
Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 4, 2024 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from July 15, 2024 Committee of the Whole

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Amend Committee Meeting Schedule

Item I2: Fall 2024 Priorities and Work Planning (Verbal Report)

J. COMMUNICATION / INFORMATION

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Minutes from July 15, 2024 Committee of the Whole Meeting

COMMITTEE OF THE WHOLE

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: July 15, 2024 Time: 7:00PM

A. ATTENDANCE

Chairperson: Julie Sim
Mayor: Jim Bryson
Councillors: Kim Schmaltz, Nathaniel Fleming, Lisa McAree
CAO: Doug Hafichuk
Staff: Patty Malthouse

B. CALL TO ORDER

(i) The meeting was called to order by Chairperson Sim at 7:09 pm.

C. AGENDA

(i) Adopt Agenda

Moved by Councillor Fleming to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

(i) None

E. MINUTES

(i) Minutes of the Committee of the Whole for June 04, 2024

Moved by Councillor McAree to accept the Minutes of the Committee of the Whole Meeting for June 04, 2024, as presented.
CARRIED

F. CORRESPONDENCE FROM PREVIOUS MEETING

(i) None

G. COMMITTEE REPORTS

(i) None

H. OLD BUSINESS

(i) None

Chairperson Sim called for a Recess at 7:56 pm
Meeting reconvened at 7:59 pm

I. NEW BUSINESS

(i) Item I1: Review of Draft Council Strategic Plan

J. COMMUNICATION / INFORMATION

(i) None

K. COUNCILLOR UPDATE

(i) None

L. CLOSED SESSION

(i) None

M. ADJOURN

(i) Adjournment

Moved by Councillor McAree to adjourn the meeting at 8:45 pm.
CARRIED

Julie Sim
Chairperson

Doug Hafichuk
Chief Administrative Officer



Committee of the Whole Report

To: Mayor and Council
From: Chief Administrative Officer
Date: September 4, 2024
Purpose: Request for Decision
Subject: Amending Committee Meeting Schedule

Summary:

Recommendation that the Committee's meeting frequency be changed from monthly to quarterly.

Background and Discussion:

Administration recommends that the Committee of the Whole (CotW) change its meeting frequency from a monthly to quarterly. This change is intended to improve the efficiency and effectiveness of the Committee's discussions and align with the current operational capacity of Administration.

The Committee of the Whole was established in October 2022 as a forum for Council to engage in in-depth discussions on various topics in a less formal setting. The Committee was designed to be a venue for exploration and dialogue rather than decision-making, allowing Council to dive more deeply into complex issues outside the structure of regular Council meetings.

Currently, the Committee of the Whole meets monthly, on the first Tuesday of each month at 7:00 p.m. This schedule, combined with the two regular Council meetings held each month, has led to challenges in producing comprehensive and meaningful agendas. The time required to prepare for these meetings, coupled with the ongoing demands of regular Council business, has stretched Administration's capacity, as evidenced by the number of Committee meetings that are cancelled 'For lack of agenda'.

Rationale for Quarterly Meetings

1. *Enhanced Agenda Preparation:* Moving to a quarterly meeting schedule would provide Administration with more time to gather relevant information, consult with stakeholders, and develop mature discussion topics for the Committee. This would result in more focused and productive meetings.

2. *Alignment with Work Planning*: A quarterly meeting schedule aligns well with the natural rhythm of work planning, allowing the Committee to engage in discussions that are timely and relevant to quarterly planning cycles. This would enable the Committee to better anticipate and address emerging issues.

3. *Operational Efficiency*: The current monthly meeting schedule outpaces Administration's ability to deliver substantive content. Reducing the frequency of meetings would help ensure that each meeting is meaningful and that topics are adequately prepared for discussion.

The Committee of the Whole Bylaw stipulates that meetings ***shall*** be held on the first Tuesday of each month at 7:00 p.m. However, the Bylaw also allows for an alternate schedule to be adopted ***by resolution*** of the Committee.

Administration recommends that the Committee adopt a new schedule, with meetings to be held at 7:00 p.m. on the first Tuesday of March, June, September, and December, noting that the Committee may also call ad-hoc meetings at any time.

Should the Committee approve the recommended schedule, Administration will update relevant materials (e.g., Community calendars, online meeting notices) to reflect the new meeting frequency and communicate the changes to all relevant parties.

Financial Implication(s):

No financial implications.

Recommendation:

That the Committee of the Whole adopt a quarterly meeting schedule, with meetings to be held at 7:00 p.m. on the first Tuesday of March, June, September, and December.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the regular schedule for the Committee of the Whole shall be the first Tuesday of March, June, September, and December, at 7:00pm, until further notice.

Option #2:

As determined by the Committee.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

No Attachments