



SUBJECT: 2024 Council Workshops

TO: Committee of the Whole

FROM: Office of the City Clerk

Report Number: CL-06-24

Wards Affected: N/A

Date to Committee: February 5, 2024

Date to Council: February 13, 2024

Recommendation:

Receive and file office of the city clerk report CL-06-24 regarding 2024 Council Workshops.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture

Background and Discussion:

The Council Workshop standing committee is established through the City's Procedure By-law. Section 17 outlines the duties of Council Workshop:

17. Duties of Council Workshop

17.1 Council Workshop will meet when time is required for training, discussions with other levels of government and outside agencies, workshops on complex matters or strategic planning.

Over the last four years, staff have seen an increase in Council Workshop requests from staff and Council. In 2023 there was a total of 9 half day workshops scheduled. The Clerks Office received more than 15 Council Workshop requests in total, many of which were either cancelled or moved to other Committee meetings. The number of workshop requests exceeded the number of workshop time slots. To accommodate requests, the City Clerk worked with staff to better understand the purpose of the

request and was able to redirect the issue to a Committee meeting eliminating the need for a workshop.

In May 2023, staff brought forward clerks department report CL-12-23 Alignment and Monitoring of Council approved recommendations and Council Workshops. In this report, it was noted that:

Clerk's staff are working with the corporate strategy team to develop a review process, and a rubric to ensure the need for a workshop related to that matter is substantiated and aligns with Council's priorities. The procedure will include:

- Definitions to clarify the purpose of a council workshop (in alignment with the City's procedure by-law);
- Criteria and a rubric for assessing council workshop requests;
- Method for scheduling and prioritizing council workshop items;
- Standardized workshop formats and room layouts;
- Alternative options to provide information to Council including staff reports, presentations to committee, and CIP memos.

This work was targeted for completion in Q3 2023 but was delayed due to work reprioritization and staffing changes. It is now anticipated that the council workshop process will be completed by the end of Q2 2024. Additionally, staff have been investigating opportunities for incorporating workshop topics that do not require an entire workshop meeting into Committee of the Whole. Any Council Workshop requests received before the new review process is in place will be brought forward to Committee of the Whole for review by way of a consent report.

The two workshops that are currently scheduled for 2024 are Chair Training (March) and Media Training for Emergencies (May), which are detailed in Appendix A for review. Staff will continue to plan for these two workshops unless there is a request to move the workshop to a different meeting or format.

Financial Matters:

Not applicable.

Climate Implications:

Not applicable.

Engagement Matters:

The Council Workshop schedule will continue to be published with the Office of the City Clerk monthly forecast memorandum on the Committee of the Whole agenda.

Conclusion:

There are currently two Council Workshops scheduled for 2024. Staff continue to work on a review process and rubric to ensure council workshops are aligned to Council priorities and only scheduled when a full workshop meeting is necessary.

Respectfully submitted,

Samantha Yew

Acting City Clerk

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Appendices:

A. List of 2024 Council Workshop requests

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.