REPORTS NOT RELATED TO THE JURISDICTION OF ANY COMMITTEE

REPORT OF THE

SECRETARIAT COMMITTEE

DATED DECEMBER 18, 1997

On motion of Councillor Lazarenko, the Report of the Secretariat Committee, dated December 18, 1997, was considered.

Weekly Schedule of Meetings - The "Green Sheet" File GC-4

284 - 1. Council at its meeting of October 29, 1997, referred the following motion to the Secretariat Committee for its deliberation and recommendation:

Moved by Councillor Steek,
Seconded by Councillor O'Shaughnessy,

WHEREAS all Members of Council must have equal access to information and resources;

THEREFORE BE IT RESOLVED THAT all Members of Council receive written notice of all meetings of Council, its committees, community committees, sub-committees, ad hoc committees and any other meetings at which minutes are taken by staff of the City Clerk's Department;

AND BE IT FURTHER RESOLVED THAT this notice contain the date, time and place of each meeting.

In January of 1984, the City Clerk's Department commenced issuing a weekly schedule of meetings identifying the date, time and place of meetings of Council, Executive Policy Committee and Standing Committees. By June of 1984, the weekly schedule was printed on green paper, and was termed the "Green Sheet".

By September 1987, individual Councillors began to make requests that the Green Sheet's weekly schedule of meetings be expanded to include other sub-committees and ad hoc committees. In response, over the years the City Clerk's Department began to identify other committee meetings on the Green Sheet. The current practise which evolved and is still in place is to allow the Chairperson of the respective sub-committee, ad hoc committee, or task force, to decide whether the date, time and location of a meeting should be included on the Green Sheet.

The Secretariat Committee eon May 23, 1996, reviewed the matter of scheduling meetings and directed that the status quo be maintained insofar as the Chairperson's prerogative to list the meetings on the Green Sheet was concerned.

The Green Sheet acts as a meeting guideline for Councillors to assist them in scheduling other meetings and to facilitate the scheduling of meetings of outside boards and commissions. While it might be preferable to identify the date, time and place of all meetings of possible interest to members of Council, including boards and commissions, this information is not usually readily available to the City Clerk's Department on an ongoing and timely basis. However, in accordance with the City Clerk's Department's responsibility to schedule all meetings for Committees of Council, it is possible to identify and include the "key" decision-making meetings as follows:

- Council
- Executive Policy Committee
- Standing Committee on Fiscal Issues
- Standing Policy Committee on Property and Development
- Standing Policy Committee on Protection and Community Services
- Standing Policy Committee on Public Works
- Audit Committee
- Appeals Committee (Standing Policy Committee on Property and Development)
- Board of Adjustment
- Riverbank Committee

- Community Committees
- Community and Race Relations Committee
- Council Seminars

In addition, it is suggested that the listing of ad hoc committees, sub-committees, and task forces on the Green Sheet be left to the discretion of the Chairperson and that the Clerk of each ad hoc committee, sub-committee and task force provide the date, time and location of each formal meeting to a member of Council upon request. Upon creation an ad hoc committee, sub-committee or task force, the City Clerk will identify to all members of Council, the Clerk assigned thereto.

The Secretariat Committee recommends:

I. That the weekly schedule of meetings - the "Green Sheet", compiled by the City Clerk's Department, identify the date, time and location of the following Council/Committee meetings:

- Council
- Executive Policy Committee
- Standing Committee on Fiscal Issues
- Standing Policy Committee on Property and Development
- Standing Policy Committee on Protection and Community Services
- Standing Policy Committee on Public Works
- Audit Committee
- Appeals Committee (Standing Policy Committee on Property and Development)
- Board of Adjustment
- Riverbank Management Committee
- Community Committees
- Community and Race Relations Committee
- Council Seminars

II. That meetings of any ad hoc committees, sub-committees and task forces continue to be listed on the Green Sheet at the discretion of the Chairperson and that the respective Clerk for any such meetings provide the date, time and location of any such meeting on the request of any member of Council.

III. That the City Clerk apprise all members of Council of the Clerk assigned to each ad hoc committee, sub-committee and task force on creation.

Moved by Councillor Lazarenko,
Adoption of the clause.

Carried.