

DATE OF MEETING |December 17, 2018|

AUTHORED BY |JAKE RUDOLPH, CHIEF ADMINISTRATIVE OFFICER|

SUBJECT |COMMITTEE OF THE WHOLE WORKSHOPS 2019|

## **OVERVIEW**

### **Purpose of Report**

To establish a schedule of Committee of the Whole workshops and briefings in 2019.

### **Recommendation**

That the Committee of the Whole Workshops report dated 2018-DEC-17 be received for information.

## **DISCUSSION**

One of the functions of Committee of the Whole (COW) is to provide a forum for Council to review and discuss issues in greater depth. The new Council requires briefings on a wide variety of issues and COW provides a forum to provide blocks of time for that purpose.

The 2019 COW Meetings are currently scheduled on available Mondays between Council meetings and statutory holidays, and have a planned start of 4:30pm (unless otherwise determined). One of the workshop topics will be committees, including COW. In the interim, it is recommended that Council schedule additional time on Committee of the Whole Mondays for workshops. It is recommended that COW workshops be scheduled for 1:00-4:00pm, to be followed by delegations and other agenda items. Council will also have the prerogative to schedule additional special COW workshops on Mondays or other days as it sees fit. From an administration perspective, it is recommended that the COW schedule provide sufficient time for background reports and materials to be prepared. Secondly, it is recommended that the COW afternoon workshops be held in the SARC Board Room, which more readily lends itself to a less formal workshop format. Unless otherwise required, all COW workshops will be held as open meetings.

The attached list of topics represents a first attempt at COW workshop topics for Council review and prioritization. Council may have additional topics to contribute to the list. It is recommended that Council provide direction on workshop topics and priorities such that a COW schedule can be developed and that staff have sufficient time to prepare all relevant materials. |

## **SUMMARY POINTS**

- |That Council schedule Committee of the Whole workshops from 1:00-4:00pm in the SARC Board Room.
- That these workshops be open to the public, unless subject to privacy requirements.

- That Council establish a schedule of priorities for COW workshops. This schedule will be reviewed and updated by Council as required.

## **ATTACHMENTS**

ATTACHMENT A - DRAFT LIST COW Workshops 2019

ATTACHMENT B - CombinedKeyDateCalendar2019\_Yearly

**Submitted by:**

Jake Rudolph  
Chief Administrative Officer