

Mark Van Buren, Acting Commissioner, Transportation & Infrastructure Services Not required

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**Options/Discussion:**

As presented to Council in Report [15-385](#), and the subsequent motion carried by Council October 8, 2015, any reduction in the number of advisory committees or the frequency of standing committee meetings would result in cost savings and the ability to have existing staff support other Council priorities. As suggested in Report [15-385](#), moving to a bi-monthly scheduling of the Administrative Policies Committee meetings has contributed to achieving internal efficiencies that continue to assist in meeting both departmental and Council budget objectives and expectations. Through a review conducted of the meetings of the Administrative Policies Committee, the Arts, Recreation & Community Policies Committee, and Environment, Infrastructure & Transportation Policies Committee, it was evident that scheduling the meetings of these committees less frequently is a feasible option.

The following chart demonstrates the meeting durations, number of delegations, and number of business items discussed at the Environment, Infrastructure & Transportation Policies Committee meetings over the past two years:

<b>Environment, Infrastructure &amp; Transportation Policies Committee</b>				
<b>Meeting Date</b>	<b>Duration (Hours)</b>	<b>Number of Delegations</b>	<b>Number of Business Items</b>	<b>Number of Public Participants</b>
Dec. 8, 2015	1.5	1	2	1
Jan. 19, 2016	0.75	0	1	0
Feb. 9, 2016	1.25	0	1	1
Mar. 8, 2016	1.5	0	1	0
Apr. 12, 2016	2	0	6	1
May 10, 2016	0	0	0	0
Jun. 14, 2016	1.75	0	3	1
Jul. 5, 2016	0.75	0	2	1

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<b>Environment, Infrastructure &amp; Transportation Policies Committee</b>				
<b>Meeting Date</b>	<b>Duration (Hours)</b>	<b>Number of Delegations</b>	<b>Number of Business Items</b>	<b>Number of Public Participants</b>
Aug. 2, 2016	0	0	0	0
Sept. 13, 2016	1	0	1	1
Oct. 11, 2016	2.5	1	5	1
Nov. 8, 2016	0	0	0	0
Dec. 13, 2016	2	0	5	1
Jan. 17, 2017	0	0	0	0
Feb. 14, 2017	0	0	0	0
Mar. 8, 2017	2	2	2	1
Apr. 11, 2017	2.5	0	4	2
May 9, 2017	2.5	0	3	1
Jun. 7, 2017	0	0	0	0
Jul. 4, 2017	0	0	0	0
Aug. 1, 2017	0	0	0	0
<b>Total:</b>	21	4	36	12
<b>Average per Meeting:</b>	1.8	< 1	< 3	< 1

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Over the time period reviewed, there were 21 Environment, Infrastructure, and Transportation Policies Committee meetings scheduled, but only 13 meetings were held because there was either no business or lack of quorum. The scheduling of bi-monthly meetings will greatly enhance the ability of staff to assist non-statutory and standing committee members and members of Council. If the Environment, Infrastructure, and Transportation Policies Committee elects to institute a bi-monthly scheduling of meetings, this will assist with the City's objectives for efficient and effective use of resources.

**Existing Policy/By-law:**

By-law Number [2010-205](#), A By-Law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the City of Kingston

**Notice Provisions:**

Not Applicable.

**Accessibility Considerations:**

This report may be available in different formats upon request.

**Financial Considerations:**

There are no direct financial considerations associated with this report.

**Contacts:**

John Bolognone, City Clerk, 613-546-4291 extension 1247

**Other City of Kingston Staff Consulted:**

Janet Jaynes, Deputy City Clerk, 613-546-4291 extension 1262

Blair Johnson, Corporate Records & Information Officer, 613-546-4291 extension 1316

**Exhibits Attached:**

None.