



City of Kingston
Report to Administrative Policies Committee
Report Number AP-17-034

To:	Chair and Members of Administrative Policies Committee
From:	Denis Leger, Commissioner, Corporate & Emergency Services
Resource Staff:	John Bolognone, City Clerk
Date of Meeting:	November 9, 2017
Subject:	Bi-Monthly Scheduling of Meetings

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 followed the bi-monthly meeting schedule. The bi-monthly meeting pilot project 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. The success of the pilot verified that it is feasible and desirable that the Administrative Policies Committee continue the 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, Administrative Policies Committee meetings be scheduled every two months, with the option for additional meetings at the call of the Chair.

November 9, 2017

Page 2 of 5

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Denis Leger, Commissioner, Corporate & Emergency Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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

November 9, 2017

Page 3 of 5

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. On that basis, the following recommendation, included in Report [15-385](#), resulted in the ongoing pilot where meetings of the Administrative Policies Committee are scheduled on a bi-monthly basis, from January 2016 to November 2017:

That staff be directed to schedule meetings of the Administrative Policies Committee and the Arts, Recreation & Community Policies Committee every two months on a trial basis until November, 2017 at which time the meeting schedule will be re-assessed.

This was put into effect by the following motion carried by Council on October 8, 2015:

That Administrative Policies Committee meetings be scheduled every two months with the option for additional meetings at the call of the Chair during the 2016 pilot project.

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 Administrative Policies Committee meetings over the past two years:

Administrative Policies Committee				
Meeting Date	Duration (Hours)	Number of Delegations	Number of Business Items	Number of Public Participants
Dec. 10, 2015	1.5	0	7	0
Jan. 14, 2016	1	0	1	2
Mar. 10, 2016	0.25	0	3	0
May 12, 2016	1.25	0	4	1

November 9, 2017

Page 4 of 5

Administrative Policies Committee				
Meeting Date	Duration (Hours)	Number of Delegations	Number of Business Items	Number of Public Participants
Jul. 4, 2016	0.5	0	3	1
Sept. 8, 2016	1	4	2	2
Nov. 10, 2016	0.5	1	4	0
Dec. 7, 2016	2	3	6	2
Jan. 12, 2017	1	1	3	2
Mar. 9, 2017	1	1	5	1
Apr. 13, 2017	0	0	0	0
Apr. 24, 2017	0.5	0	3	1
May 11, 2017	0	0	0	0
Jun. 21, 2017	0.75	0	3	1
Total:	11.25	10	44	13
Average per Meeting:	0.94	< 1	< 4	1

Over the time period reviewed, there were 14 Administrative Policies Committee meetings scheduled, but only 12 meetings were held because there was either no business or lack of quorum. The scheduling of bi-monthly Administrative Policies Committee meetings has greatly enhanced the ability of staff to assist non-statutory and standing committee members and members of Council. This has also assisted with the City's objectives for efficient and effective use of resources.

November 9, 2017

Page 5 of 5

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.