

STAFF REPORT: Engineering & Public Works Department

REPORT TO: Infrastructure and Recreation Committee
MEETING DATE: January 11th 2011
REPORT NO.: EPW.11.002
SUBJECT: Infrastructure and Recreation Committee
 Schedule Modifications

PREPARED BY: Reg Russwurm, Director of Engineering and
 Public Works

A. Recommendations

THAT Council approve the Infrastructure and Recreation Committee meet monthly on the second Tuesday at 7:00pm or at the call of the Committee Chair as outlined in Report EPW.11.002, Infrastructure and Recreation Committee Schedule Modifications.

B. Background

At the November 9th, 2010 Infrastructure and Recreation (I&R) Committee meeting, Staff was asked to prepare a report outlining the issues around moving to monthly I&R meetings instead of the twice monthly as has been the practice for several years. Given that the Purchasing Policy now permits the CAO, Department Head and Manager of Purchasing to jointly award tendered work up to \$100,000 subject to available budget, there are fewer reports being generated for recommendation by Committee. As such, the majority of reports coming to Committee are policy related, for larger purchases and involve unique situations.

Several advantages and disadvantages related to going to monthly I&R Committee meetings are listed below for consideration.

Advantages

1. Permits more efficient use of Committee Member's time by holding longer meeting monthly instead of two shorter meetings twice a month.
2. Direct cost savings in Staff overtime and/or lieu time (approx. \$400 - \$500 per meeting), and facility use cost. (\$25.00 per meeting).

Disadvantages

1. In the event that a Staff report misses a scheduled I&R meeting, the report may be delayed by a month until the next I&R meeting. Staff will need be more careful in project planning to ensure that reports are not unduly delayed.
2. With fewer Committee meetings, more time sensitive reports will need to come straight to Council without being vetted by the I&R Committee first.

Although Staff prefer the flexibility offered by twice monthly meetings, it is being recommended that Council endorse holding monthly meetings as a time convenience and cost saving measure. In the event that monthly meetings cause operational difficulties, the I&R Committee meeting schedule can be re-visited.

Staff also propose to continue to utilise the 2nd Tuesday of each month timeslot for the monthly meetings.

C. The Blue Mountains' Strategic Plan

Town's Strategic Plan Goal # 6 "Providing a strong well managed municipal government" is in part satisfied by the recommended action.

D. Environmental Impacts

None

E. Budget Impact

A typical 2 ½ hr evening I&R meeting costs \$400 to \$500 in Staff time either in direct overtime payments or lieu time allowances depending on mix of staff attending. Note that senior management is paid salary and their time is not included in this figure. In addition, the facility costs \$25.00 per meeting. The implementation of monthly meetings will reduce these costs to once per month instead of twice.

F. Attached

Respectfully submitted,

Reg Russwurm
Reg Russwurm
Director of Engineering and Public Works