

**From:** Doug Brown  
**To:** Rick Wiedenhoef; Lisa Slomke; Dawn Galusha; Travis Rob; Aaron Bisson; Jordan Forbes; Jeremy Hughes; Andrew Hallikas; Douglas Judson; John McTaggart; June Caul; Michael Behan; Wendy Brunetta  
**Cc:** Kathy Lawson  
**Subject:** RE: Administration Input into Scheduling Executive Committee Meetings  
**Date:** Tuesday, January 28, 2020 12:00:53 PM

Hi All, further to our productive discussion last night at the COW meeting in regards to the scheduling and/or adjusting of the weekly executive committee meetings. Administration reviewed the concerns raised by Council and proposes the following schedule.

All senior managers except Aaron had input into the proposed schedule and have endorsed it going forward. Aaron is on holidays.

All Executive Committee Meetings are scheduled on one day during the work week during regular working hours and it is **Tuesday**

The Deputy Clerk (Kathy Lawson) position will be preparing agendas and taking minutes for P&D Executive Committee meetings and A&F Executive meetings, thus meetings should be back to back on Tuesdays. Melissa Belluz will be preparing agendas and taking minutes for CS executive committee meetings & Lori Patterson be preparing agendas and taking minutes for O & F executive committee meetings.

All agendas will be published on Fridays by noon under most circumstances.

The weekly senior management team meetings will take place once every second week on Tuesday morning at 8:30 am following the Monday night COW /Council meetings and there will be no senior management team meetings during the executive committee meeting weeks.

There is one and half hours scheduled between executive committee meetings.

The meetings are as follows;

#### TUESDAYS

- 1) P&D Executive Committee meeting – 8:30 am- agenda/minutes – Kathy Lawson- members – John, Wendy & Doug – Mayor Caul -2019 average length of time – 49 minutes
- 2) A&F Executive committee meeting - 10:00 am – agenda/minutes – Kathy Lawson - members – Doug, Andrew & Wendy- Mayor Caul-2019 average length of time- 30 minutes
- 3) CS Executive committee meeting – 11:30 am – agenda/minutes - Melissa Belluz – members – Michel, Rick and Andrew – Mayor Caul- 2019 average length of time- 38 minutes
- 4) O & F Executive Committee meeting – 2:00 pm – agenda/minutes - Lori Patterson- Michael, Rick and John- Mayor Caul- 2019 average length of time- 87 minutes

Councilor Mc Taggart has the worst schedule but everyone else aligns well to the proposed schedule. Sorry Councilor McTaggart. 😊

It makes the most sense to schedule the O & F executive committee meetings at the end of the day as it is averaging the longest time of any executive committee meeting in 2019.

This information was prepared to have another discussion at the next COW meeting on February 10<sup>th</sup>.

Hope this helps.

Douglas DC Brown P Eng  
CAO  
Town of Fort Frances